



2020 West El Camino Avenue, Suite 800  
Sacramento, CA 95833  
hcai.ca.gov



**REQUEST FOR QUALIFICATIONS**  
**Notice to Prospective “Bidders”**  
**Architectural and Engineering**  
**RFQ 23-24037**

December 11, 2023

You are invited to review and respond to the Request for Qualifications (RFQ) 23-24037 for a Statement of Qualifications (SOQ) from structural engineering firms, to provide independent structural review of construction documents of building structures and development of Office of Statewide Hospital Planning and Development (OSHPD) Preapproved Details (OPDs) for the construction of hospitals and skilled nursing facilities, in compliance with the California Building Standards Code, Title 24 California Code of Regulations (CCR); Code Application Notice(s) (CAN) and Policy Intent Notice(s) (PIN) etc.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC) and Contractor Certification Clauses (CCC) that may be viewed and downloaded at the following internet site: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>. If you do not have Internet access, a hard copy can be provided by contacting the Contract Analyst listed below.

Bidders are encouraged to carefully read the entire solicitation. The need to verify all documentation and responses prior to the submission of bids is the responsibility of the bidder and cannot be overemphasized.

In submitting your bid, you must comply with the instructions found herein. Failure to comply with any of the requirements may result in rejection of your bid. By submitting a bid, you agree to all terms stated in this RFQ and within your bid submission.

This solicitation is published online in the California State Contracts Register at: <https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx>.

It is the opinion of the Department of Healthcare Access and Information (HCAI), that this RFQ is complete without need of explanation. However, if you have questions, notice any discrepancies or need any clarifying information, please contact the below listed Contract Analyst. Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Chantelle Parr, Contract Analyst  
Department of Health Care Access and Information  
2020 West El Camino Avenue, Suite 1000  
Sacramento, CA 95833  
(916) 326-3217  
[pcs@hcai.ca.gov](mailto:pcs@hcai.ca.gov)

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1. Purpose and Description of Services

The Department of Healthcare Access and Information (HCAI), Office of Statewide Hospital Planning and Development (OSHDP), is soliciting for Statement of Qualifications (SOQ) from structural engineering firms, to provide independent structural review of construction documents of building structures and development of OSHDP Preapproved Details (OPDs) for the construction of hospitals and skilled nursing facilities, in compliance with the California Building Standards Code, Title 24 California Code of Regulations (CCR); Code Application Notice(s) (CAN) and Policy Intent Notice(s) (PIN) etc.

HCAI anticipates the Scope of Work within a specific assignment shall consist of, but not be limited to, the review of the construction documents for primary structures, non-structural components, post approval documents and development of OSHDP Pre-approved Details (OPDs).

2. Bidder Minimum Qualifications

The criteria for determining the most qualified firm(s) shall include:

- A. Professional experience of the firm, and if applicable, sub-contracted firms, in providing independent structural review of construction documents for building structures. Also included are development of OSHDP Preapproved Details (OPDs) and checking of calculations, design criteria, computer models, and construction documents for the primary structure, nonstructural components, and seismic retrofit of health care facilities, for compliance with the California Building Standards Code, Title 24, California Code of Regulations (CCR), CANs and PINs, and established procedures.
- B. Staffing capability and availability of California Licensed Structural Engineers (CLSE's) to perform structural review of construction documents for large projects and develop OPDs within the timelines stated in a project schedule. Identify the project manager(s) who shall administer the project. HCAI requires continuous plan checking of health care projects to meet predetermined schedules. Explain how your staff will be available to work on HCAI projects on a "first priority" basis.
- C. CLSEs employed by the firm, including engineers employed by subcontracted firms if applicable, shall be identified. During the negotiation, for a project review, the firm shall demonstrate they will provide an adequate number of CLSEs to meet the requirements in item 2B above and the project's anticipated completion dates and compliance milestones. If the firm cannot provide adequate CLSEs at the time of project assignment, the firm will be disqualified from being assigned that project. Any person who is listed in multiple SOQs shall not be counted towards meeting the adequate number for CLSE's, excluding DVBE participants.
- D. Knowledge of applicable codes, regulations, and administrative requirements.
  - 1) Description, nature and quality of recently [within last five (5) years] completed health facility structural design or structural construction document review work performed by proposed CLSE's. In each case specify whether the Structural Engineer of Record (SEOR) for the project was from your firm.
  - 2) Include specific examples of use of California Administrative Code, including Chapters 6 & 7, CANs and PINs in recent OSHDP projects.
- E. Proven ability to complete projects within the established time frames and budget.
- F. Construction document review quality control and quality assurance program.

- G. Only Structural Engineers currently certified under Division 3, of the Business and Professions Code, and licensed in the State of California may be used in the performance of assignments.
- H. Knowledge and experience in the design and/or review of construction projects that include:
  - 1) Seismically Isolated Structures
  - 2) Structures with Damping Systems
  - 3) Nonlinear Static (Pushover) Analysis
  - 4) Nonlinear Time History Analysis
  - 5) Development of Standard Details for Anchorage and Bracing of Nonstructural Components and Equipment
- I. The role of each certified structural engineer and organizational chart as it relates to potential HCAI projects(s).
- J. Performance of the firm in recent review of construction documents and design of HCAI regulated facilities, in following the procedures, milestones, and intermediate comment submittal requirements established by HCAI.
- K. Structural analysis and design software currently used by the firm for design and review of construction documents, with identification of the structural engineers experienced in using them.

3. Submittal Requirements and Information

A. Key Action Dates

Listed below are the key action dates and times by which the actions must be taken or completed. All dates after the submission of quotes are approximate and may be adjusted by HCAI, as conditions require, without addendum to this RFQ.

KEY ACTIONS	DATES
Release of RFQ	December 11, 2023
RFQ Written Questions Due to OSHPD	January 02, 2024 by 4:00 p.m. PDT
OSHPD Written Response Due to Questions	January 09, 2024
Submission of RFQ Responses	January 23, 2024 by 4:00 p.m. PDT
Review of RFQ Responses	January 31, 2024
Interview Notification	February 09, 2024
Virtual Interviews (TBD)	February 26 – March 8, 2024
Notice of Intent to Award	March 15, 2024
Negotiation of Agreement Fees	March 22, 2024
Anticipated Project Start Date	July 01, 2024

All questions regarding this RFQ must be in writing and submitted by email to the project contact below by **Tuesday, January 2, 2024**.

Responses to questions received by the above due date will be provided and via email to all bidders who have expressed interest or submitted questions.

B. OSHPD Project Contact

Chantelle Parr, Contract Analyst  
Department of Healthcare Access and Information  
2020 West El Camino, Suite 1000  
Sacramento, CA 95833  
(916) 326-3217  
[pcs@hcai.ca.gov](mailto:pcs@hcai.ca.gov)

C. Submission of Bid

One (1) complete original (labeled "original") and One (1) electronic copy submitted via a downloadable link to [pcs@hcai.ca.gov](mailto:pcs@hcai.ca.gov). Items 1 through 14 shall be tabulated in the order listed below as Section 1. Item 15, shall be labeled as Section 2, 3, etc. A material deviation shall be cause for disqualification. Electronic submittals may be in the form of a digital zip file with each individual file clearly labeled by Section.

- 1) Completed PENALTY OF PERJURY STATEMENT, EXHIBIT A.
- 2) Completed General Information Sheet, Page 11, EXHIBIT B.
- 3) Completed CALIFORNIA DVBE PROGRAM REQUIREMENTS, EXHIBIT D, Page 13. Public Contract Code Sections 10115 et seq., establishes the goal of three percent (3%) DVBE participation for all construction, services, maintenance, and supply contracts led by any State department. OSHPD encourages the use of subcontracted firms to meet the DVBE participation goal.
- 4) Response to BIDDER MINIMUM QUALIFICATIONS, Page 3, Section 2., Items A through K.
- 5) Completed BIDDER DECLARATION, (GSPD-05-0105), EXHIBIT E, Page 14.

- 6) Completed COMMERCIALY USEFUL FUNCTION QUESTIONNAIRE, Pages 15-16, if applicable.
- 7) Completed PAYEE DATA RECORD (STD. 204), Page 17.
- 8) Completed CONTRACTOR CERTIFICATION CLAUSES (04/2017), Page 18.
- 9) Completed DARFUR CONTRACTING ACT VENDOR CERTIFICATION, Page 19.
- 10) Completed ARCHITECT-ENGINEER QUALIFICATIONS, General Service Administration (GSA) Standard Form 330, Page 20.
- 11) List of health care facility projects previously designed or reviewed by name of facility, date, name and title of responsible engineer in-charge, phone number, scope or description of project, HCAI application number, dollar value, and number of days to complete review of construction documents.
- 12) Detailed and specific resume which defines the education, current California structural license number, training, and professional experience of each CLSE that shall be assigned to HCAI projects. The resume shall also include a list of HCAI projects worked on by each proposed engineer. The list shall include the HCAI project number, a brief project scope description and a listing of specific structural design or review responsibilities completed by the engineer for said projects. The list is required; if the list is incomplete or not provided for an engineer, the engineer will be removed from the list of qualified CLSE's in the Statement of Qualifications (SOQ) for the firm.

**Exceptions:**

If the CLSE was approved previously for review of HCAI projects under previous Agreements/Assignments, then the HCAI Projects list for said engineer is not required., and the application of this exception shall be stated in the resume.

- 13) Copy of Contractor's current city or county business license for each location where Contractor shall perform work.
- 14) Description of in-house computer software and hardware used for structural analysis and design.
- 15) If applicable, any Subcontractor information, divided into separate sections, by firm.

**D. General Guidelines and Restrictions**

To clarify, the submitting firm shall have all required documentation in their SOQ labeled as Section 1, the first subcontractor shall have all required documentation labeled as Section 2, the next subcontractor shall have all required documentation labeled as Section 3, etc.

Subcontracts

If subcontractors are to be used, the SOQ shall include Items 1 through 4.

- 1) Complete SUBMITTAL REQUIREMENTS, Page 5, Section C, Items 1., 4 – 10 (Part II), 11 – 14. All subcontractors must be a currently licensed California Structural Engineers under Division 3, of the Business and Professions Code, and licensed in the State of California.
- 2) Specific tasks to be performed by each subcontractor.
- 3) Detailed cost or percentage of the subcontract(s).
- 4) Details of past projects the firm and subcontractor(s) have worked on together. HCAI reserves the right to approve all subcontractors. After contract award, no work may be subcontracted without prior written approval from HCAI.

- 5) HCAI reserves the right to approve all subcontractors. After contract award, no work may be subcontracted without prior written approval from HCAI.

Debriefing

Firms may contact the HCAI Legal Office and be given written or oral SOQ evaluation debriefings. Pursuant to the California Public Records Act, all proposals, and all evaluation and scoring sheets, which are retained as a permanent State record, shall be made available for public inspection, upon written request to [legal@hcai.ca.gov](mailto:legal@hcai.ca.gov).

Confidentiality

Prior to award of an Agreement, all proposals shall be designated confidential to the extent permitted by the California Public Records Act.

Property Rights

Each SOQ submitted shall be at no cost or obligation to the State. HCAI reserves the right to retain all proposals. All property rights, including rights of publication, for materials produced by the firm in connection with the work provided for herein shall be vested in the State. Neither the firm nor a subcontracted firm shall copyright, publish, or otherwise disclose information without the express written permission of the HCAI Contract Coordinator.

Settlement of Disputes

In the event of a dispute, Contractor shall file a "Notice of Dispute" with HCAI, Procurement and Contract Services (PCS), within ten (10) business days of discovery of the problem. Within ten (10) business days, HCAI PCS shall meet with the Contractor and Project Manager for purposes of resolving the dispute. The decision of HCAI shall be final.

E. Submittal Date, Time, and Location

You may hand deliver, use U.S. Mail, Express, or an Overnight Delivery service for the submittal of the Original copy. The electronic copy will be emailed prior to the final submittal January 23, 2024 at 4:00 p.m. The sealed SOQ must clearly indicate: **RFQ 23-24037 – Structural Review of Construction Documents and development of OSHPD Pre-approved Details (OPDs)**, and be marked with **MAILROOM DO NOT OPEN**, as shown in the following example:

Department of Healthcare Access and Information  
Office of Statewide Hospital Planning and Development  
Attn.: Rebecca Mark  
2020 West El Camino Avenue, Suite 800  
Sacramento, CA 95833

**RFQ 23-24037**  
**Structural Review of Construction Documents and**  
**the development of OSHPD Preapproved Details (OPDs)**  
**MAILROOM DO NOT OPEN**

Any SOQ that does not contain SUBMITTAL REQUIREMENTS, Page 5, Section C, Items 1 through 15, or the PENALTY OF PERJURY STATEMENT, EXHIBIT A, may be disqualified. A material deviation shall be cause for disqualification. Any SOQ submitted after the Final Date/Time for Submission, Page 8, Section 3.E, SUBMITTAL DATE, TIME, AND LOCATION shall be disqualified.

F. Evaluation Process

- 1) Each SOQ shall be pre-screened for administrative and technical requirements.
- 2) Firms considered the most qualified shall be invited to make a presentation of their qualifications and experience identified in the BIDDER MINIMUM QUALIFICATIONS, Page 3, Section 2., Items A through K. Firms may also be presented with technical code-based questions during their presentation. The HCAI panel shall score firms based on responses made in their SOQ; presentation; and responses to standard, technical, follow-up, or clarification questions. The HCAI panel shall rank, and recommend to the Director of HCAI, a list of the most qualified firms in order of qualifications (Rank 1, 2, 3, etc.).
- 3) Retainer contracts shall be in the amount of Four And a Half Million Dollars and Zero Cents (\$4,500,000) and in effect for a three (3) year term (\$1,500,000 per fiscal year). Assignments for independent structural review of contract documents for the construction of hospitals and skilled nursing facilities, and development of OSHPD Preapproved Details (OPDs), shall be negotiated and the aggregate of all assignments shall not exceed Four And a Half Million Dollars and Zero Cents (\$4,500,000). HCAI reserves the right to negotiate separate increments, phases, etc., within an assignment, or project. Assignments shall be negotiated prior to the expiration of the agreement and may extend past the original term of the agreement. HCAI does not guarantee any assignment(s) shall be made.

G. Award of Contract

An Agreement may be awarded to the most qualified firm whose SOQ complies with all requirements listed within this RFQ.



#### H. Agreement, Execution, and Performance

- 1) Performance shall start on the express date set by the awarding agency and the Contractor, after all approvals have been obtained and the agreement is fully executed. Should the Contractor fail to commence work at the agreed upon time, the awarding agency, upon five (5) days written notice to the Contractor, reserves the right to terminate the Agreement. In addition, the Contractor shall be liable to the State for the difference between Contractor's bid price and the actual cost of performing work by the second lowest bidder or by another contractor.
- 2) All performance under the agreement shall be completed on or before the termination date of the agreement.
- 3) Evaluations will be completed by a selection panel consisting of OSHPD's technical experts. Evaluations will be used by HCAI to help rank firms in future SOQ submissions not related to this RFQ. Additionally, the evaluations will be used to evaluate work performance in the Agreements/Assignments by this RFQ and may be used in part or in whole as termination for cause for said Agreements/Assignments.
- 4) Contractor agrees that the State or its representative shall have the right to review, obtain, and copy all records pertaining to the performance of the agreement. Contractor agrees to provide the State or its representative with any relevant information requested, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such records, accounts, and other material that may be relevant to the agreement in question. Contractor further agrees to maintain such records for a period of three (3) years after final payment under the Agreement.

#### I. DVBE Incentive

The DVBE Program requirement for this solicitation has been waived; however, the DVBE Incentive still applies.

For the information:

<https://www.dgs.ca.gov/PD-OSDS>

EXHIBIT D provides information about the DVBE Incentive.

**EXHIBIT A**  
**PENALTY OF PERJURY STATEMENT**

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this submittal package as a DVBE complies with the relevant definitions set forth in Section 1896.61 of Title 2, California Code of Regulations and Section 999 of the Military and Veterans Code. In making this certification, I am aware of Section 10115 et seq. of the Public Contract Code which establishes penalties for falsification of documents when applying for certification for State contracts:

\_\_\_\_\_  
Legal Name of Firm

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City) CA (State) (ZIP)

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Executive Officer Date

\_\_\_\_\_  
Printed Name Title

**EXHIBIT B**  
**GENERAL INFORMATION SHEET**

Structural Construction Review and  
Development of OSHPD Preapproved Details (OPDs)

Date: \_\_\_\_\_

Legal Name of Firm: \_\_\_\_\_

Federal Employer I.D. Number: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_  
(City) CA (State) (ZIP)

Telephone Number: ( \_\_\_\_\_ )  
Area Code

Fax Number: ( \_\_\_\_\_ )  
Area Code

Principal In-Charge: \_\_\_\_\_  
Name Title License Number

Primary Contact Person: \_\_\_\_\_  
(For any questions pertaining to the Statement of Qualifications)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
(City) CA (State) (ZIP)

Telephone Number: ( \_\_\_\_\_ )  
Area Code

Email Address: \_\_\_\_\_

**EXHIBIT C**  
**DISABLED VETERAN BUSINESS ENTERPRISE DECLARATIONS**  
(if applicable)

Bidders who are disabled veteran (DV) owner(s) and DV manager(s) of a Disabled Veteran Business Enterprise must complete DGS PD 843 Disabled Veteran Business Enterprise Declarations when a DVBE contractor or subcontractor will provide materials, supplies, services or equipment and include it with the bid response.

The DGS PD 843 Disabled Veteran Business Enterprise Declarations form can be found at:

[https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD\\_1.pdf](https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_1.pdf)

**EXHIBIT D**  
**CALIFORNIA DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)**  
**PARTICIPATION PROGRAM**  
(Revision Date 1-2022)

**Please read the instructions carefully before you begin.**

**The requirements for the California Disabled Veteran Business Enterprise (DVBE) Participation Program can be found at this website:**

<https://www.dgs.ca.gov/PD-OSDS>

**EXHIBIT E**  
**BIDDER DECLARATION**

All bidders must complete the Bidder Declaration (GSP-05-105) and include it with the bid response.

The Bidder Declaration (GSP-05-105) is available at the following website:

<http://www.documents.dgs.ca.gov/dgs/fmc/gsp/pd/gspd05-105.pdf>

**EXHIBIT F**  
**COMMERCIALLY USEFUL FUNCTION DEFINITION**

California Code of Regulations, Title 2, § 1896.61(l):

The term "DVBE contractor, subcontractor or supplier" means any person or entity that satisfies the ownership (or management) and control requirements of §1896.61(f); is certified in accordance with §1896.70; and provides services or goods that contribute to the fulfillment of the contract requirements by performing a commercially useful function.

As defined in MVC §999, a person or an entity is deemed to perform a "commercially useful function" if a person or entity does **all** of the following:

- Is responsible for the execution of a distinct element of the work of the contract.
- Carries out the obligation by actually performing, managing, or supervising the work involved.
- Performs work that is normal for its business services and functions.
- Is responsible with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing if applicable, and making payment.
- Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

A contractor, subcontractor, or supplier will not be considered to perform a commercially useful function if the contractor's, subcontractor's, or supplier's role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of disabled veteran business enterprise participation.

If the submitting firm is a certified Small Business (SB) or DVBE, a CUF form is required in their bid response. If the submitting firm is subcontracting with a SB or DVBE, then a CUF form for the subcontractor must be submitted.

# Commercially Useful Function Questionnaire

OSH-AD-159 (NEW 1/2019)

## BUSINESS NAME

“DOING BUSINESS AS” (DBA) NAME	OSDS REF # (CURRENTLY CERTIFIED FIRMS ONLY)
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## COMMERICALLY USEFUL FUNCTION (CUF)

All certified Small Business (SB), Microbusiness (MB), and/or Disabled Veteran Business Enterprise (DVBE) vendors (contractors, subcontractors, or suppliers) must meet commercially useful function requirements under Government Code Section 14837(d)(4) and Military and Veterans Code Section 999(b)(5)(B).

Answer the following questions as they apply to the vendor that is fulfilling a contract or purchase order.

Mark all that apply:    DVBE     Small Business     Micro Business

1	Vendor is responsible for the execution of a distinct element of the work of the contract or purchase order?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
2	Vendor will carry out its obligation on a contract or purchase order by actually performing, managing, or supervising the work involved?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
3	Vendor will perform work on a contract or purchase order that is normal for its business, services and functions?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
4	Vendor is responsible, with respect to products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing, if applicable, and making payment?	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
5a	Is the vendor subcontracting?	Yes <input type="checkbox"/>	No* <input type="checkbox"/> <i>Go to 5b      Skip 5b</i>
5b	Is the vendor further subcontracting a portion of the work that is greater than what is to be expected by normal industry practices?	Yes <input type="checkbox"/>	No* <input type="checkbox"/>

**Please note: to be considered compliant, a vendor must meet all five criteria. Responses that meet the requirements of the government code criteria are marked with an asterisk (\*).**

## Vendor’s Certification

I, the Vendor certify under penalty of perjury under the laws of the State of California that my company is in compliance with all five of the criteria listed above.

SIGNATURE	DATE
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## Buyer’s Certification

I, the Buyer certify that I have performed a CUF evaluation and the vendor is in compliance with all five of the criteria listed above.

SIGNATURE	DATE
-----------	------



**EXHIBIT G**  
**PAYEE DATA RECORD (STD 204)**

All bidders must complete the Payee Data Record (STD 204) and include it with the bid response.

The Payee Data Record (STD 204) is available at the following website:

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

**EXHIBIT H**  
**CONTRACTOR CERTIFICATION CLAUSES (CCC– 04/2017)**

All bidders must complete the Contractor Certification Clauses Form (CCC– 04/2017) and include it with the bid response.

The Contractor Certification Clauses form (CCC 04/2017) is available at the following website:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

**EXHIBIT I**  
**DARFUR CONTRACTING ACT VENDOR CERTIFICATION**

Bidders who have had any business activities or other operations outside of the United States within the previous three years must complete the Darfur Contracting Act Certification and include it with the bid response.

The Darfur Contracting Act Certification is available at the following website:

[https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD\\_1.pdf](https://www.documents.dgs.ca.gov/dgs/FMC/GS/PD/PD_1.pdf)

**EXHIBIT J**  
**ARCHITECT-ENGINEER QUALIFICATIONS**

All bidders must complete the General Service Administration (GSA) Standard Form 330 and include it with the bid response.

Standard Form 330 is available at the following website:

<https://www.gsa.gov/forms-library/architect-engineer-qualifications>