



COUNTY OF SAN BENITO

PUBLIC WORKS DEPARTMENT

ON-CALL

ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES

For Capital Improvement Projects

Pre-Qualified Architect List

RFQ # PWB-2638

Release Date: August 19, 2026

SUBMITTALS

Statement of Qualifications must be uploaded and received through the County's designated electronic procurement portal, <https://procurement.opengov.com/portal/cosb>, by the following due date:

3:00 PM PST

Wednesday

09/09/2026

LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.

COUNTY CONTACT: Deems Katada,
Interim Public Works Administrator
Dkatada@sanbenitocountyca.gov
831-363-4170

QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions or requests for clarification regarding this Request for Qualifications ("RFQ") must be submitted through the procurement portal at <https://procurement.opengov.com/portal/cosb> no later than 3:00 PM Monday, 08/31/2026. Requests for clarification or questions must include the individual's name, firm name, complete address, and must reference this RFQ.

Responses to all questions will be collectively compiled and posted, as an Addendum at the County's Website <https://www.sanbenitocountyca.gov/government/request-for-proposals-solicitation-center> or <https://procurement.opengov.com/portal/cosb>. No verbal clarifications or responses given will be binding upon County of San Benito ("County"). The County has the right, at its sole discretion, to terminate this process at any time. Nothing herein shall be construed as obligating the County to pay any expenses incurred by your firm or any of your agents in connection with your response to this request.

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1 INTRODUCTION

The County of San Benito (“County”), through its Public Works Department, is requesting Statements of Qualifications (SOQs) from qualified and licensed architectural firms to establish a three-year Pre-Qualified On-Call Architectural Services List to support County capital improvement, facility, infrastructure, and other public improvement projects.

The County anticipates entering into multiple on-call professional services agreements with the most qualified firms. Services may include, but are not limited to, architectural design, facility and site planning, engineering coordination, site development, preparation of plans, specifications and construction documents, cost estimating, permitting and bidding assistance, construction administration, and other related professional services.

Services will be authorized on an as-needed basis based on individual project requirements and the qualifications and expertise of the selected firms. Placement on the pre-qualified list or execution of an on-call agreement does not guarantee the award of any specific project, task order, or minimum amount of work.

1.1 Background

The County of San Benito owns, operates, and maintains a variety of public facilities and properties that support the delivery of County services. These facilities include administrative offices, public safety facilities, public works facilities, parks, libraries, court houses and recreational facilities, and other County-owned buildings and properties.

The County periodically undertakes capital improvement, renovation, rehabilitation, maintenance, and facility improvement projects that require architectural and related professional services. The size, complexity, schedule, and scope of these projects vary and may include improvements to existing facilities, building renovations and modifications, accessibility improvements, site improvements, space planning, building systems upgrades, and the planning and design of new facilities.

To efficiently obtain professional services as project needs arise, the County intends to establish a pool of qualified architectural firms that can provide services on an as-needed basis. The on-call contracting approach will allow the County to engage firms with the appropriate experience and expertise for individual assignments without conducting a separate qualifications-based solicitation for each project.

Projects and assignments may vary in size and complexity and will be initiated at the County’s discretion based on available funding, project priorities, operational needs, and other considerations.

2 SCOPE OF SERVICES

Firms selected through this RFQ may be requested to provide professional architectural and related consulting services for individual County projects on an as-needed basis. Projects are anticipated to vary in size, complexity, and duration, with construction costs generally ranging from approximately \$50,000 to \$10 million. Services may be authorized through task orders, project-specific scopes of work, or individual professional services agreements, as determined by the County. The specific scope of services, deliverables, schedule, and fee for each assignment will be established prior to authorization of the work.

2.1 Anticipated Project Types

Projects may include, but are not limited to, the following:

- a. New construction of civic and public facilities
- b. Courthouse facility assessment, planning, and improvement project
- c. Building modernization, rehabilitation, and renovation
- d. Tenant improvements and interior space modifications
- e. ADA accessibility improvements and barrier removal
- f. Library, park, and community facility projects
- g. Public safety facility improvements
- h. Public Works and operational facility improvements
- i. Site development and related infrastructure improvements
- j. Building systems and energy-efficiency upgrades
- k. Other County facility and capital improvement projects

2.2 Professional Services

Professional services may include, but are not limited to, the following:

- a. Facility programming, planning, feasibility studies, and existing conditions assessments
- b. Architectural design, including schematic design, design development, and preparation of construction documents
- c. Site planning and civil engineering coordination
- d. Preparation of plans, specifications, technical requirements, and other construction documents
- e. Construction cost estimating and budget reconciliation
- f. Value engineering and constructability review
- g. ADA accessibility assessments and design
- h. Coordination of structural, civil, mechanical, electrical, plumbing, landscape, and other specialty consultants
- i. Permitting and regulatory agency coordination
- j. Preparation of bridging documents and technical support for design-build or other alternative project delivery methods
- k. Bidding and procurement support

- l. Construction administration and periodic construction observation
- m. Review of submittals, requests for information, change order requests, and other construction-related documentation
- n. Project closeout and record document support
- o. Stakeholder coordination and public engagement support
- p. Technical support for grant-funded projects, including preparation and coordination of plans, cost estimates, project information, and other technical documentation, as required to support applicable grant requirements.
- q. Other architectural and related professional services required to support individual County projects

The selected architectural firm will be responsible for coordinating its subconsultants and other disciplines necessary to provide complete and coordinated work products for each assigned project.

2.3 Assignment of Work

Assignments will be made at the County's discretion based on the requirements of each project and may consider factors such as the firm's qualifications and specialized expertise, availability, capacity, project schedule, prior performance, and familiarity with the project or facility.

Placement on the Pre-Qualified On-Call Architectural Services List or execution of an on-call professional services agreement does not guarantee the assignment of any specific project or a minimum volume or value of work.

3 MINIMUM CONSULTANT QUALIFICATIONS

To be considered for placement on the County's Pre-Qualified On-Call Architectural Services List, Consultants must meet the following minimum qualifications.

3.1 Firm Experience

The Consultant shall be an established architectural firm with a minimum of five (5) years of demonstrated experience providing architectural and related professional services. The Consultant shall provide a brief firm history, including years in business and experience relevant to the services described in this RFQ.

3.2 California Architectural License

The Consultant shall have a California-licensed architect who will be responsible for architectural services performed under the agreement. All required professional licenses shall be current and in good standing.

3.3 Public Agency Experience

The Consultant shall demonstrate experience providing architectural and related professional services for public agencies, including counties, cities, special districts, or other governmental entities.

3.4 Relevant Project Experience

The Consultant shall demonstrate experience with projects similar in size, scope, and

complexity to those anticipated under this RFQ, including new construction, renovation, modernization, rehabilitation, or improvement of public facilities.

3.5 Qualified Project Team

The Consultant shall have qualified professional and technical personnel, either in-house or through qualified subconsultants, capable of providing the architectural, engineering, and related professional services necessary to complete assigned projects.

3.6 Capacity and Availability

The Consultant shall demonstrate sufficient staffing, resources, and availability to respond to County assignments, meet project schedules, and manage multiple concurrent assignments, as necessary.

3.7 Authorization to Conduct Business

The Consultant shall be authorized to conduct business in the State of California and shall possess all licenses, registrations, certifications, and other authorizations required by applicable law to perform the services for which it is responsible.

3.8 Insurance Requirements

The Consultant shall be capable of meeting the County's insurance requirements prior to execution of an agreement and shall maintain all required coverage throughout the term of the agreement. See Exhibit A – Sample Draft Contract for applicable insurance requirements.

4 STATEMENT OF QUALIFICATIONS REQUIREMENTS

Firms responding to this RFQ shall submit a SOQ that clearly demonstrates the firm's qualifications, experience, and ability to provide the services described in this RFQ. SOQs shall be concise, well organized, and provide sufficient information for the County to evaluate the firm's qualifications. At a minimum, the SOQ shall include the following information in the order presented below.

4.1 Cover Letter

Provide a cover letter introducing the firm and summarizing its interest in providing on-call architectural services to the County. The cover letter shall not exceed one (1) page, double sided. The cover letter shall:

- a. Identify the firm's legal name and primary office that will provide services to the County
- b. Identify the principal contact for this RFQ, including telephone number and email address
- c. Identify the individual authorized to negotiate and execute agreements on behalf of the firm
- d. Acknowledge the firm's availability and commitment to provide services throughout the three-year term
- e. Be signed by an individual authorized to bind the firm

4.2 Firm Qualifications and Experience

Provide an overview of the firm's qualifications and experience relevant to the services described in this RFQ, including:

- a. Number of years in business
- b. Location of the office(s) from which services will be provided
- c. Experience providing architectural and related professional services to counties, cities, special districts, and other public agencies
- d. Experience with public facilities, civic buildings, Public Works facilities, public safety facilities, parks, libraries, and similar projects
- e. Experience managing multiple concurrent projects and on-call assignments
- f. Experience coordinating multidisciplinary design teams and specialty subconsultants
- g. Specialized capabilities or areas of expertise relevant to the County's anticipated projects.

4.3 Project Team

Identify the key personnel proposed to provide services to the County. At a minimum, provide:

- a. Name, title, and role of each key team member;
- b. Professional licenses and certifications, as applicable;
- c. Relevant education and professional experience;
- d. Experience with similar public-sector projects;
- e. Length of time with the firm; and
- f. Availability and anticipated level of involvement in County assignments.

Identify the proposed Principal-in-Charge and primary Project Manager(s). Clearly identify proposed subconsultants and the services or disciplines they are expected to provide.

4.4 Relevant Project Experience

Provide five (5) examples of projects that demonstrate the Consultant's experience providing services similar in size, scope, and complexity to those anticipated under this RFQ. Projects may include new construction, renovation, modernization, rehabilitation, or improvement of public facilities. For each project, provide the following:

- a. Project name and location
- b. Client/agency name
- c. Brief description of the project and services provided
- d. Consultant's role and responsibilities
- e. Project construction cost, if applicable
- f. Date or period of performance
- g. Key personnel from the proposed team who participated in the project
- h. Client reference, including contact name, title, telephone number, and email address

The County reserves the right to contact any or all references provided and will consider information obtained through reference checks as part of its evaluation of the Consultant's qualifications and past performance.

4.5 Approach to On-Call Services

Describe the firm's approach to providing responsive on-call services to the County, including:

- a. Project initiation and development of project-specific scopes of work
- b. Project management and communication
- c. Quality assurance and quality control
- d. Cost estimating and budget management
- e. Schedule development and control
- f. Coordination of subconsultants and technical disciplines
- g. Permitting and agency coordination
- h. Construction-phase support
- i. Management of multiple concurrent assignments
- j. Ability to respond to expedited or time-sensitive assignments

4.6 Subconsultants

Identify the subconsultants anticipated to support the Consultant in providing the services described in this RFQ. For each proposed subconsultant, provide:

- Firm name and location
- Professional discipline or services to be provided
- Relevant qualifications and experience
- Previous experience working with the Consultant, if applicable

The specific types of subconsultants required for future assignments are not known at this time and will vary depending on the scope and requirements of each project. Consultants may utilize subconsultants identified in their SOQ or propose additional subconsultants not identified in the SOQ, as appropriate for a specific assignment. Any subconsultant proposed for use on a County assignment shall meet the applicable qualifications, licensing, insurance, and other requirements of this RFQ and shall be subject to County review and approval prior to performing work.

4.7 Licenses and Certifications

Provide a statement confirming that the firm and proposed personnel possess all professional licenses and certifications required to perform the services contemplated by this RFQ.

The firm shall maintain all required licenses and certifications throughout the term of any agreement with the County.

5 SOQ FORMAT AND SUBMISSION REQUIREMENTS

5.1 SOQ Format

SOQs shall be clear, concise, and organized in the order specified in the Statement of Qualifications Requirements section of this RFQ. The SOQ shall provide sufficient information to demonstrate the Consultant's qualifications, experience, proposed project team, and ability to perform the services described in this RFQ. SOQs shall comply with the following format requirements:

1. Be submitted as a single, searchable PDF document
2. Use 8½-inch by 11-inch pages, except that 11-inch by 17-inch pages may be used for charts, organizational diagrams, or similar information that cannot reasonably be presented on an 8½-inch by 11-inch page
3. Use a minimum 11-point font for narrative text
4. Include a table of contents
5. Clearly identify each section and subsection
6. Be limited to a maximum of twenty (20) pages, double sided, excluding the cover, table of contents, and required forms and exhibits
7. Include all required forms, certifications, and attachments identified in this RFQ.

Pages exceeding the established page limit may not be considered as part of the County's evaluation.

5.2 Organization of SOQ

The SOQ shall be organized in the following order:

1. Cover Letter
2. Firm Qualifications and Experience
3. Project Team Resume's
4. Relevant Project Experience
5. Approach to On-Call Services
6. Subconsultants
7. Licenses and Certifications
8. Required Forms and Exhibits

Information shall be presented in sufficient detail to allow the County to evaluate the Consultant in accordance with the evaluation criteria established in this RFQ.

5.3 Electronic Submission

SOQs shall be submitted electronically through the County's designated procurement website:

<https://procurement.opengov.com/portal/cosb>

The complete electronic submission must be received no later than:

3:00 PM PST, Wednesday, September 9, 2026

The Consultant is solely responsible for ensuring that its complete SOQ is successfully submitted and received by the County prior to the deadline. Consultants are encouraged to allow

sufficient time to upload and submit all required documents. **Late SOQ's will not be accepted or considered.**

5.4 Required Submission Documents

Each submission shall include:

- a. Complete Statement of Qualifications
- b. Required Respondent Information/Certification form
- c. Designation of Subconsultants, if applicable
- d. Completed Non-Collusion Declaration (Exhibit B)
- e. Evidence or certification of required professional licensure
- f. Any other forms or certifications specifically required by this RFQ.

The County may determine an SOQ to be non-responsive if required information, forms, or certifications are omitted or materially incomplete.

5.5 Questions and Requests for Clarification

Questions or requests for clarification regarding this RFQ must be submitted through the procurement portal at **<https://procurement.opengov.com/portal/cosb>** no later than 3:00 PM, Monday, August 31, 2026. Requests for clarification or questions must include the individual's name, firm name, complete address, and must reference this RFQ.

Responses to all questions will be collectively compiled and posted, as an Addendum at the County's Website **<https://www.sanbenitocountyca.gov/government/request-for-proposals-solicitation-center>** or **<https://procurement.opengov.com/portal/cosb>**. No verbal clarifications or responses given will be binding upon the County of San Benito ("County"). Respondents are responsible for reviewing all addenda issued by the County prior to submitting an SOQ.

5.6 Modification or Withdrawal of SOQ

A Consultant may modify or withdraw its SOQ prior to the submission deadline in accordance with the procedures established by the County's electronic procurement system. No modification to an SOQ will be accepted after the submission deadline unless specifically requested by the County for purposes of clarification during the evaluation process.

6 GENERAL PROVISIONS

6.1 County Rights

The County of San Benito reserves the right to reject any or all SOQ's; waive minor irregularities or informalities; request clarification or additional information; modify or cancel this RFQ; and take any action determined to be in the best interest of the County.

Issuance of this RFQ does not obligate the County to establish a prequalified list, enter into an agreement, or award any work.

6.2 Prime Responsibility

The selected Consultant(s) will assume full responsibility for all services and activities offered in their proposal(s), whether or not provided directly. The County will consider the Consultant(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from any contract.

6.3 Assurance

Any contract awarded under this RFQ must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The selected Consultant must guarantee that services provided will be performed in compliance with all applicable county, state, and federal laws and regulations pertinent to each project.

6.4 Independent Contractor

In performance of the work, duties, and obligations assumed by the Consultant, it is mutually understood and agreed that the Consultant, including its officers, agents, and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of the County.

6.5 Non-Discrimination

The County of San Benito prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability, or medical condition. This clause does not require the hiring of unqualified persons.

6.6 Cost of Preparation

All costs associated with preparing and submitting an SOQ, participating in an interview, or otherwise responding to this RFQ shall be the sole responsibility of the consultant. The County shall not be responsible for any costs incurred in responding to this solicitation.

6.7 Public Records

SOQ's submitted in response to this RFQ are subject to the California Public Records Act. Consultants should clearly identify any information they believe is exempt from disclosure and the basis for the claimed exemption. The County will respond to requests for records in accordance with applicable law.

6.8 Conflicts of Interest

Consultants shall disclose any actual or potential conflicts of interest that could affect their ability to provide services to the County. Consultants selected to provide services shall comply with all applicable federal, state, and local conflict-of-interest requirements.

6.9 Standard County Contract

Selection through this RFQ does not constitute a contract or authorization to perform work. Any services provided to the County shall be subject to an executed agreement and written authorization to proceed, as required by the County.

Qualified Consultants must be prepared to enter into the County's standard Personal Services Contract, a sample of which is attached as Exhibit A – Sample Draft Contract. The County intends to award contracts substantially in the form of the sample agreement.

6.10 Insurance

Prior to commencement of services on any project, the Consultant must provide evidence of the following insurance coverage: Worker's Compensation, Commercial General Liability (naming the County of San Benito as additional insured), Comprehensive Automobile Liability for Owned and Non-Owned/Hired Automobiles, Errors and Omissions Insurance, and Professional Liability or Malpractice Insurance. The Consultant will maintain the required coverages at its sole cost and expense throughout the entire term of the contract. See Exhibit A – Sample Draft Contract for applicable insurance requirements.

7 EVALUATION CRITERIA

SOQ's submitted by Consultants meeting the Minimum Consultant Qualifications will be evaluated by a County Selection Committee. The evaluation will consider the Consultant's qualifications, relevant experience, proposed key personnel, approach to providing on-call services, and demonstrated past performance. The County may conduct reference checks and may interview the highest-ranked Consultants. The County reserves the right to make selections based solely on the written Statements of Qualifications and reference checks without conducting interviews. SOQs will be evaluated based on the following criteria:

Evaluation Category	Maximum Points
General Qualifications of Firm	25
Experience with Similar Types of Projects, including public facilities, infrastructure, and grant-funded projects	25
General Qualifications of Key Personnel	20
Technical Approach to On-Call Services	20
Reference Checks	10
TOTAL MAXIMUM POINTS	100

Reference Checks

The County may contact the references identified in the Consultant's SOQ to evaluate the Consultant's past performance on similar professional services engagements. Reference checks may consider quality of work, responsiveness and communication, adherence to project budgets and schedules, management of design and construction issues, and overall client satisfaction.

The County reserves the right to contact other public agencies or clients familiar with the Consultant's performance in addition to the references provided in the SOQ.