



REQUEST FOR QUALIFICATIONS & PROPOSALS
733-741 4th Street Roof Design

TO: All Prospective Proposers

SUBJECT: Request for Qualifications and Proposals: 733-741 4th Street Roof Design

DATE ISSUED: September 14, 2026

RESPONSES DUE: October 14, 2026

I. ABOUT SONOMA CLEAN POWER

Sonoma Clean Power Authority ("SCP") is a public, locally-run "community choice aggregation" power provider serving residential and commercial customers in Sonoma and Mendocino Counties (except Healdsburg and Ukiah). SCP's mission is to help solve the climate crisis while keeping energy affordable. For more information about SCP go to: www.sonomacleanpower.org.

II. PROJECT SUMMARY

SCP is issuing this Request for Qualifications and Proposals ("RFQ/P") to solicit proposals from qualified firms and entities to provide architectural and engineering design services for a roofing upgrade project (the "Project") at 733-741 Fourth Street, Santa Rosa, California. This RFQ/P and related documents can be found on SCP's Solicitations webpage <https://sonomacleanpower.org/solicitations-business-opportunities>.

III. RFQ/P TIMELINE

Dates below are subject to change by SCP, in its sole discretion, in accordance with the terms of this RFQ/P:

	DEADLINE
RFQ/P Published	September 14, 2026
Optional Site Walk at 733-741 4 th St, Santa Rosa	See Below
Deadline for questions to be submitted	September 29, 2026
Responses to questions to be posted on SCP website	October 6, 2026
SOQ and Proposal packages due	October 14, 2026 at 5:00 PM (PST)
Submission review	October 15-October 23, 2026
Target Date for interviews (if required)	October 26-30, 2026

The Optional Site Walk(s) is scheduled as listed below to review the Project's existing conditions. **Each proposer shall schedule exact time within the timeframes below by contacting projects@sonomacleanpower.org.** No access is allowed unless as scheduled for an approved day and time. All access to the site shall be accompanied by Agency representative.

Time	Date
09:00 am- 2:00pm	Friday, September 18, 2026
09:00 am- 2:00pm	Tuesday, September 22, 2026

Proposers will be provided the opportunity to investigate conditions or otherwise conduct investigations, explorations, tests, or studies at the Optional Site Walk, subject to delivering an executed Attachment A (Indemnity and Release Agreement) and providing an insurance certificate as described therein prior to the site walk.

Questions raised from proposers not specifically addressed in this RFQ/P shall be answered in writing, and shall be published on the Agency's website <https://sonomacleanpower.org/solicitations-business-opportunities>.

IV. PROJECT BACKGROUND & SCOPE

A. PROJECT BACKGROUND

The existing property is a commercial building consisting of four addresses at 733-741 4th Street in Santa Rosa, California and is approximately 16,352 square feet. The existing roof is nearing its end of life and consists of a single layer membrane. Photos of the existing roof are included in Attachment B.

B. PROJECT SCOPE

SCP provides the following scope to facilitate submission of a Proposal by interested Proposers. The information provided is based on SCP's initial project assessment. SCP intends to refine and negotiate the scope of work for the project, including potential additions and deletions, in the event SCP elects to select a proposal through this RFQ/P.

Based on SCP's initial Project assessment, the following provides a representative scope of work. Photos of the existing roof are included in Attachment B. All work is to be completed consistent with CA Title 24 provisions. The final scope of work will be refined in the event SCP selects a firm through this RFQ/P:

1. Building Roof

- (a) A new roof overlay, new built-up curbs required to satisfy roof manufacturer warranty requirements, new perimeter edge metal, flashings, expansion joint flashing, and other miscellaneous items typical of a roof overlay.
- (b) Improvements to the roof drainage system, including evaluation of existing drainage conditions and recommendations for drain replacement, addition, relocation, or modification as necessary.

- (c) The scope shall include investigating existing roof and parapet conditions, including potential soft spots, wet insulation, deteriorated substrate, and roof deck deficiencies, and shall incorporate recommended repair and replacement requirements into the construction documents.

2. Mechanical/Electrical/Plumbing- temporary removal and reinstallation of rooftop equipment, including but not limited to commercial HVAC units and appurtenances, as may be necessary to accommodate the roofing work. Identify and incorporate all associated MEP modifications required for the proposed roof improvements.

3. Environmental- investigation of the 4th Street parapet area for the presence of asbestos-containing materials (ACM), including field assessment, sampling and laboratory analysis as appropriate, and preparation of recommendations for abatement, management, and incorporation into the construction documents.

V. PROJECT PHASES

SCP anticipates the Project will be split into three phases, as follows, but the final scope will be negotiated with the selected proposer.

Phase 1: Design Development- Design development documents will be provided in this Phase for review and comment by SCP. Authorization to proceed with Phase 2 will not be given until SCP decides to proceed. This Phase of the Project is planned to be guaranteed.

Phase 2: Construction Documents / Permitting and Bid Set - Proposer shall lead the permitting process. The construction documents and permitting and bid set are planned as a single set of documents with no distinction between them. Initial Division 0 & 1 language to be provided by SCP for review by the selected Proposer. This Phase of the Project is planned to be guaranteed.

Phase 3: Construction Administration Services - The scope of Construction Administration services are anticipated to include bidding support, progress meetings and site visits to review work, coordination of finishes, furnishings and equipment, contractor submittal review and processing, responding to contractor RFIs, initial processing of contractor pay applications (with payment issued directly by SCP), and project close-out including punch list, warranty review and a marked drawing set showing any substantial deviations from the permit set. This Phase of the Project is not guaranteed and is contingent on SCP award of a separate contract for construction of the roof.

SCP reserves the right to negotiate an agreement that covers all, or just a portion of the phases identified above. Should SCP elect to re-bid any portion of the scope, proposers acknowledge and understand that conflict of interest laws may limit a previously selected proposer's ability to re-bid on any subsequent phase.

VI. MINIMUM QUALIFICATIONS

Proposers must demonstrate the following:

- Must be licensed, and in good standing, to do business in the State of California and Counties of Sonoma and/or Mendocino as appropriate.
- Have a California-licensed architect serving as the principal-in-charge. The architect must hold a current license in good standing with the California Architects Board.
- Have successfully completed a minimum of three (3) roofing replacement, rehabilitation, or roofing system design projects in California within the past five (5) years. The projects may be stand-alone roofing projects or roofing components of larger building or facility projects.
- Demonstrated experience providing architectural services for public-sector projects in California.
- Competence in and understanding of permitting processes of relevant federal, state, and local agencies.
- Competence in and understanding of California's Labor Code for Public Works, including requirements for prevailing wage and apprenticeship utilization.

VII. SELECTION PROCESS

Proposers will be evaluated in a two-step process, in accordance with Government Code section 4525 et seq.:

Step 1: Proposers shall initially be evaluated on the basis of demonstrated competence, professional qualifications, entity profile, performance data, and other qualifications necessary for satisfactory performance of the Project as required.

Step 2: If determined to be qualified, proposers will then be evaluated based on their Project proposal including based on personnel/team, schedule, time, rates, and costs. In the event there are more than three qualified proposers, the three most highly qualified will be selected by the evaluation committee for consideration of their respective proposals.

Proposals shall contain **both** the content for the qualification's evaluation and the specific proposal for the Project.

In accordance with the above, Proposals will be scored as follows:

- A. Qualifications, Experience, Company/Personnel, and Performance Data will be scored based on:
 1. Satisfaction of minimum and desired Proposer requirements, as described in "Minimum Qualifications" section above.
 2. Thoroughness and completeness of proposal.
 3. Professional qualifications and demonstrated ability of Proposer and Proposer's team to perform the work.
 4. Ability and history of successfully completing projects of a similar type, meeting delivery deadlines and experience with similar work.

5. Quality of references.
- B. Project Proposals will be scored based on
1. Schedule/timeline.
 2. Budget and Rates/Costs.
 3. A 10% weighting will be provided in the total rating score for local firms. A local firm is defined as a business or consultant who has a valid physical address located within Sonoma County from which the vendor or consultant operates or performs business on a day-to-day-basis, and holds a valid business license if required by a city within the jurisdiction of Sonoma County. A business shall affirm it qualifies as a local business in a form reasonably requested by SCP.
 4. Proposed personnel team and key personnel for the Project.
 5. Exceptions to SCP's Agreement for Professional Services (Attachment C).
 6. Any other factors SCP deems relevant.
- B. Depending on the responses to this RFQ/P and interviews, SCP may choose to contract with more than one firm or individual, regardless of whether such individual and/or firm responded to this RFQ/P. Any selected Proposer(s) will be contacted by SCP staff to finalize a contract. SCP staff will evaluate the responses to this RFQ/P, may, in its discretion, interview selected firms and individuals that staff determine are most qualified based on the factors outlined above.
- C. Issuance of this RFQ/P is not a guarantee that SCP will enter into any contract with any proposer. SCP reserves the right, at its sole discretion, to waive irregularities in proposals, proposal requirements (including minimum/desired proposer and product requirements), to request modifications of any proposal, to accept or reject any or all proposals received, and to cancel all or part of this RFQ/P at any time prior to awards.
- D. Responses that do not satisfy RFQ/P and proposal requirements cannot be adequately evaluated.

VIII. QUESTIONS REGARDING THE RFQ/P; ADDENDA

For questions regarding this RFQ/P, please contact: Projects@sonomacleanpower.org with the subject line clearly marked "733-741 4th Street Roof Design- RFQ/P." Questions must be received no later than the deadline set forth in section III of this RFQ/P. SCP will not guarantee providing answers to questions submitted after the question deadline but will make reasonable efforts to do so. SCP will post and share responses to all questions submitted by the deadline established in this RFQ/P publicly.

In the event it becomes necessary to revise any part of this RFQ/P, SCP will issue written addenda. Any amendment to this RFQ/P is only valid if it is in writing and issued by SCP. No oral interpretations or answers will bind SCP. All addenda issued by SCP will become part of this RFQ/P.

IX. RFQ/P SUBMITTAL PROCESS

- A. **Submittal Deadline.** The deadline for submittal of proposals is 5:00 p.m. on the date provided in Section III of this RFQ/P. No proposals will be accepted after that time.
- B. **Place and Form of Submittal.** One pdf copy of the Proposal shall be emailed to Projects@sonomacleanpower.org with the subject line clearly marked "733-741 4th Street Roof Design - RFQ/P". Upon submittal, proposer will receive a confirmation of receipt.
- C. Submission of a Proposal shall be deemed a representation that the proposer:
 - 1. Has carefully read and fully understands the information provided by SCP as part of this RFQ/P, including all Attachments and Exhibits;
 - 2. Represents that all information submitted is true and correct;
 - 3. Did not, in any way, collude, conspire to agree, directly or indirectly, with any person, firm, corporation or other firm in regard to the amount, terms or conditions of its Proposal; and
 - 4. Acknowledges that SCP has the right to make any inquiry it deems appropriate to substantiate or supplement information as necessary.
- D. No request for modification of a Proposal shall be considered after submission on the grounds that a proposer was not fully informed about any fact or condition.

X. PROPOSAL REQUIREMENTS

- A. Proposers should provide only complete and accurate information.
- B. Each proposal must be signed by an individual who has the legal authority to bind the proposer on whose behalf that person is signing.
- C. The proposal shall contain the following sections:
 - 1. Cover Sheet (1 page maximum). Cover sheet signed by individual with authority to bind firm.
 - 2. **Statement of Qualifications, Experience, and Performance Data** (6 pages maximum)
 - (a) Indicate all licensures and years of experience, of proposer and its principals.
 - (b) Provide a list of similar projects, complete with details of the scope and outcome.
 - (i) Include programs and projects in California and/or programs and projects working with public agencies.
 - (ii) Provide data on cost estimates, project size, project type, deliverables provided, and whether the project was completed and within budget.
 - (iii) For each program and project, provide one reference.
 - (c) Demonstrate proposer's experience with projects that are subject to the competitive bidding requirements of the California Public Contract Code,

including specifically the drafting of construction documents meeting the requirements of the Code, and experience assisting public entities in addressing issues arising during construction inspection and oversight, change order disputes, and contract close-out disputes.

3. Company information (2 pages maximum). Submit a brief history and description of proposer's operations. Include the following:
 - (a) The scope and nature of your company
 - (b) Years of operation
 - (c) Number of full-time employees
 - (d) Identify your company's standard hours of operation
 - (e) Link to your company's website
 - (f) To the furthest extent permitted by law, include disclosure of all litigation, arbitration, administrative proceedings, mediation, or other legal dispute resolution mechanism in which proposer, any principal or partner, or any affiliate of proposer, has been involved in the past five (5) years, and indicate the disposition of same.
 - (g) Identify any instances in which your company was debarred
4. Personnel/Team (2 pages maximum, not including resumes)
 - (a) List of key personnel assigned to the Project, their role, experience on projects of similar size and scope, and experience on public projects.
 - (b) Provide resumes of key personnel.
 - (c) Demonstrate your firm's available resources to meet the Project schedule and scope
 - (d) Identify the services you expect to perform in-house, using your own staff members, and those you anticipate hiring sub-consultants to perform.
5. Provide a comprehensive list of owner references on similar past projects.
6. Project Schedule. Submit a timeline and schedule for each of the phases 1 and 2 identified in Section V. SCP anticipates a 1-to-2-month timeline.
7. Project Budget. Submit a budget for each of the phases identified Section V broken up by discipline. All rates and costs must be broken out and include all expenses that will be charged for the Project, including but not limited hourly rates for labor, subcontractors, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc.
8. Standard Agreement Exceptions. Identify exceptions to SCP's Agreement for Professional Services set forth in Attachment C. Requests for exceptions to insurance and indemnification provisions are highly discouraged and will be taken into consideration as part of scoring of proposals.

XI. GENERAL TERMS AND CONDITIONS

A. SCP Standard Agreement.

1. Contracts for services will be between the awarded proposer and SCP. Proposers must be willing to provide the required insurance and accept the terms of SCP's Agreement for Professional Services. A proposer taking exception to any part of the Agreement for Professional Services must also provide alternative language for those provisions considered objectionable. Any exceptions or changes requested to the Agreement for Professional Services may constitute grounds to reject the Proposal.
2. Failure to expressly state exceptions to the Agreement for Professional Services in a Proposal will be construed as acceptance of all terms and conditions contained therein in the event of a contract award. No negotiation over Agreement for Professional Services provisions will be permitted unless the provisions were subject to the express exception when the Proposal was submitted. Objections or changes to the Agreement not expressly stated in the Proposal are deemed waived by the proposer.
3. SCP reserves the right to further negotiate existing or additional elements of its Standard Agreement with successful proposers.

- B. California Public Records Act.** All proposals submitted in response to this request shall be subject to disclosure under the California Public Records Act. In the event that a Proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the Proposer to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. SCP will consider a Proposer's request for exemption from disclosure; however, SCP will make a decision based upon applicable laws. Assertions by a Proposer that the entire proposal or large portions are exempt from disclosure will not be honored. All responses to this Request for Proposals shall become the property of SCP and will be retained or disposed of accordingly.
- C.** SCP also reserves the right to negotiate any price or provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of SCP.
- D.** All proposals received by the specified deadline will be reviewed by SCP for content, including but not limited to experience and qualifications of the proposers, cost, and timeline.
- E.** During the evaluation process SCP may request from any proposer additional information which SCP deems necessary to clarify any portion of a proposal or determine the proposer's ability to perform the required services.
- F.** Proposers bear all costs associated with responding to this RFQ/P, and SCP will provide no compensation for these costs.
- G.** SCP employees will not participate in the evaluation process when those employees have a relationship with a person or business entity submitting a Proposal which would subject those employees to the prohibition of Section 87100 of the Government Code.
- H.** Proposers may not take exception or make material alterations to any requirement of the RFQ/P. Alternatives to the RFQ/P may be submitted as separate proposals and so noted on the cover of the proposal. SCP reserves the right to consider such alternative

proposals, and to award an agreement based thereon if it is determined to be in SCP's best interest and such proposal satisfies all minimum qualifications specified in the RFQ/P. Such proposals shall indicate clearly that the Proposal offers an alternative to the RFQ/P.

- I. Lobbying. Any party submitting a Proposal or a party representing a proposer shall not influence or attempt to influence any member of the evaluation committee, any member of the SCP Board of Directors or any employee of SCP, with regard to any proposal or any aspect thereof. Any party attempting to influence the RFQ/P process through ex-parte contact may be subject to rejection of their Proposal.

XII. RIGHTS OF SONOMA CLEAN POWER

- A. This RFQ/P does not commit SCP to enter into a contract, nor does it obligate SCP to pay for any costs incurred in the preparation and submission of a Proposal or in anticipation of a contract.
- B. SCP reserves the right to:
 - 1. Make the selection based on its sole discretion;
 - 2. Reject any and all Proposals;
 - 3. Issue subsequent solicitations;
 - 4. Postpone any of the time periods set forth in this RFQ/P, for its own convenience;
 - 5. Remedy technical errors in the RFQ/P;
 - 6. Approve or disapprove the use of particular subconsultants;
 - 7. Negotiate with any, all, multiple or none of the proposers that respond;
 - 8. Negotiate a final project scope that includes all, just a portion or related additional items relative to the proposed Project scope set forth in this RFQ/P;
 - 9. Waive informalities and irregularities in the Proposal;
 - 10. Utilize others to perform or supply work of the type contemplated by this RFQ/P; including on the Project;
 - 11. Request proposals from others with or without requesting proposals from contractors for the work of the type contemplated by this RFQ/P; and/or
 - 12. Enter into an agreement with another proposer or re-solicit the Project in the event the originally selected proposer defaults or fails to execute an agreement with SCP.
- C. SCP reserves the right not to contract with any proposer. If SCP decides to contract, SCP will contract with the proposer(s) whose responses best meet the needs of SCP, consistent with the selection process set forth herein and in accordance with Government Code Section 4528.
- D. An agreement is not binding or valid with SCP unless and until it is executed by authorized representatives of SCP and the proposer selected.
- E. Issuance of this RFQ/P and any evaluation of a Proposal do not constitute a commitment by SCP to acquire such services from any source. SCP is not obligated in

any way to proceed with this RFQ/P or consider or enter into any agreement or undertake any liability to any Proposer in connection with this RFQ/P. Any and all responses, whether qualified or not, may be rejected without any liability whatsoever to any proposer on the part of SCP. SCP shall not be responsible for any costs incurred by a proposer to prepare, submit, negotiate, contract or otherwise participate in this RFQ/P process.

XIII. DIVERSITY IN NON-POWER PROCUREMENT SOLICITATIONS

All qualified organizations are encouraged to respond, including minority-owned and women-owned business entities.

While California law prevents public agencies like SCP from giving preference to an organization on the basis of the owner's race, sex, color, ethnicity, or national origin, SCP nevertheless encourages responses from organizations owned by women, minorities, disabled veterans, persons with disabilities and LGBT persons. SCP also encourages eligible organizations to register with the CPUC Supplier Diversity Program by visiting the [CPUC'S Supplier Clearinghouse](#). Alternatively, businesses can certify as a small business or a disabled veteran-owned business through the [Department of General Services Certification program](#), as appropriate. Certified vendors are listed in directories which make it easier for SCP and other organizations to communicate contracting opportunities.

XIV. CONFLICTS OF INTEREST

SCP is subject to the Political Reform Act (Government Code Section 87100, et seq), Government Code Section 1090, Government Code Section 84308, related regulations, and other requirements governing conflicts, political contributions, and gifts ("COI Laws").

Proposers are required to review all applicable COI Laws and by submitting a Proposal in response to this RFQ/P, proposer also acknowledges that it has reviewed all applicable COI Laws and applicable SCP policies, as they may be amended from time to time.

This RFQ/P process will be conducted in compliance with all COI Laws. Proposers shall comply with all applicable COI Laws and laws regarding unlawful activities. SCP employees are prohibited from participating in the selection process for this RFQ/P if they have any financial, business, or other type of relationship with proposer.

Proposers must disclose to SCP any actual, apparent, direct or indirect, or potential conflict of interest that may exist with respect to proposer, any employees of Proposer, or any other person relative to the services to be provided pursuant to this RFQ/P. Failure to do so may result in disqualification and any remedies set forth in the COI Laws.