

Land Survey Services A&E Contract Outreach

October 29, 2025

1:00 pm – 2:00 pm

Webex:

<https://cadot.webex.com/cadot/j.php?MTID=mb94533de69cf4ad73087a4edaca43c49>

Access Code: 2491 720 2817

Password: CaltransD09

Caltrans District 9

Bishop, CA

Agenda

1:00 PM	Welcome/ Introductions
1:10 PM	Purpose of the Outreach/ Disclaimer
1:15 PM	Contract Overview – DBE Directors Order
1:30 PM	A&E Procurement Process/DPAC Updates
1:45 PM	Questions and Answer Section
2:00PM	Adjourn

Purpose of this Outreach

- Contract Overview
- General Information Sharing
- A&E Procurement updates
- Question and Answer Session

Disclaimer

All information presented in this outreach event does not constitute a solicitation or offer of any contract with Caltrans.

The scope of work, duties, personnel requirement, contract amount, schedule, and all aspects of the contract are NOT final.

Information provided is preliminary and subject to change.

Title VI

Title VI of the Civil Rights Act of 1964, prohibits discrimination based upon **race, color, and national origin**.

Specifically, 42 USC 2000 states that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

For more information on the Title VI of the Civil Rights Act of 1964 at Caltrans, please visit:

<http://dot.ca.gov/programs/civil-rights/title-vi>

<https://dot.ca.gov/-/media/dot-media/programs/civil-rights/documents/title-vi/Caltrans-non-discrimination-policy-statement-a11y.pdf>

General Information

- Location: District 9
 - *Inyo, Mono, and Eastern Kern Counties*
- Scope: The consultant must perform Land Surveying Services, on an “as-needed” basis to support the California Department of Transportation (Caltrans), Division of Surveys, District 09.
- Cost: Contract estimated value is \$19,000,000 - \$20,000,000
- Duration: Contract term is 3 years
- Existing Contract 09A0940
- Existing Consultant is PSOMAS

Scope of Services

Land Surveying Services for both field and office

Consultant staff must be able to work directly with Caltrans staff, or as a stand-alone unit as defined in the Task Order to perform the duties requested. Work may include:

- Perform topographic data collection by direct field measurements or by scanning methods
- Provide stakes for construction
- Recover boundary monuments
- Perform control surveys
- Analyze and adjust survey data to meet standards
- Write data reports
- Prepare CADD surfaces
- Perform records research
- Analyze land ownership information and encumbrances
- Draft Right of Way Engineering maps and exhibits
- Write legal descriptions for deeds

Consultant Personnel Classifications

All personnel requirements will be specified on the advertised scope of work.

The Department's expectation is that the submitted SOQs contain personnel that meet the minimum requirements specified in the advertisement for all classifications including, but not limited to, educational requirements, certifications, licensing, experience, and any other requirement as specified in the Request for Qualifications (RFQ) advertisement.

Tentative Schedule

Advertisement	December 2025
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SOQ Due	January 2026
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Interview	January 2026
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Cost Negotiation	February 2026
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Award & Execution	March 2026
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Office of Civil Rights

Disadvantaged Business Enterprise Program

CALIFORNIA STATE TRANSPORTATION AGENCY

GAVIN NEWSOM, GOVERNOR

California Department of Transportation

OFFICE OF CIVIL RIGHTS
1500 5th Street, MS-79 | SACRAMENTO, CA 95814
(916) 324-1700 | TTY 711
www.dot.ca.gov



October 7, 2025

To: All Disadvantaged Business Enterprise Program Stakeholders:

On September 30, 2025, the U.S. Department of Transportation (DOT) issued an [Interim Final Rule \(IFR\)](#) making significant changes to the Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) Programs. The IFR was published in the Federal Register on October 3, 2025, and is effective immediately. Caltrans and all subrecipients of federal transportation funding subject to the DBE Program are required to comply.

While we continue to evaluate the new IFR, we want to share the information below to keep you apprised of this development and new requirements. We will share additional information when available.

However, as an interim action and to ensure compliance with federal direction, here are DBE program changes effective immediately:

Key Changes

- **Elimination of Presumptions:** Race-and gender-based presumptions of social and economic disadvantage are removed. All applicants must now demonstrate social and economic disadvantage through individualized evidence, including a personal narrative and financial documentation.
- **Reevaluation of All Firms:** Every currently certified DBE/ACDBE will undergo reevaluation. Firms meeting the new standards will be recertified; those that do not will be decertified.
- **Temporary Suspension of Goals and Counting:** Until reevaluations are complete, Caltrans and all subrecipients must **not**:
 - Set DBE/ACDBE contract goals.
 - Count DBE/ACDBE participation toward overall program goals.
- **Existing Contracts:** Contracts already awarded remain valid; however, DBE/ACDBE commitments and participation under those contracts cannot be

counted toward goal attainment during the reevaluation period. Primes may self-perform or subcontract work as necessary, without DBE credit, if a DBE is terminated. Those DBEs that are actual subcontractors (not just material suppliers), primes still need to follow subcontracting rules (i.e., termination, substitution, etc.) even if the DBE subcontractors are no longer "DBEs."

- **Goal Setting:** All DBE goal requirements are suspended effective October 3, 2025. Do not set DBE goals on contracts. Contracts currently advertised or pending award with DBE goals must have their DBE goals removed. Statewide DBE goal setting will resume once reevaluations of all DBEs are complete.
- **Reporting Requirements:** DOT has eliminated the collection of race-and sex-specific ownership data; reporting will instead focus on certification status and individualized eligibility. We await DOT guidance on the collection of data for future reporting.

Next Steps

- **Caltrans Staff:** Will apply the new certification standards immediately and will work with the Unified Certification (UCP) Partners to reevaluate all certified firms.
- **CUCP Partners:** Update the UCP Standard Operating Procedures, approve the new Personal Narrative requirement, begin applying the new certification standards immediately, and reevaluate all certified firms.
- **Prime Contractors:** Do not submit utilization plans or commitments tied to DBE credit during this transition. Ensure solicitations to your subcontractors on advertised projects pending award are amended to reflect zero DBE goals until further notice.
- **Certified DBEs:** Be prepared to submit individualized documentation of disadvantage as part of the reevaluation process. Templates and technical assistance will be provided by your certifying agency, including Caltrans.
- **Local Agencies:** Pause inclusion of DBE goals in all federally assisted solicitations. Work with your Legal to implement addenda where solicitations are already advertised. Caltrans Civil Rights staff are available to provide technical assistance or suggest language.

Again, Caltrans will issue further detailed instructions, host training sessions, and provide outreach to ensure all partners understand and comply with the new requirements.

DBE Program Stakeholders
October 7, 2025
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We recognize the burden these immediate changes create for firms, contractors, and local agencies. Our Office of Civil Rights is committed to supporting you through this transition.

Please direct questions to [916-324-0990](tel:916-324-0990) or DBE.compliance@dot.ca.gov.

Thank you for your partnership.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. B. Deluz".

DAVID B. DELUZ, M.A., M.P.P.A.
Deputy Director
Office of Civil Rights, Civil Rights and DBE Liaison Officer

Office of Business & Economic Opportunity (OBEO)

Voluntary Use of Small Businesses

Carma Roper, Small Business Liaison, District 9

District Small Business Liaison

Caltrans District 9

500 South Main Street

Bishop, CA 93514

(760) 881-7730

Email: carma.roper@dot.ca.gov

CONTRACT PROCESS

Updates/Overview

<https://www.youtube.com/watch?v=LwWJI0eeoHw>

Some of the New Updates to Expedite Procurements

Review SOQ Instruction at the time of the advertisement for complete list of updates

Below are example of some of the SOQ Instructions updates:

- a) Definition of Key Personnel
- b) Identification of Key Personnel
- c) Organization of consultant's resume

Negotiation Phase Update

- a) Financials Submittal Folder System
 - RADs & RFDs (Updated instructions)
 - Organization of payroll information
 - Importance of timely submittal of Financial Information
- b) Review of personnel qualifications

A&E Resources

<https://dot.ca.gov/programs/procurement-and-contracts>



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Procurement and Contracts (DPAC)

The Division of Procurement and Contracts is responsible for assisting Caltrans districts and programs with the procurement of information technology (IT) and non-IT commodities, service contracts, architectural and engineering (A&E) contracts, minor public works contracts, the CAL-Card Administration and Compliance Program, property control, and compliance reporting. [Contact Procurement and Contract](#)

Contracts

- 
- [A&E Contract Information](#)
 - [Become a Certified Business](#)
 - [Bid Results](#)
 - [Cal eProcure](#)
 - [Contract with Caltrans](#)
 - [Contractor Resources](#)
 - [Contracts Out for Bid](#)
 - [EFA & ELB Contract Information](#)
 - [Notices of Intent to Award](#)
 - [Protest or Dispute a Contract](#)
 - [Public Records Request](#)
 - [Submit a Claim](#)
 - [Vendor Payment Information](#)

Procurement

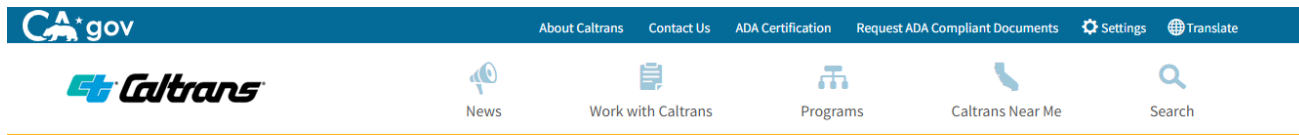
- [Become a Certified Business](#)
- [Cal eProcure](#)
- [Caltrans Commodities](#)
- [Seller Resources](#)
- [Submit a Claim](#)
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Resources

- [Caltrans District Offices](#)
- [Caltrans Event Calendar](#)
- [Forms - Caltrans Electronic Forms System \(CEFS\)](#)
- [Public Records Request](#)
- [Publications](#)

SOQ Instructions

<https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information>



[Home](#) | [Programs](#) | [Procurement and Contracts \(DPAC\)](#) | [A&E Contract Information](#)

A&E Contract Information

Welcome to the Caltrans Architectural and Engineering (A&E) Contracts web page. This page offers links to documents and other information to assist consultants.

Effective July 1, 2019, in accordance with [Section 508 of the Rehabilitation Act](#), Caltrans launched an improved website to deliver enhanced digital accessibility. To meet electronic and information technology standards, some documents may no longer be available for download.

For inquiries related to page content or available documents contact [A&E Customer Service](#).

Be informed of updates to our website - [Subscribe to DPAC Website Updates Announcements](#).

Advertisements

A&E Contracts Financial Guidance

- [A&E Financial Documents Submittal Folder](#)
- [A&E Negotiation Stage D Financial Review Fact Sheet](#)
- [Paycheck Protection Program \(PPP\) Loan Questionnaire and Certification](#)
- [AASHTO Audit Guide](#)
- [Inspector General Independent Office of Audits and Investigations](#)
- [Interpretive Guidance - General A&E Contract Resources](#)
- [Financial Document Submittals \(YouTube\)](#)

California Code of Regulations

The Department adopted regulations establishing procedures for selection of private architects and engineers. For text see:

[CA Code Regulations; Title 21, Public Works; Division 2, Department of Transportation; Chapter 12, Selection Process for Private Architectural and Engineering Firms](#)

Calmentor Sites

Contract Information

- [A&E Look Ahead Report \(XLSX\)](#) - This report is updated twice a week (Wednesdays and Fridays). Clear your Internet browser history if downloaded report is not current.
- [A&E DBE/SB/DVBE Commitment for Awarded Contracts FY 25/26 \(XLSX\)](#)
- [Cal eProcure](#) - A&E Contracts Currently Being Advertised (Including Public Private Partnerships and Design Build Projects)

Executed Contracts

Forms and Instructions

- [Architect-Engineer Qualifications \(SF330\)](#) (Required with SOQ)
- [California Civil Rights Laws Certification \(ADM-0076\)](#) (Required with SOQ)
- Contract Summary (XLSX)
- FFP Hours Report (XLSX)
- FFP Personnel List (XLSX)
- Invoice - Cost Per Unit Work (XLSX)
- Invoice - Fixed Rate Compensation (XLSX)
- [Memorandum - Prevailing Wage Certified Payroll Reporting and Overtime Requirements \(PDF\)](#)

Conflict Of Interest

(See SOQ preparation Instructions)

Post-Government Employment Restrictions: Former Caltrans employees, including former retired annuitants, designated in a Conflict of Interest Code are subject to post employment restrictions under Government Code Section 87406.

Follow on Work: Construction Inspection services for the same project for which the prime consultant and/or subconsultant has performed Project Development work.

Conflict of Interest Concerning Consultant(s): Prospective consultants shall disclose **any financial, business or other relationship** with the State of California, especially Caltrans or the California Transportation Commission, that may have an impact upon the outcome of the contract. Prospective consultants shall also list current clients who may have a financial interest in the outcome of the contract.

Stages of the Negotiation Process

DPAC A&E PROCUREMENT PROCESS

Total DPAC Process | 75 Business Days

Step 1 | Trigger for Procurement

- 60 calendar days on LAR (min) plus Contract Request Package from District to DPAC.

Step 2 | Advertisement (25 Business Days)

- DPAC prepares RFQ (3 Business Days) plus 30 cd Advertisement (22 Business Days).

Step 3 | SOQ Evaluation (5 Business Days)

- Panel members evaluate SOQs per established SOQ criteria.

Step 4 | Consultant Interviews (5 Business Days)

- Panel members evaluate consultant team per established interview criteria.

Step 5 | Negotiation & Execution (40 Business Days)

- See A&E Streamline Negotiation Phase.

A&E STREAMLINE NEGOTIATION PHASE

Phase A | Ready to Do Business

- Consultant provides Readily Available Documents (RADs)
- Are RADs complete? Indirect Cost Rate, Payroll, Other Direct Cost Sheet, Company Policies.
 - If Yes – Proceed to Phase B
 - If No – Terminate Negotiations (8 Days)

Phase B | Remaining Financial Documents (RFDs)

- Consultant submits remaining financial documents
- Is Financial Package Complete?
 - If Yes – Proceed to Phase C
 - If No – Terminate Negotiations (6 Days)

Phase C | Audits & Investigations' (A&I) Review

- A&I reviews Complete Financial Package
- Consultant responds to A&I findings
- Has Consultant responded to all findings?
 - If Yes – Proceed to Phase D
 - If No – Terminate Negotiations (15 Days)

Phase D | Comment Resolution & Execution

- Comment Resolution Meeting with Consultant (if necessary)
- Consultant submits Final Cost Proposal & supporting documents
- Does Cost Proposal adequately address all issues?
 - If Yes – Contract Execution
 - If No – Terminate Negotiations (11 Days)

Debrief after Contract Execution

- Caltrans debriefs Consultant

Question and Answer Session

Outreach information including questions and answers will be posted on DPAC A&E website.

<https://dot.ca.gov/programs/procurement-and-contracts/ae-contract-information/a-e-outreach-events>