

**State of California
Office of Administrative Law**

In re:
California Conservation Corps

Regulatory Action:

Title 14, California Code of Regulations

Adopt sections: 40400, 40401, 40402,
40403, 40404, 40405,
40406, 40407, 40408,
40409, 40410, 40412,
40413

Amend sections:

Repeal sections:

**NOTICE OF APPROVAL OF REGULATORY
ACTION**

Government Code Section 11349.3

OAL Matter Number: 2022-1130-03

OAL Matter Type: Regular (S)

In this rulemaking, the California Conservation Corps ("CCC") adopts regulations regarding contracting for private architectural and engineering services.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 4/1/2023.

Date: January 12, 2023



**Sam Micon
Attorney**

For: Kenneth J. Pogue
Director

Original: Bruce Saito, Director
Copy: Jeffrey Schwarzschild

REGULAR

For use by Secretary of State only

STD. 400 (REV. 10/2019)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-2022-0922-01	REGULATORY ACTION NUMBER 2022-1130-035	EMERGENCY NUMBER
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For use by Office of Administrative Law (OAL) only	
NOTICE	REGULATIONS

OFFICE OF ADMIN. LAW
2022 NOV 30 PM 3:39

ORIGINAL

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

JAN 12 2023

1:49 PM

AGENCY WITH RULEMAKING AUTHORITY California Conservation Corps	AGENCY FILE NUMBER (If any)
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A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE	TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE <input type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER (Optional)
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	ACTION ON PROPOSED NOTICE	NOTICE REGISTER NUMBER 2022, 40-Z	PUBLICATION DATE 10/7/2022

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Selection Process for Private A&E Firms	1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S)
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2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)
ADOPT 4400, 4401, 4402, 4403, 4404, 4405, 4406, 4407, 4408, 4409, 4410, 4411, 4412, 4413 <i>See attached</i>
AMEND
TITLE(S) 14
REPEAL

3. TYPE OF FILING			
<input checked="" type="checkbox"/> Regular Rulemaking (Gov. Code §11346) <input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) <input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))	<input type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. <input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> Emergency Readopt. (Gov. Code, §11346.1(h)) <input type="checkbox"/> File & Print <input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100) <input type="checkbox"/> Print Only

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)
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5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)
<input checked="" type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a)) <input type="checkbox"/> Effective on filing with Secretary of State <input type="checkbox"/> \$100 Changes Without Regulatory Effect <input type="checkbox"/> Effective other (Specify)

6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY
<input type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660) <input type="checkbox"/> Fair Political Practices Commission <input type="checkbox"/> State Fire Marshal <input type="checkbox"/> Other (Specify)

7. CONTACT PERSON Jeffrey Schwarzschild	TELEPHONE NUMBER (916) 341-3133	FAX NUMBER (Optional)	E-MAIL ADDRESS (Optional) regulations@ccc.ca.gov
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8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Bruce Saito</i>	DATE 11/30/2022
TYPED NAME AND TITLE OF SIGNATORY Bruce Saito, Director	

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ENDORSED APPROVED

JAN 12 2023

Office of Administrative Law

CALIFORNIA CONSERVATION CORPS
TITLE 14. NATURAL RESOURCES
DIVISION 19. CALIFORNIA CONSERVATION CORPS
CHAPTER 4. SELECTION PROCESS FOR PRIVATE ARCHITECTURAL AND
ENGINEERING FIRMS

STD 400 - ATTACHMENT

Section 2 contains an error in the identification of sections of the regulations to be adopted, such that it should read: 40400, 40401, 40402, 40403, 40404, 40405, 40406, 40407, 40408, 40409, 40410, 40412, 40413.

CALIFORNIA CONSERVATION CORPS
TITLE 14. NATURAL RESOURCES
DIVISION 19. CALIFORNIA CONSERVATION CORPS
CHAPTER 4. SELECTION PROCESS FOR PRIVATE ARCHITECTURAL AND
ENGINEERING FIRMS

FINAL TEXT OF PROPOSED REGULATIONS

§ 40400. Purpose and Scope.

(a) This chapter shall be known as the California Conservation Corps' Selection Process for Private Architectural and Engineering Firms. This chapter establishes the applicable criteria and procedures for procurement, by the California Conservation Corps, of architectural and engineering services.

(b) If the Director determines that the architectural and engineering services needed are technical in nature and involve little professional judgment and that requiring bids would be in the public interest, a contract may be awarded on the basis of bids rather than by following these procedures for requesting qualifications and negotiation.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections: 4525, 4526, 4526.5, 4527, 4528, 4529, 4529.5, 4529.10, 4529.11, 4529.12, 4529.13, 4529.13, 4529.14, 4529.15, 4529.16, 4529.17, 4529.18, 4529.19 and 4529.20, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40401. Definitions.

As used in this chapter, the following definitions shall apply:

(a) "Architectural and engineering services" (hereafter "A&E services") shall include architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services as those terms are defined in Government Code section 4525, subdivisions (d), (e), and (f).

(b) "Director" means the Director of the California Conservation Corps, or the person(s) designated to act on the Director's behalf.

(c) "Department" means the California Conservation Corps.

(d) "Firm" has the meaning set forth for that term in Government Code section 4525, subdivision (a).

(e) "Project" means either a specific planned undertaking, such as the transfer, sale, construction or upgrade of facilities, or a detailed plan or proposal for the types of services that the Department may require in connection with the future transfer, sale, construction, upgrade of facilities, or other specific planned undertaking, when such activities have not yet been identified.

(f) "Small business" means a firm certified as a small business by the Department of General Services pursuant to Government Code section 14839.1.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4525, 4526, 4527 and 4529.10, Government Code.

§ 40402. Annual Notice Requesting Statement of Qualifications and Performance Data.

The Director shall make a statewide announcement of all projects using A&E services on the Department's website at <https://ccc.ca.gov/who-we-are/architectural-engineering-contracting/> and through publications of the respective professional societies. The annual notice shall solicit statement of qualifications and performance data from firms providing A&E services. The notice shall include a description of the projects expected by the Department in the next year, a Department contact, and the date, time, and location for submission of the statement of qualifications. The notice may also identify the criteria upon which the contract award will be made.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526 and 4527, Government Code.

§ 40403. Announcement of Projects.

(a) In addition to the annual notice, the Director shall publish, either electronically or in print, a Request for Qualifications (RFQ) for any proposed project in the State Contracts Register and in the publications of relevant professional societies.

(b) The RFQ shall include a description of the project, submittal requirements and deadlines for a firm's statement of qualifications, and the criteria upon which the contract award will be made. The RFQ may also provide for the award of multiple contracts if the selection procedure is sufficiently described in the RFQ and the award otherwise complies with the provisions of this chapter.

(c) If the Department requires A&E services for a project with a site or sites that cannot be identified at the time the RFQ is prepared, the RFQ shall specify the type of services that the firm might be expected to complete on an as-needed or on-call basis. RFQs for such "on-call" contracts shall specify with as much detail as possible the anticipated nature of the services required and the expected location where services may be needed.

(d) Failure of a professional publication to publish, or error by a professional publication in publishing an announcement, shall not invalidate that announcement. In such a circumstance, the Director may extend the announcement deadlines to allow further publication of the announcement.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526, 4527 and 4529.12, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40404. Establishment of Criteria.

The Director shall establish criteria for selecting a firm for each project. The criteria shall include such factors as professional excellence, demonstrated competence, specialized experience of the firm, education and experience of key personnel to be assigned, staff capability, workload, ability to meet schedules, nature and quality of services completed, reliability and continuity of the firm and/or subcontractors, and location. Such factors shall be weighted by the Director according to the nature, complexity, and special requirements of the project.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526, 4527 and 4529.12, Government Code.

§ 40405. Estimate of Value of A&E Services.

(a) Before any discussion with any firm concerning fees may take place, the Director shall cause an estimate of the value of such A&E services to be prepared. This estimate may be based on such factors as a market survey, comparison with fees paid to other departments' or agencies' contractors for similar services, or comparison with the salaries of comparable positions within the Department, within State service, or within other governmental entities. This estimate shall serve as a guide in determining fair and reasonable compensation for the services rendered. The estimated value shall be held confidential until the award of the contract or abandonment of the procurement for the A&E services.

(b) If at any time the Director determines the Department's estimate to be unrealistic, the Director may direct that the estimate be reevaluated and modified if necessary.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526, 4528 and 4529.12, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40406. Selection of Firm.

(a) After expiration of the period stated in the announcement prescribed in Section 40403, the Director shall evaluate any current statements of qualifications and performance data on file with the Department, together with those that were submitted by other firms regarding the proposed project.

(b) The Director shall conduct discussions with no fewer than three firms regarding the required A&E services.

(c) From the firms with which discussions are held, the Director shall select, in order of preference, based upon the established criteria, no fewer than three firms deemed to be the most highly qualified to provide the services required.

(d) If fewer than three firms submitted statements of qualifications, the Director may discontinue the selection process or extend the selection process and provide supplemental notice to attract additional firms.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526, 4527 and 4529.12, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40407. Negotiation.

(a) The Director shall attempt to negotiate a contract with the most highly qualified firm. In negotiating fees and executing a contract, the Director shall follow the procedure described in Section 6106 of the Public Contract Code (or any successor statute).

(b) If the Director is unable to negotiate a satisfactory contract with the most highly qualified firm at fair and reasonable compensation as determined by the procedure set forth in Section 40405, negotiations shall be terminated. The Director shall then undertake negotiations with the second most qualified firm on the same basis. Failing accord, negotiations shall be terminated. The Director shall then undertake negotiations with the third most qualified firm on the same basis. Failing accord, negotiations shall be terminated.

(c) Should the Director be unable to negotiate a satisfactory contract at fair and reasonable compensation with any of the selected firms, the Director shall select additional firms in order of their competence and qualification and continue negotiations in accordance with this chapter until an agreement is reached.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526, 4526.5, 4528 and 4529.12, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40408. Amendments.

If the Director determines that a change in the contract is necessary during the performance of the A&E services, the parties may, by mutual written agreement, amend any term of the contract, including a reasonable adjustment in the firm's compensation as determined by the procedure set forth in Section 40405.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526, 4528 and 4529.12, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40409. Contracting in Phases.

(a) If the Director determines it is necessary or desirable to have a project performed in phases, it will not be necessary to negotiate the total contract amount or compensation provisions in the initial instance, provided that:

(1) The Director has determined that the selected firm is best qualified to perform the entire project at a fair and reasonable cost; and

(2) The contract states that the Department may, at its option, use that firm to perform other phases of the project and that the firm will accept a fair and reasonable price for subsequent phases to be later negotiated and reflected in a subsequent written instrument.

(b) The procedures established in this chapter with regard to estimates and negotiation shall otherwise be applicable.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526 and 4528, Government Code.

§ 40410. Requirements/On-Call Contracts.

If the Request for Qualifications identified the general need for A&E services to assist in the Department's overall mission, the Director may enter into contracts for such services through a requirements contract, commonly known as an "on-call" contract. Requirements contracts will provide a process for the development and execution of task orders for defined as-needed A&E services. Rates for such services shall be specified in a rate schedule to be attached to the original contract provided that rates may be modified and categories of services added by mutual agreement of the parties.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Section 4526, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40412. Prohibited Practices and Conflict of Interest.

(a) Practices that might result in unlawful activity, including rebates, kickbacks, or other unlawful consideration are strictly prohibited. The Department shall require a contract entered into pursuant to this chapter to include a provision in which the firm certifies that the contract was not obtained through rebates, kickbacks, or other unlawful considerations either promised or paid to a Department employee. In addition to any other applicable legal proscriptions, failure to adhere to the certification may be cause for contract termination and recovery of damages under the rights and remedies due the Department under the default provision of the contract.

(b) A Department employee shall not participate in the selection process if the employee has a relationship with a person or business entity seeking a contract which would subject that employee to the prohibition of Government Code section 87100.

(c) Nothing in this chapter shall be construed to abridge the obligation of the Department or the firm to comply with all laws regarding political contributions, conflicts of interest, or unlawful activities.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Sections 4526 and 4529.12, Government Code; and Article XXII, Sections 1 and 2, California Constitution.

§ 40413. Small Business Participation.

The Director shall encourage small business firms to become certified through the State Department of General Services and to subscribe to the California State Contracts Register for advertisement notifications. The Director shall provide to all small business firms who have indicated an interest in receiving such, a copy of each Request for Qualifications (RFQ) for projects for which the Director concludes that small business firms could be especially qualified. Small businesses that wish to receive these notifications shall subscribe to the Department's mailing list on the Department's website at <https://ccc.ca.gov/who-we-are/architectural-engineering-contracting/>. A failure of the Director to send a copy of an RFQ to any firm shall not operate to invalidate any contract.

Note: Authority cited: Section 4526, Government Code; and Section 14306, Public Resources Code. Reference: Section 4526, Government Code.