

ANAHEIM CITY SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

CEQA RELATED SERVICES

REGARDING

MARSHALL RECONSTRUCTION
AND EDISON EXPANSION

June 22, 2011
Facilities/Construction Department



**REQUEST FOR PROPOSAL
FOR
CEQA RELATED SERVICES**

The Anaheim City School District (“District”) is requesting proposals from full-service consulting firms (each, a “Consultant”) to provide California Environmental Quality Act (“CEQA”) services to, and on behalf of, the District for a proposed school reconstruction at John Marshall School, located at 2066 Falmouth Avenue, Anaheim, CA 92801 (“Marshall Project”) and a proposed expansion at Thomas Edison School, located at 1526 E. Romneya Drive, Anaheim, CA 92805 (“Edison Project”). A conceptual site plan of the Marshall Project is attached as Exhibit A to this Request for Proposal (“RFP”). A Conceptual site plan of the Edison Project is attached as Exhibit B to this RFP.

If your firm is interested in performing CEQA related work on the above-referenced project, please submit to the District a detailed response to this RFP. The deadline for receipt of all materials responsive to this RFP (each, a “Proposal”) is 4:00 p.m., on July 6, 2011 (the “Response Deadline”). Note that Proposals delivered after the Response Deadline may not be considered. A minimum of three (3) copies of your Proposal should be submitted to:

Anaheim School District
Department of Facilities Planning
1411 S. Anaheim Blvd.
Anaheim, CA 92805
Attention: Mr. Tom Rizzuti

Consultants interested in being considered for contract awards are invited to submit a Proposal based on the following:

1. INTRODUCTION

Prior to making a determination to acquire and/or develop a site, the District must comply with all CEQA requirements set forth in Public Resources Code Section 21000 et seq., and the CEQA Guidelines, set forth at California Code of Regulations Section 15000 et seq. The District generally utilizes the services of outside consultants to help ensure the District that its activities, especially as they apply to the acquisition and development of new school sites in California, are in compliance with all applicable CEQA laws and guidelines.

2. PROJECT DESCRIPTIONS

The Marshall Project consists of the complete demolition of an existing 46,000 square foot facility and construction of an approximately 100,000 square foot multi-story facility which will include classroom capacity for approximately 1,000 students, administration and ancillary space, a library, a multi-purpose room with warming kitchen, 97 parking spaces separate parent and bus drop-off areas, and upgraded playground facilities. City park space will be utilized for turf play area via a joint-use agreement with the City of Anaheim. The site size exclusive of the City-owned turf area is 4.58 acres. The City-owned turf area is approximately 2.1 acres.

The Edison Project consists of the removal of 13 portable classrooms and the construction of a 28,000 square foot multi-story building in their place. The replacement building will include 20 classrooms, a warming kitchen, a computer lab, restrooms, ancillary space, and a new lunch

shelter. The remainder of the existing campus will remain intact. The Edison Project is on a 6.87 acre site.

3. SCOPE OF WORK

Proposals must make clear the tasks to be performed by the Consultant in connection with preparing the Document. Proposals must also set forth Consultant's understanding of all applicable California Department of Education ("CDE") guidelines relative to school site selection and approval as well as Consultant's ability to comply with same and the methodology for doing so.

The selected Consultant will be the District's advisor for the Project with regard to compliance with CEQA. The CEQA Consultant will prepare all necessary documents to ensure that the District complies with CEQA regarding the Project, with reference to all applicable statutes and regulations. The Project is expected to require an initial study, followed by a negative declaration, mitigated negative declaration, or an environmental impact report. The Proposal should reflect each of these possibilities and Proposals should include price proposals for each approach.

The selected Consultant will be responsible for assisting the District with compliance with CEQA's procedural requirements, including without limitation, providing all notices required as part of the CEQA process. The Consultant shall coordinate with the District's other consultants, as necessary. The Consultant shall respond to public comments concerning the environmental impacts of the Project and shall, at the District's request, attend and participate in any public meetings or hearings relevant to Consultant's scope of work on the Project.

4. FIXED PRICE

Proposals must specify separate fixed prices for preparation of a complete and detailed CEQA document. If a consultant wishes to be considered for both the Marshall Project and the Edison Project, the consultant must submit two separate fixed prices. If a Consultant wishes to be considered specifically for either the Marshall Project or the Edison Project, the Consultant should clearly state for which of the two projects fixed price applies. Proposals should specify the fixed prices as a whole, and each separate component of the work to be performed in connection with preparation of the documents in each of the scenarios discussed in the Scope of Work. The District will have the ultimate authority to decide which tasks will be undertaken for the project.

5. SCHEDULE/TIMELINE

Proposals must identify a timeline and schedule associated with the completion of each document and the specific component tasks requisite to the completion of each such document.

6. QUALIFICATIONS

Each Consultant is expected to be qualified to perform, at a minimum, the following tasks:

1. Preparation of all CEQA documentation, including all required notices, Initial Study, Notice of Exemption, Negative Declaration, Notice of Preparation, Environmental

Impact Report (“EIR”), Notice of Completion, Responses to Comments, Mitigation Monitoring Plan, Final Environmental Impact Report, Findings.

2. Consultation with the public in scoping sessions and with other agencies.
3. Coordination of public hearings.
4. Presentation of the Executive Summary of appropriate documentation at public hearings.
5. Supervision of subcontractor specialists in traffic, biology, and other areas as appropriate.
6. Appropriate review of alternative projects and sites.
7. Advice on CEQA procedure and substantive issues, including feasibility of specific mitigation measures.
8. Assembly and preparation of appropriate responses to comments.

7. RESPONSE FORMAT

A Consultant’s Response shall not exceed 15 pages, excluding resumes, brochures, and other related materials, but, at a minimum, said Response shall include all of the following information:

1. A summary of Consultant’s relevant expertise and experience in CEQA related services, especially as it relates to school sites and facilities.
2. Identification of Consultant’s project team and their specific expertise and experience in CEQA related services, especially as it relates to school sites and facilities.
3. Information as to the location of Consultant’s headquarters and the address and contact information for the local contact office and the primary contact person for the Consultant.
4. Appropriately detailed description of projects (particularly school projects) that Consultant has worked on within the last three (3) years which demonstrates Consultant’s relevant CEQA experience and successes respecting public works in general and school projects in particular. Each project description should include the date(s) that the relevant CEQA work was performed as well as the name, title, address and telephone number of a contact person who can be contacted for verification of information provided by Consultant.
5. Consultant’s familiarity with CEQA (including Public Resources Code and California Code of Regulation) requirements relating to school site acquisition and development activities.
6. A schedule of sub-consultants or sub-consultant categories, if any that are likely to be used by the Consultant in carrying out any work that may hereafter be awarded to Consultant by the District.

7. A schedule of all District contracts held within the last three (3) years, including with respect to each project, the project name and the property address, the contract amount, and Consultant's contact person at the District on said project.

8. Billing rates for all personnel and/or categories of employees as well as any overhead or other special charges. If applicable, Consultant's Proposal should provide estimates for certain standardized components of the CEQA process.

The District shall not be responsible in any manner for the costs associated with the preparation or submission of Consultant's Proposal. The Proposal, including all drawings, plans, photos, and narrative materials, shall become the property of the District upon the District's receipt of same. The District shall have the right to copy, reproduce, publicize and/or dispose of each Proposal in any way that the District may choose.

8. INSURANCE

A Consultant actually selected to undertake work on behalf of the District shall be required to maintain and provide certification of adequate insurance coverage as specified by the District.

9. SELECTION CRITERIA

Although not necessarily exhaustive of the criteria to be utilized by the District, the District intends to use the following evaluation criteria in its selection process. The evaluation criteria are as follows:

1. Timeliness and Completeness of Proposal. To receive maximum consideration, Consultant's Response must be received by the Response Deadline. In addition, Consultant's Response will be evaluated with respect to organization, clarity, completeness, and responsiveness to this RFP.

2. Technical Qualifications and Competence. This includes experience, expertise, and familiarity with applicable laws and requirements for public works projects in general and school projects in particular.

3. Record of Past Performance. This includes work quality, completion of work on schedule, cost controls, contracts held with the District over the last 10 years as well as the response of references provided by the Consultant or any other references identified by the District.

4. Approach to Work. This includes project management and coordination methodologies, analysis and study approaches and ability to respond to emergencies and delays.

5. Cost Control. This includes cost control procedures, preliminary cost estimates, personnel utilization, billing rates for personnel and Consultant's policies respecting the pass-through to the District of overhead costs.

The District reserves the right to request that some or all of the respondents submit additional written information and/or that they consent to be interviewed by selected District personnel and/or representatives. The District also reserves the right to: (i) extend the Response Deadline,

(ii) send out additional RFPs, and/or (iii) provide for other mechanisms for selecting Consultants to provide CEQA consulting services to the District.

10. POLICIES APPLICABLE TO CONTRACT AWARDS

All work to be performed under any awarded contract must conform to all applicable CEQA laws and guidelines and all requirements of the District, the CDE and all other governmental agencies with jurisdiction. The Consultant that is selected to perform work for the District shall be responsible for: (i) obtaining all permits and approvals required to carry out the work, and (ii) coordinating all of its activities with the relevant property owners and their tenants and neighbors, the District, the CDE, and all other entities having jurisdiction or likely to be affected by Consultant's activities.

Project awards will be based on cost factors and the District's subjective determination of the various Consultants' ability to carry out the required work in a timely and competent manner, which evaluation will take into consideration the District's previous experience with the Consultants and an evaluation of objective and subjective factors garnered by the District by way of its analysis of: (i) the Consultants' past performance on other projects, (ii) information set forth in the Consultants' Proposal, and/or (iii) additional information or materials that may hereafter be requested of the Consultants or otherwise obtained by the District.

The District reserves the right to negotiate the terms and conditions of any contract for CEQA services that may hereafter be let by the District. The District also reserves the right to: (i) withdraw this RFP, (ii) reject any Response or Proposal, or (iii) terminate or change the contracting process articulated in this RFP because of unforeseen circumstances.

11. QUESTIONS RESPECTING RFP PROCESS

Please call the District's Facilities Planning department at (714) 517-7549 if you have questions regarding this RFP.

The District thanks you for your interest in providing services to the District and invites your Response hereto in accordance with the terms of this RFP.