

**Request for Proposal
for
Environmental Consultant**

for

**Former Dixon High School Modernization
Requested By:
John Calise, Director of Facilities, Operations and Capital Projects
Dixon Unified School District
180 South First Street
Dixon, CA 95620**

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- **SUMMARY**

The Dixon Unified School District (hereinafter referred to as the DISTRICT) is seeking a qualified Environmental Consultant (hereinafter referred to as the CONSULTANT) to identify any and all environmental issues that must be addressed throughout the course of the PROJECT (defined below) and shall ensure the DISTRICT takes all steps necessary to comply with all applicable environmental regulations.

The CONSULTANT will prepare or cause to be prepared the required California Environmental Quality Act (CEQA) studies and documentation for the modernization of the former Dixon High School including site improvements at 455 East "A" Street, Dixon, CA 95620 (hereinafter referred to as the PROJECT).

The CONSULTANT will be responsible for providing all services necessary to analyze the impacts of the PROJECT under CEQA including but not limited to, environmental concerns associated with the potential traffic and circulation impacts, land use compatibility issues, noise, light and glare impacts as a result of construction at the campus and demolition of the existing site structures and assist the District as the lead agency for the PROJECT in complying with all applicable provisions of CEQA.

The Dixon Unified School District Board of Education is designated as the lead agency pursuant to Section 15050 *et. seq.*, of the CEQA Guidelines and as such has the responsibility to conduct an environmental review of the consequences of their proposed actions.

All inquiries concerning this Request for Proposal should be directed to:

John Calise, Director of Facilities, Operations and Capital Projects
Dixon Unified School District
180 South First Street
Dixon, CA 95620
707-693-6300

Time is of the Essence

Time and the time limits stated in this REQUEST FOR PROPOSAL are of the essence of this RFP.

All Proposals should be verified before submission. Adjustments will not be permitted after submission to the DISTRICT. The DISTRICT will not be held responsible for any errors or omissions on the part of the Firm in the preparation of the Proposal. The DISTRICT reserves the right to reject any and all Proposals, or to waive any irregularities in the Proposals.

Proposals must be signed by a representative of the Firm with authorization to bind the Firm by contract. Any Proposal received by the after the time and dated stated above, shall be refused and returned. Firms may withdraw their Proposal, either personally or

by written request, at any time prior to the closing time for the receipt of Proposals. Each Firm making a Proposal must include an original and five (5) copies.

The DISTRICT is not obligated to explain any deficiencies in their Proposal, nor accept requests for justification from Firms not selected.

- **GENERAL INFORMATION**

PROJECT Background & Description

The former Dixon High School is located at 455 East “A” Street, in the City of Dixon, CA 95620. The existing school is in excess of 75 years old and has condition issues that need to be addressed through modernization to bring the site to current educational standards, including current ADA requirements, as well as address the fire life safety and security of staff and students. Below is a description of the PROJECT. At its sole discretion, the DISTRICT may modify, alter, delete or add scope to the PROJECT based on its needs or the requirements necessary for the PROJECT’s approval. CONSULTANT shall adjust its services at no additional costs if any changes to the scope of the PROJECT are enacted by the DISTRICT.

The PROJECT will consist of the correction of hardscape path of travel, ingress and egress, fire lanes and utility and infrastructure. Historically, the site was used as a high school from 1940 to 2007. Since 2007, the site has supported various programs for the school district and other programs through a joint use arrangement with the City of Dixon. Upon completion of this PROJECT, the site will be used by the District as a 6-8 middle school with no additional student capacity over its historical or current configuration.

The decision by the Dixon Unified School District Board of Education to approve the modernization improvements to the former Dixon High School is a discretionary PROJECT pursuant to Section 15357 of the CEQA Guidelines. Further, the DISTRICT's Board of Education is designated as the lead agency pursuant to Section 15050 et seq. of CEQA Guidelines and as such has the responsibility to authorize an environmental review of the consequences of their intended action.

Services Required by CONSULTANT

The Dixon Unified School District (hereinafter referred to as the DISTRICT) is seeking a qualified Environmental Consultant (hereinafter referred to as the CONSULTANT) to identify any and all environmental issues that must be addressed throughout the course of the PROJECT and shall ensure the DISTRICT takes all steps necessary to comply with all applicable environmental regulations.

The CONSULTANT will prepare or cause to be prepared the required California Environmental Quality Act (CEQA) studies and documentation for the proposed construction at the former Dixon High School located at 455 East "A" Street, in Dixon California, 95620.

The CONSULTANT will be responsible for providing all services necessary to analyze the impacts of the PROJECT under CEQA including but not limited to, environmental concerns associated with the potential traffic and circulation impacts, land use compatibility issues, noise, light and glare impacts as a result of construction at the campus and demolition of the existing site structures and assist the District as the lead agency for the PROJECT in complying with all applicable provisions of CEQA.

The CONSULTANT shall be solely responsible for all necessary investigations to determine environmental impacts of the PROJECT and propose adequate mitigation measures to ensure the PROJECT complies with all applicable regulations regarding environmental impact and shall ensure the DISTRICT obtains all required environmental permits, approvals, and authorizations to complete the PROJECT.

The CONSULTANT is expected to meet and communicate, as necessary, with any and all employees, officers, agents and consultants involved with the PROJECT.

A representative from the DISTRICT will be available to the CONSULTANT during the PROJECT. The CONSULTANT shall meet and communicate with the DISTRICT's representative for this PROJECT on a regular basis as requested by the DISTRICT and/or the District's representative.

A detailed cost estimate must be included within the CONSULTANT's Proposal. The cost estimate should be broken down by tasks and should include total hours by staff members involved to perform each task.

Services Provided by the Dixon Unified School District

The DISTRICT will provide staff assistance by appropriate personnel with regard to the items listed below in support of the CONSULTANT's professional services. However, the CONSULTANT shall be responsible for the evaluation of all information supplied by the DISTRICT.

1. Provide full information as to its requirement for the PROJECT.
2. Upon identification by the CONSULTANT and approval by the DISTRICT of the necessity and scope of the information required, furnish CONSULTANT with

available data, reports, surveys, and other materials and information required for the PROJECT, except those included in CONSULTANT's scope of services. However, CONSULTANT shall be responsible for obtaining or providing any and all data, reports, surveys or other information necessary to complete its scope of work if the DISTRICT does not have access to such information.

3. Provide access to properties (e.g. right of entry to conduct required fieldwork and testing) at mutually convenient times.
4. Examine all tests, analyses, studies, reports, sketches, Proposals, and other documents presented by the CONSULTANT to the DISTRICT, and promptly render in writing the DISTRICT's decisions pertaining thereto.
5. Give prompt written notice to the CONSULTANT whenever the DISTRICT observes or otherwise becomes aware of any defect in the PROJECT.
6. Provide printing and public distribution of the DISTRICT's final document(s).

Selection Process

1. The DISTRICT will review all Proposals received by the specified deadline for content, fee, related experience and professional qualifications. After the initial screening, the DISTRICT may select those consultants deemed most qualified for this PROJECT for further evaluation. Interviews of these selected firms may be conducted as part of the final selection process. Failure to provide any information requested by the DISTRICT after the initial screening may result in automatic disqualification, at the sole discretion of the DISTRICT. The firm selected by the DISTRICT will be recommended to the Board of Education for this PROJECT, but the Board is not bound to accept the recommendation or award the PROJECT to the recommended firm.
2. The DISTRICT reserves the right to reject any and all Proposals and to waive informalities and irregularities in any Proposal received.
3. The DISTRICT reserves the right to select the Proposal that in its sole judgment best meets the needs of the DISTRICT.

Solicitation Caveat

The issuance of this solicitation does not constitute award commitment on the part of the DISTRICT; neither shall the DISTRICT pay for costs incurred in the preparation of or submission of Proposals.

Form of Professional Services Agreement

Exhibit is substantially the form of the Professional Services Agreement, which the successful firm is expected to sign. Prospective consultants shall be notified of major changes to this RFP or the proposed Professional Services Agreement by addenda.

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- **PROPOSAL INFORMATION AND REQUIREMENTS**

General Instructions

To receive consideration, Proposals shall be made in accordance with the following general instructions:

1. The signatures of all persons signing the Proposal shall be in longhand. The completed Proposal should be without interlineations, alterations or erasures.
2. No oral, telegraphic or telephonic Proposals will be considered.
3. The submission of a Proposal shall be conclusive evidence that the consultant has investigated and is satisfied as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of the PROJECT.
4. Proposals shall be enclosed in a sealed container upon which shall be written the title of the Proposal and the name and address of the consultant.

Business Address

Proposers shall furnish the DISTRICT with their business street address. Any communications directed either to the address so given or to the address listed on the sealed Proposal container, and deposited in the U.S. Postal Service by Certified Mail, shall constitute service to the proposer.

Addenda

Addenda issued by the DISTRICT interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the Proposal. The proposer shall sign and date the Addenda Cover Sheet and submit them with his Proposal (or deliver them to the DISTRICT if Consultant has previously submitted this Proposal to the DISTRICT).

Proposal Format and Contents

For ease in review and to facilitate evaluation, the Proposals submitted for this PROJECT should be organized and presented in the following order:

Cover Page:

Indicate the name of the firm and PROJECT title.

Section I - Organizational Information:

Provide specific information concerning your firm in this section. If two or more firms are involved in a joint venture or association for this PROJECT, the Proposal must clearly delineate the respective areas of authority and responsibility of each party. All parties signing the Agreement with the DISTRICT must be individually liable for completion of the entire PROJECT even when the area of authority and responsibility under the terms of the joint venture or association is limited.

Section II - Qualifications and Experience:

Provide specific information in this section concerning your firm's and/or subcontractor's capabilities and experience as it relates to this PROJECT. Names, addresses, and telephone numbers of contact persons within client agencies for whom you have performed related work must be provided. Information must include: 1) A description of knowledge of and experience with environmental issues at schools. 2) Evidence of financial capability to obtain and maintain the necessary insurance to cover the services provided; 3) Experience and ability to provide the services described in this RFP as well as related services, if requested by the DISTRICT; 4) References highlighting past experience working with school districts and satisfactory references from school districts; 5) Procedures and processes to work with DISTRICT personnel on the PROJECT including third party firms hired by the DISTRICT.

If you have been party in any litigations, mediation, arbitration relating to the services you will be providing under this RFP or if you have been terminated for cause while under an agreement, describe each event and indicate the final results.

Section III - Professional Team:

Of critical importance will be the composition of the team proposed to accomplish this PROJECT. The following professional team information should be provided in this section:

- Name and location of the office where the PROJECT work is to be performed.
- Total personnel by discipline of the professional team (including personnel of sub-consultants, if any).

- A table of organization for the professional team which identifies:
 1. Principal-in-Charge - state amount of time devoted to PROJECT.
 2. Project Manager - state amount of time devoted to the PROJECT.
 3. Engineers
 4. Geologists
 5. Environmental Planners
 6. Consultant's staff
 7. Senior Traffic Consultants
 8. Senior Acoustical Analysts
 9. Other Key Personnel

- A list of any proposed consultants that you plan to hire for the PROJECT and the work that they will perform.

- Resumes of professional team that reflects their experience in areas mentioned above.

Section IV - PROJECT Approach and Work Schedule:

The Proposal shall include a brief description of the methodology developed to perform all required services. A schedule containing specific milestones and dates of completion shall be included. Also identify the extent of the DISTRICT personnel involvement including key decision points at each stage of the PROJECT.

Section V - Cost of Services:

The Proposal shall state the fee that will be charged for the entire PROJECT inclusive of all expenses charged to the DISTRICT and an estimate of personnel time for each identified task or activity in the Proposal and this RFP.. The billing rates for all personnel anticipated being involved in the PROJECT. Any and all other direct costs and outside services shall be included. Also submit a "Rates and Charges Schedule" showing the hourly rates for staff and services.

Section VI - Insurance:

The Selected Proposer will be required to obtain as a condition of the award of this Agreement and Proposal the following:

- A. Not less than \$1,000,000 for a Combined Single Limits.

Comprehensive General Liability policy covering Personal Injury Liability, Property Damage Liability and Contractual Liability.

Comprehensive form automobile liability insurance, including coverage for owned, hired and non-owned vehicles, with a combined single limit of not less than \$1,000,000.

- B. Worker's Compensation Insurance in accordance with statutory requirements, and Employer's Liability Insurance with a limit of not less than \$1,000,000,
- C. Professional liability insurance with a limit in the amount of \$1,000,000.
- D. The DISTRICT, District's Board of Education, Agents, officers, and Employees shall be named as additional insured's.

Section VII - Current Volume of Works:

Provide a list of all projects or commitments for professional services currently in progress in your office. Indicate estimated date of completion for each and number of personnel assigned per team. Briefly explain how the DISTRICT's needs will be met in a timely manner by your staff.

Section VIII - Contract:

The Proposal shall state that the Firm will enter into a contractual agreement with the DISTRICT with the terms and conditions set forth in Exhibit A. The contract shall incorporate the terms and requirements described in this RFP.

Proposal Submission

Submit 5 copies of your Proposal in a sealed envelope addressed to:

ENVIRONMENTAL CONSULTANT PROPOSAL - for Dixon Middle School

John Calise, Director of Facilities, Operations and Capital Projects
Dixon Unified School District
180 South First Street
Dixon, CA 95620

ALL PROPOSALS MUST BE SEALED AND RECEIVED BY 3:00 P.M. ON December 1, 2017, AT THE ABOVE ADDRESS. PROPOSALS SUBMITTED AFTER THE ABOVE DEADLINE WILL NOT BE ACCEPTED.

The DISTRICT reserves the right to accept or reject any and all Proposals, or any portion or combination thereof, to contract services with whomever and in whatever manner the DISTRICT decides, to abandon the services entirely, to award on the basis of the total Proposal, and to waive any informality or non-substantive irregularity, as the interests of the DISTRICT may require.

Pre-Proposal Meeting

A pre-proposal meeting to help explain the scope of this PROJECT shall be held at 10:00 AM on November 15, 2017, in the Dixon Unified School District Office located at 180 South First Street, Dixon, CA 95620.

Attendance is voluntary

NOTE: The DISTRICT reserves the right to select the Proposal that, in its sole judgment, best meets the needs of the DISTRICT. Pursuant to Section 4526 of the Government Code, the selection shall be made on the basis of the applicant's qualifications and the Proposal of a fair and reasonable price to the DISTRICT.

- **EXHIBITS**

EXHIBIT A

Professional Services Agreement

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