

Solano Community College District  
360 Campus Drive  
Fairfield, CA 94534

**REQUEST FOR QUALIFICATIONS (RFQ# 14-006)  
ENVIRONMENTAL CONSULTING SERVICES  
(ENVIRONMENTAL IMPACT REPORTS)**

The Solano Community College District ("District") is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to enter into agreements with the District to provide the District with the services necessary to assure that their Capital Improvement Bond Program and Specific Bond Projects comply with the requirements of the California Environmental Quality Act (CEQA) ("Project").

Respondents to this RFQ should mail or deliver six (6) copies, one (1) unbound copy and one (1) electronic copy on CD, DVD or Flashdrive of their proposals to:

Laura Scott  
Purchasing  
Solano Community College District  
360 Campus Lane, Suite 201  
Fairfield, CA 94534

**All responses are due by 2:00p.m., on January 24, 2014.**

**FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.**

If you have questions regarding this RFQ please email Ines Zildzic at [izidlzic@kitchell.com](mailto:izidlzic@kitchell.com) on or before January 17, 2014 at 5:00 p.m.

The District may, at its discretion, interview some of the respondents. If there are interviews the District intends to notify the shortlisted firms on January 27, 2014. The District intends to schedule these interviews for January 31, 2014. This RFQ is not a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to reject any and all responses. The District also reserves the right to amend this RFQ as necessary. All materials submitted to the District in response to this RFQ shall remain property of the District.

# REQUEST FOR QUALIFICATIONS

## **BACKGROUND**

The District is seeking Statement of Qualifications (SOQs) in response to this RFQ from experienced entities to provide CEQA consulting services for various projects to be delivered under the District's Capital Improvement Bond Program. This RFQ defines the services sought by the District and generally outlines the requirements for the various projects. Briefly stated, the District is seeking experienced and proven CEQA consultants to provide guidance to the District for the program and for each project.

The District is engaged in ongoing new construction and major modernization projects, site development and planning, growth projects and area-wide planning associated with the intended passage of a local bond issue. Using the anticipated bond funds, the District will be renovating, modernizing, and constructing facilities over a 10 to 15 year period.

The Facility Master Plan for the District will be completed in early 2014 and adopted by the District Board of Education ("Board"). The District expects to start this major building program in early 2014. It is anticipated that the District will act as the "lead agency" for appropriate CEQA clearance and certifications, and it is important that all environmental issues be assessed, and if necessary, addressed in an appropriate Environmental Impact Report or other document.

The District invites any qualified firm to submit qualifications related to its ability to provide the services necessary to obtain environmental clearance and entitlement to construct the Project(s) described herein. In general, the firm(s) selected as a result of this process ("Firm") will provide a proposal to the District to perform environmental consulting services necessary to complete the Project and thereafter work cooperatively with the Board, staff and consultants, the architect of record and design team, and the Project inspectors, to facilitate the timely completion of the Project. The District wishes to retain a pool of Firms that have the financial strength, management and expertise to assist the District with delivering the Project within the proposed schedule.

## **DESCRIPTION OF PROJECT**

The District is managing a Capital Improvement Bond Program consisting of Measure G and Measure Q in excess of \$348M and it includes three campuses. There is the main Campus in Fairfield and two educational centers, one in Vallejo and one in Vacaville. There will be expansions and or reconfiguration at each of the campuses and the District will require CEQA consultants to assist with a Campus Wide Report and management of CEQA requirements for each project on the various campuses.

## **DESCRIPTION OF DISTRICT NEEDS**

Firms will be selected for the pool of CEQA consultants based on qualifications and demonstrated competence in providing environmental consulting services that may include, but not be limited to the following:

Preparation of all documentation necessary to initiate, process, review, and ultimately obtain certification of a Project Environmental Impact Report or other appropriate environmental documentation (i.e. "Negative Declaration") that will environmentally clear approval and implementation of the Project in compliance with CEQA. Such documentation will include an initial study, notices, mailings, technical reports, exhibits, the Draft and Final EIR (ii necessary), findings, approval documents and other documentation, and studies, as required to complete the CEQA process. Services will likely include, but are not limited to, the following:

- a) Conduct appropriate scoping activities to identify issues and define the proposed project and alternatives for analysis; meet on an ongoing basis as appropriate with community and affected agency representatives, district administrators, master planners, and associated consultants already under contract at the District; prepare, maintain and implement a CEQA processing schedule to assure efficient and timely preparation and processing of the appropriate environmental clearance, and if necessary, the EIR.
- b) Prepare and distribute the initial study and notice of preparation;
- c) Prepare Administrative Draft environmental documents;
- d) Prepare and circulate draft environmental document;
- e) Conduct public hearings and meetings, as required;
- f) Prepare administrative environmental impact report document;
- g) Present draft and final report to the Board; and
- h) Prepare the Final EIR with responses to comments, findings of fact and statement of overriding considerations (if applicable), mitigation monitoring program, certifying resolution, notice of determination and related documentation;

The District may assign all or parts of the work described above to one or more of the successful firm(s).

#### Schedule

The District is requiring immediate assistance to meet both Measure G and Measure Q schedule for both program and project level support.

#### **REQUIRED INFORMATION AND FORMAT**

The selected Firm will submit the following documentation, in the following order.

1. A letter of introduction signed by an authorized officer of the organization not to exceed one (1) page:
  - a. If submitting as a team, note which team is the prime consultant or lead joint

venture partner (if applicable).

- b. Note the individual who will be responsible for leading the effort.
2. A statement of consultant qualifications [**not to exceed ten (10) pages, double sided counts as two pages**]. Using as a minimum the following criteria, the individual or firm should state why it believes it is qualified to provide the services requested in the RFQ:
    - a. Type of organization or company structure.
    - b. Certification that the environmental consultancy firm is legally permitted or licensed to conduct business in the State of California for the services offered.
    - c. Number of years the firm has been in business.
    - d. Location of principal office that will be responsible for the implementation of the scope of work awarded by the District.
    - e. Qualifications of firm.
    - f. Strength of staff: Include resumes of key person(s).
    - g. Evidence of Insurance Coverage.
    - h. Litigation: The firm or firms must have an acceptable history of working proactively to avoid litigation. Provide specific information on termination for default, litigation settled or judgments entered within the last five (5) years, and civil judgments or criminal convictions for false claims with the last five (5) years.
  3. Detail your firm's or team's ability to accomplish the requested scope of services in a comprehensive and thorough manner, including aggressive scheduling in order to meet a client's goal of moving projects into construction within the earliest possible timeframe, in compliance with CEQA [**not to exceed 3 pages**].
  4. List company or individual team members experience in providing services requested by the District. Provide information about prior services/designs prepared by your firm in the last ten (10) years on at least five (5) and no more than fifteen (15) educational projects or other related projects. Include the name of projects, client contact, city, and state [**not to exceed eight (8) pages**].
  5. Provide a list of at least 3 references; include names organization, job title, addresses, and phone numbers [**not to exceed one (1) page**].
  6. All page limits are single sided 8-1/2" x 11" regularly spaced text with a minimum of 10 point font.

7. A copy of the District's contract is attached to this RFQ/P as Exhibit "A." Proposers must thoroughly review the contract included herewith and must identify any term or condition of the contract that the Proposer requests modifying or deleting or if the Proposer is proposing to add new provisions. Proposers must set forth a clear explanation of what modification would be sought and specific alternate language. The District will review but is not obligated to accept any proposed changes. Please submit your comments, if any, as an Appendix. This will not be counted towards the 10 page limit of the SOQ.
8. Please provide an hourly rate sheet as an Appendix. This will not be counted towards the 10 page limit of the SOQ.

### **SUBMITTAL REQUIREMENTS**

1. Cover Letter
2. Table of Contents
3. Methods and Strategic Plan

Describe in detail your proposed methods and plan for providing the requested services.

4. Firm Information

- Name, address, and brief history of the firm submitting a proposal in response to this RFQ ("Proposer"). Please include any former names of the Proposer and the number of years the Proposer has provided environmental consulting services.
- Organizational chart of the Proposer.
- A description of the Proposer and its organizational structure. Resumes of personnel to be involved with providing environmental consulting services related to the Project should be included. Upon engagement, any change in personnel must be approved by the District and the Proposer shall be responsible for any additional costs related to said change in personnel.
- Provide a letter from your insurance company indicating insurance limits.
- Location of nearest local office and main office, if different.

5. Prior Relevant Experience

- Description of the Proposer's experience with respect to providing environmental consulting services to schools and/or community colleges over the past five (5) years.

## 6. Acknowledgment of Form of Contract

### **LIMITATIONS**

The District reserves the right to contract with any entity responding to this RFQ. The District makes no representation that participation in the RFQ process will lead to an award of an agreement for environmental consulting services or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any proposal in response to this RFQ. The awarding of an agreement for environmental consulting services, if at all, is at the sole discretion of the District.

### **RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of an agreement for environmental consulting services, no person, or entity submitting a response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the agreement for environmental consulting services with any member of the District, Board, selection members, or any member of a District committee. Any such contact shall be grounds for the disqualification of the Proposer.

### **DISTRICT'S EVALUATION PROCESS**

Please note that, to the extent that the submittals are public records under California law, the submittals may be released to the public if requested by members of the public. The scoring by the District will not be released and is not subject to public records request.

Submittals will be reviewed for responsiveness and evaluated pursuant to objective criteria, with particular attention to, without limitation, each respondent's qualifications and demonstrated competence in providing like services. The District reserves the right to waive any informality or irregularity in any submittal received, to reject any or all submittals, to re-solicit for submittals, and to accept the submittal which, in its sole judgment, is most advantageous to the District and in the District's best interest.

After the submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Proposer(s). The District may elect to interview one or more Proposers. Adequate time will be allowed for presentation of qualifications followed by questions and answers.

If a commitment is made, it will be to the most qualified respondent with whom the District is able to negotiate successfully the terms and conditions of the required agreement documents.

Final selection of a Proposer, terms and conditions of any and all agreements and authority to proceed with environmental consulting services shall be at the discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work

The selection committee will recommend the most qualified Proposer to the District's Board. After selection by the Board, staff will issue a letter of intent to commence negotiations with the best qualified Proposer.

If the District is unable to negotiate successfully a satisfactory agreement with terms and conditions the District determines to be fair and reasonable, the District may then commence negotiations with the second best qualified Proposer in sequence until an agreement is reached or determination is made to reject all submittals.

The District will maintain the pool of qualified applicants for the duration of the Measure Q program. Requests for re-certification may be sent every 2 years. Firms who do not reply to the request for re-certification may be deleted from the pool of pre-qualified firms, at the sole discretion of the District. Additional firms can be added as the District determines the need for additional services.

DATE	EVENT	TIME DEADLINE
December 26, 2013	Release and advertisement of RFQ #14-006.	
<b>January 10, 2014</b>	<b>Mandatory pre-proposal conference.</b>	<b>2:00 p.m.</b>
January 17, 2014	Deadline for submission of written questions to District concerning RFQ #14-007.	5:00 p.m.
January 21, 2014	Answers to written questions will be posted on the District website.	1:00 p.m.
<b>January 24, 2014</b>	<b>Deadline for all submissions in response to RFQ #14-007.</b>	<b>1:00 p.m.</b>
January 27, 2014	If required, release of short-listed firms selected to interview.	5:00 p.m.
January 31, 2014	Interviews of short-listed firms if determined by the District that interviews are required.	Begin 9:00 a.m.
March 4, 2014	Notification to firms selected for the pool of qualified firms.	5:00 p.m.