

Peralta Community College District
REQUEST FOR PROPOSALS
FOR CEQA SERVICES
FOR THE COLLEGE OF ALAMEDA SCIENCE AND ADMIN PROJECT &
LANEY STEM PROJECT
RFQ/RFP #21-22 /09



NOTICE IS HEREBY GIVEN that the Peralta Community College District (“District”) is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide CEQA Consulting services for the College of Alameda (“COA”) Science and Admin project and Laney College STEM Building (“Projects”).

The **Non-Mandatory** Pre-Proposal Meeting will be conducted via zoom on October 19, 2021, at **10:00 A.M. Conference Meeting ID 927 5320 0064 Password: 831049 via a remote meeting on zoom.**

<https://cccconfer.zoom.us/j/92753200064?pwd=emlPSWlhb3RJNFZlZWYU3dnlyelZXUT09>

Password: 831049

ALL SOQs & PROPOSALS ARE DUE ELECTRONICALLY BY 2:00 PM PST, NOVEMBER 2, 2021. Oral, telegraphic, facsimile, telephone, or email Proposals will not be accepted. Proposals received after this date and time will not be accepted and will be returned, unopened. All Proposals must be submitted electronically using the Peralta Community College website through the purchasing department through the following link:

[Vendor Registry](#)

Each submittal must conform and be responsive to the requirements set forth in this RFP.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFP, please submit them via Vendor Registry at the link above before 2:00 PM PST on October 21, 2021. Answers will be posted on the District website by October 29, 2021.

RFP RESPONSE SCHEDULE SUMMARY

The District reserves the right to change the dates on the schedule without prior notice.

Date	Event
October 8, 2021	Release of RFQ
October 19, 2021; 10:00 AM PST	Pre-Proposal Meeting Via Remote-Meeting
October 21, 2021; 2:00 PM PST	Deadline for submitting written questions
October 29, 2021	Deadline for District answering written questions
November 2, 2021; 2:00 PM PST	Deadline for submitting SOQs
December 14, 2021	Board of Trustees Meeting

PART I.

INTRODUCTION

Founded in 1964, the Peralta Community College District (“PCCD” or “District”) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, Laney College, and Merritt College. The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates, and university transfer programs to more than 30,000 students. The District currently has an active program at all four sites. Approved by voters in 2006, Measure A allows the District to issue and sell bonds of up to \$390,000,000. Measure G was approved by the voters in November 2018, allowing the District to issue and sell bonds up to \$800,000,000.

The District is asking experienced and proven firms to submit their qualifications and proposals to provide CEQA Consulting services for the District’s College of Alameda Science and Admin project and the STEM building at Laney College. This RFP defines the CEQA Consulting services sought and generally outlines the Projects’ requirements.

Information regarding the Program is available at:

<https://build.peralta.edu>

LIMITATIONS

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

The District reserves the right to reject any and all Proposals, to waive any irregularities or informalities not affected by law, to evaluate each Proposals submitted, and to award contracts, if any, according to the Proposals which best serves the interest of the District at a reasonable cost to the District. Any contract(s) resulting from this RFP, however, will be made according to the form of the Independent Services Agreement provided as a separate attachment on Vendor Registry.

The respondent's Proposals, and any other supporting materials submitted to the District in response to this RFP, will not be returned and will become the property of the District unless portions of the materials are designed as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of the any public disclosure of any Proposal.

FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit Proposals in response to this RFP, and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits, or otherwise subjected to discrimination in any consideration leading to the award of contract.

RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person or entity responding to this RFP, 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 the RFP, the evaluation or selection process or the award of the contract(s) with any member of the District's Governing Board ("Board"), selection committee members, or any member of the Citizen's Oversight Committee, or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for disqualification of the entity submitting a Proposal.

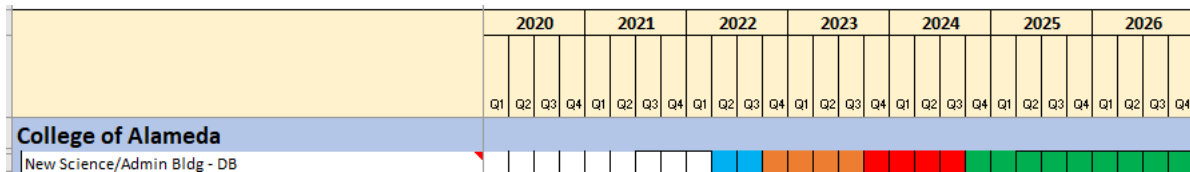
PART II

PROJECT DESCRIPTION

Project Name: College of Alameda Science and Admin Building

A 37,000 asf (52,000 gsf) new multi-story building to support the science programs that are currently housed in an off-campus facility (860 Atlantic Avenue). This project brings the science program back on campus.

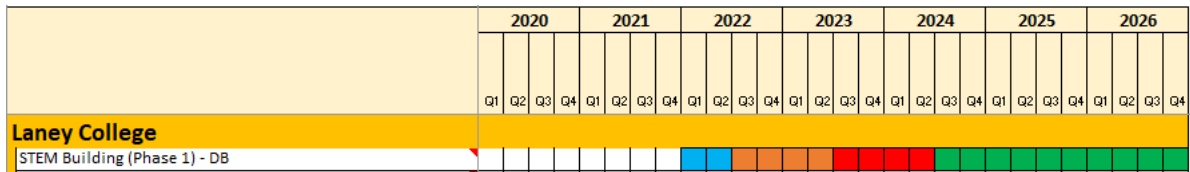
The CEQA process will start immediately pending NTP. For your reference the proposed Project schedule is below.



Project Name: Laney College STEM Building

A 40,000 asf (57,000 gsf) new multi-story building to provide instructional space for Science, Math, Engineering and Computer Science. This project relocates Physical Sciences from Building A, Life Sciences from Building B and Computer Sciences and Math from Building G.

The CEQA process will start immediately pending NTP. For your reference the proposed Project schedule is below.



Peralta Community College District delivers transformative educational opportunity to its six-city service area (Albany, Berkeley, Piedmont, Oakland, Alameda, and Emeryville) through its four colleges: College of Alameda, Berkeley City College, Laney College, and Merritt College. Capital projects for all locations are managed through the District Office, Department of General Services.

Schedule Key	
■	Contractor or Design Build Entity Procurement
■	Design
■	DSA Review
■	Construction

SCOPE OF SERVICES

The Contracted Firm may provide CEQA related services, including, but not limited to the following, and/or as described in the form of the Independent Services Agreement provided as a separate attachment on Vendor Registry.

- A.** Prepare all studies and documentation necessary to initiate, process, review, and ultimately obtain certification of a Project Environmental Impact Report or other appropriate environmental documentation (e.g. Negative Declaration) and all required permits that will environmentally-clear approval and implementation of the Project in compliance with CEQA and all applicable environmental requirements, including but not limited to CEQA and all applicable environmental laws, regulations, and requirements emanating from the Environmental Protection Agency (“EPA”), Cal/EPA, Air Quality Management District, State of California and Regional Water Quality Control Board, California Department of Transportation (“CalTrans”), California Department of Fish & Game, and other local agencies as applicable. These include without limitation permits required by the Santa Ana Regional Water Quality Control Board, utility companies, state and local fire marshals, CalTrans, California Department of Fish and Game, and other local agencies. Such documentation will include an initial study, notices, mailings, technical reports, exhibits, the Draft and Final EIR (if necessary), findings, approval documents, mitigation monitoring plan, 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 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. Perform environmental site assessment, analyze potential environmental impacts and develop mitigation measures.
 - c. Prepare and distribute the initial study and notice of preparation
 - d. Prepare administrative draft environmental documents
 - e. Prepare and circulate draft environmental documents
 - f. Assist in conducting public hearings and meetings, as required
 - g. Prepare administrative EIR document
 - h. Present draft and final report to the Board

- i. 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
- B. Ensure that the District fully complies with CEQA with respect to the Project, including, without limitation, all procedural requirements and notices as part of the CEQA process for a community college project.
- C. Respond to responsible agency and public comments concerning the environmental impact of the Project.
- D. Attend and participate/present in any public hearings.
- E. Serve as District's advisor for the Project with regard to compliance with all laws and regulations concerning the environment which are applicable to the acquisition or expansion of a community college public school site and the construction of a community college public school or public school facilities, including without limitation, Public Resources Code section 21000 et seq., Government Code section 65402, and Education Code section 17210 et seq. Consultant shall coordinate its work with the District's other consultants, without limitation, including any Environmental Assessor retained by the District. In addition, the Consultant may be requested to prepare or assist the District with preparing a report to be utilized at a public hearing in furtherance of Education Code section 17211.

The selected consultant(s) and/or consultant teams shall keep proper records of all projects for services pursuant to this contract, including, but not limited to, copies of all project correspondence, deliverables, and schedules. All such project records shall be submitted to the District after the completion of the project and shall become property of the District.

The selected consultant(s) must have sufficient staff to promptly complete assigned tasks. Work must begin on assigned tasks within ten (10) days of notification to proceed.

Deliverables, as specified in each Request for Task Order, will be prepared in accordance with the applicable codes and regulations and District standards including, but not limited to, the District and/or College standards.

PART III

REQUIREMENTS FOR SUBMITTAL OF QUALIFICATIONS

A. FORMAT REQUIREMENTS

Please limit proposals to no more than twelve (12) pages (*cover letters, table of contents, dividers, licenses, resumes, and exhibits are not included in the page count*).

Firms submitting Proposals in response to this RFP must follow format below. Material must be in 8-1/2 x 11-inch format, font size 12 point or larger. Each Proposal shall

include a Front Cover stating the following: "Proposal for [Firm Name] in Response to Peralta Community College District's RFP #_____.

The Proposal electronic file shall be formatted as follows:

1. Each Proposal shall include a table of contents.
2. Proposals shall include divider tabs labeled with boldface headers as outlined below (e.g., the first tab will be entitled "Cover Letter," the second tab would be entitled "Business Information," etc.).
3. Proposals shall include a cover sheet listing the firm's name, the total number of pages, and identifying any pages that were removed due to proprietary information.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the **respondent may be disqualified from further consideration.**

B. RFP CONTENT REQUIREMENTS

1. TAB 1- COVER LETTER (maximum of 1 page)

- a. Provide a letter of introduction signed by an authorized officer of the firm. If the CEQA firm is a joint venture, duplicate the signature block and have a principal officer also sign on behalf of each party to the joint venture.
- b. Include a brief description of why your firm is well-suited for, and can meet, District's needs.
- c. Point of Contact During Evaluation and Award Process. Clearly identify the individual(s) who are authorized to speak for the firm during the evaluation process. Name, email address, and phone number for no more than two (2) individuals who can respond to questions and correspondence on behalf of the Proposer.
- d. **Must include the following statement:** ["INSERT COMPANY'S NAME] received a copy of the District's CEQA Master Agreement ("Agreement") provided as a separate attachment on Vendor Registry. [INSERT COMPANY'S NAME] has reviewed the indemnity provisions and professional liability insurance provisions contained in the agreement. If given the opportunity to contract with the District, [INSERT SERVICE COMPANY'S NAME] has no objections to the use of the Agreement."
- e. Respondent shall certify that no official employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

- f. Respondent shall certify that no official employee of the firm has ever been convicted of an ethics violation.

2. TAB 2- BUSINESS INFORMATION

Please provide the following information

- a. Company name
- b. Address
- c. Telephone
- d. Fax
- e. Website
- f. Name and email of main contact
- g. Federal Tax I.D. Number
- h. License or registration number
- i. Type of organization/business structure (ownership; legal form, i.e., corporation, partnership, etc., and senior officials in company). If a joint venture, describe the division of responsibilities between participating companies, offices (location) that would be the primary participants, and percentage interest of each firm
- j. A brief description and history of the firm, including number of years the firm has been in business and the date firm was established under its given name
- k. Number of employees (licensed professionals, technical support)
- l. Location of office where the bulk of services solicited will be performed
- m. Any State or California certification for your firm indicating small business or Disabled Veteran Business Enterprise status
- n. How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant
- o. Provide similar information for proposed sub-consultants
- p. How sub-consultants will be utilized on the Project(s) and to what extent work will be performed in-house

3. TAB 3– PROJECT APPROACH AND FIRM QUALIFICATIONS

- a. Provide a statement demonstrating your firm or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule in order to meet the District's goal of moving projects into construction within the earliest possible timeframe
- b. Demonstrate your firm's flexibility in adapting to the changing needs and priorities of a community college district
- c. Describe your experience with DSA and working within the DSA process
- d. Identify any and all K-14 educational projects that have not been closed-out by DSA and provide explanation

4. TAB 4- RELEVANT K-14 PROJECT EXPERIENCE AND REFERENCES

Ensure all list items below are addressed.

- a. Provide information about prior CEQA services prepared by your firm in the last ten (10) years on a **minimum** of five (5) K-14 educational projects in California, preferably community college facilities.
- b. Experience with projects for public agencies in California, Preferably Northern California in Alameda County
- c. Experience working on projects that involve both demolition of existing structures and the construction of new buildings
- d. Provide a sample CEQA schedule that would be equivalent or similar in nature to the COA Science and Admin project and/or the Laney College STEM Building project
- e. Provide a sample CEQA data request document that would be equivalent or similar in nature to COA Science and Admin project and/or the Laney College STEM Building project
- f. Experience working on a campus while school is in session
- g. For each project, please include the following information:
 - i. Briefly state the significance of each relevant project your firm has worked on that you would like to be considered in this RFP. Briefly explain how the particular project is relevant to the District's needs
 - ii. Specify role of firm or individual if work was not exclusively by the firm (i.e., joint venture, association)
 - iii. Provide at least two (2) examples of projects that have been phased during school occupancy while conducting renovation and new construction
 - iv. Provide a list of the following for each project noted above by utilizing the **Team Matrix document provided on Vendor Registry**
 1. Project name, type, program, and location
 2. Beginning and end dates of project (including design and construction)
 3. Square footage
 4. Date of each project Notice of Completion and DSA final certification
 5. Original budget, bid amount, and final amount at close-out
 6. Key individuals of the firm involved and their roles in the project
 7. Any sub-consultants that worked with the firm
 8. References: district name with name of contact person, title, telephone number, and email address to be contacted for a reference

5. TAB 5- CEQA TEAM SUMMARY AND QUALIFICATIONS

The selected [FIRM OR COMPANY] shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for CEQA services as described herein:

- a. Identify and provide resumes for key members within your **CEQA CONSULTANT** firm that you would assign to the **CEQA CONSULTANT** team and their roles. List license numbers, dates, and office addresses. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers
- b. Each response must include evidence that the **CEQA CONSULTANT** company is legally permitted and properly licensed for the scope of work for which the Proposal is submitted and to conduct business in the State of California
- c. The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve the team member's replacement

6. TAB 6- LITIGATION HISTORY

Provide a comprehensive five (5)-year summary of the firm's litigation, arbitration, and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Any Proposal failing to provide the requested information on lawsuits or litigation, and responses which assert attorney-client privilege and fail to provide the information requested will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

7. TAB 7 –FEE

- a. List hourly rates by position title, with cross-reference to key personnel and staffing plan, for reference.
- b. Present a schedule of values based on tangible deliverables, coordinated with the work plan and the staffing plan, to support evaluation of invoices. Invoices will be evaluated for tangible progress (and not hours expended or for percentage of time elapsed).
- c. Include all costs necessary to complete the scope of services, including, but not limited to, document reproduction, travel, meetings, and delivery services. The District will not process invoices on a "reimbursable" basis.
- d. Include a lump sum total fee. Provide detail, coordinated with Work Plan, to show how the lump sum fee was calculated.

8. TAB 8 – Authorized Signature

- a. **Insurance Requirements:** include statement that “[insert name of Respondent] has reviewed the indemnity provisions and insurance requirements contained in the sample contract and”:
 - “has no objections.”

- b. **Other Modifications:** include statement that “[insert name of Respondent] has reviewed all provisions of the sample Agreement and”:
 - “has no objections.”

- c. **Debarment:** Provide statement that the Proposer, and all of its proposed subconsultants and other partners, have not been debarred from providing services to any Federal, State, or Local Agency within the last five (5) years. If Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.

Proposer or any of its proposed subconsultants or other partners has been debarred, identify the agency and individual that issued the debarment, the agency’s basis for the debarment, and the date of the debarment.

- d. **Ethics Certification:** Certify that no official or employee of Respondent has ever been convicted of an ethics violation.

- e. **Other Certifications and Forms:**
 - i. Acknowledgement and Signature Form
 - 1. Use the Acknowledgement and Signature Form in **RFP Exhibit 1**.

- f. **Authorization and Declaration:** Provide statement that the person signing the Proposal is authorized to submit proposals on the behalf of the entity, and that “by virtue of submission, [insert name of authorized signatory] declares that all information provided is true and correct.”

- g. **Signature:** Signature of authorized person, printed name and title of authorized person, and date. If Respondent is a joint venture, duplicate the signature block and provide an authorized person for each party to the joint venture.

9. TAB 9- SLBE/SELBE

The proposer (prime vendor) meets the District's definition of SLBE or SELBE, and/or has demonstrated a willingness to partner in a significant matter with such a firm. Complete and submit SLBE/SELBE Self Certification Affidavit

10. TAB 10 – REQUIRED FORMS

Exhibits to this RFP, completed, and returned according to the instructions (***The forms listed below must be completed and returned with the SOQ package***)

- a. Vendor's Questionnaire and Certificate of Compliance
- b. Certificate Regarding Worker's Compensation
- c. Statement of Equal Employment Opportunity
- d. Small Local Business Enterprise / Small Emerging Local Business Enterprise Program
- e. SLBE / SELBE Self-Certification Affidavit
- f. Non-Collusion Declaration
- g. RFQ Acknowledgement and Signature Form
- h. Team Experience Template
- i. Professional Services SLBE Participation Table

PART IV

A PCCD committee consisting of faculty, classified staff, managers, and others as determined by the District, will evaluate, and score all submissions according to the evaluation criteria above. Based on these evaluations and reviews, the District may select up to three (3) companies to be interviewed by the selection committee.

If interviews take place, the format of the interview will include a presentation by the firm and a question-and-answer period. References checks will be performed at the discretion of the District at any time during the selection process.

Topics covered at interviews are at the discretion of the District selection committee, but short-listed finalists should be prepared to address the following topics:

- A. Demonstrated experience with programs of similar scope and size;
- B. Overview of topics covered in the proposer's SOQ and Proposal;
- C. Approach to managing the District's decision making process;
- D. Approach to meeting cost and schedule commitments; and
- E. Demonstrate an understanding of the District's culture and commitments to the community.

A. EVALUATION

The Proposal will be reviewed for responsiveness and evaluated pursuant to the specific criteria set forth in this RFP, including, without limitation:

1. The Firm's experience and performance history with CEQA services for California K-14 school districts (with particular experience in community college work), including:
 - a. Demonstrated experience, technical background, and expertise in CEQA Services
 - b. Successful experience with DSA, modernization and new construction projects, and completion of projects on time, including demonstrated ability to complete Project(s) in a tight timeframe
 - c. Project Firm's experience in successful and timely approval of firm's projects through all state and local regulatory agencies
 - d. Experience in planning, design, and administering the construction of public-school renovation and repair projects
 - e. Experience administering construction change orders
 - f. Knowledge of state laws and regulations, the Americans with Disabilities Act, and other governmental requirements for K-14 school districts, with particular focus on California community colleges
 - g. Experience with construction cost reduction measures such as, but not limited to, re-use of design plans and construction design
 - h. Experience with pre-checked designs
2. Experience, and professional and technical expertise of proposed personnel
3. Acceptable and verifiable references from clients contacted by the District, including:
 - a. Firm's reputation
 - b. Satisfaction of previous clients (client relationships)
 - c. Timeliness of work and ability of the firm to meet schedules
 - d. Accuracy of cost estimates
4. Overall responsiveness of the Proposal
5. Location of office and accessibility to the District
6. Proposal, including proposed fee and fee schedule
7. The proposer (prime vendor) meets the District's definition of SLBE or SELBE, and/or has demonstrated a willingness to partner in a significant manner with such a firm.

A selection committee will evaluate all submissions. Each Proposal must be complete. Incomplete Proposal will be considered nonresponsive and are grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether respondents are responsive, responsible, and qualified. Based upon the information presented in the Proposal, the District's Selection Committee will choose the most highly-qualified firm. At

the Selection Committee’s discretion, firms may be issued a request to arrange a tour of a representative facility which they have been responsible for.

Item	Criteria	Points
1	Firm experience	25
2	Client references	20
3	Staff experience	40
4	Fee	10
5	SLBE: Prime is certified SLBE (5 points maximum) 25% of Prime’s subcontractors are SLBE firm (4 points maximum)	5
	Total	100

B. DISTRICT INVESTIGATIONS

A District may investigate responding parties that extend beyond contacting the references identified in the SOQ. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!

Exhibit 1

Acknowledgement Form

Acknowledgement and Signature Form

The undersigned having carefully examined the Request for Proposals, location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, and accurately completed the Vendor's Questionnaire, proposes to enter into a contract with Peralta Community College District to perform the work described in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the RFP, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum(s) are acknowledged in this RFP: _____

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand, and agree to the terms and conditions on all pages of this proposal. The undersigned agrees to furnish the services stipulated on this proposal.

Vendor (Respondent) Name: _____

Name and Title of Signatory: _____

Signature: _____

(date)