

**Center Joint Unified School District  
Request for Proposals for  
Professional Service Consultant Firms for  
California Environmental Quality Act (CEQA) Compliance Services**

**Date Issued: April 16, 2021**

**I. INTRODUCTION**

The Center Joint Unified School District (“District”) is seeking a consultant to conduct the required environmental review, evaluation and mitigation of the construction of two new Career Technical Education buildings on the campus of Center High School (“Project”) pursuant to California Environmental Quality Act (CEQA). While the District serves students in both Sacramento and Placer Counties, Sacramento County is the appropriate jurisdiction for the completion of the services of this RFP.

**II. REQUIRED QUALIFICATIONS**

The consultants responding to this Request for Proposals must be qualified to take the Project from start to finish and will be responsible for performing the Scope of Work in a manner acceptable to the District. Persons or firms (“Consultant”) proposing to bid on this RFP must be qualified, experienced, and competent in providing a range of environmental analysis services within established time frames and budgets. Bid proposals submitted must include a statement of the Consultant's general qualifications demonstrating the Consultant's ability to fulfill requirements of this RFP.

**III. SCOPE OF WORK**

The Scope of Work includes, but not be limited to, studies, reviews, and analysis needed to conduct an environmental evaluation of the Project, and preparation of the necessary documents to comply with CEQA.

**IV. PROJECT BACKGROUND**

Center High School is located at 3111 Center Court Lane in Antelope, California, in northern Sacramento County. The school occupies an approximately 50-acre campus and District-owned property that includes district administrative offices to the north and the former middle school/District Office Annex to the east. The campus is bounded by Watt Avenue to the west, residential houses along Glentana Way to the north, residential houses along Center Court Lane to the south, and the District Office Annex site to the east. The school was initially constructed in 1984 with additional permanent facilities added in the late 1980s/early 1990s. Portable facilities were added throughout the campus primarily in the early/mid 1980s, with additional portables added in the early 2000s. Playfields are in the northern portion of the site, and parking is provided in three lots located on Watt Avenue and Center Court Lane.

The District was successfully awarded grant funding under the State’s Career Technical Education (CTE) Facilities Grant Program for the construction of two new CTE buildings. Each building received a separate grant award under the State’s program and must be accounted for as separate projects.

As a result of the CTE projects, the former middle school site, to the west of the main high school campus, was recently combined administratively with the larger high school campus into a single site. To the north of the classroom buildings at the former middle school site, portables will be removed and two CTE buildings will be constructed. Interested firms should consider whether the addition of a career technical education curriculum, specifically building trades curriculum and information technology curriculum, to the traditional educational curriculum on the high school site will have any adverse environmental impacts in regard to CEQA.

The projects will consist of the construction of two new buildings and the demolition or removal of approximately 14 existing portable classrooms. The Residential and Commercial Construction Shop Facilities (Building R) consist of a 2,880 square foot open shop to house the Residential and Commercial Construction courses. The large open area has two designated areas: 1) for instruction and safety training, and 2) construction projects. The shop was designed to be open so that space could be used in a flexible manner to meet the needs of the student construction projects and simulate a work residential or commercial construction project. There is an additional 1,800 square foot outdoor work canopy to accommodate large-scale construction such as small houses. Tools and small materials storage are provided in the classroom and lumber and materials storage is in a secured area adjacent to the building. Figure 3 is the schematic of the space, showing the general layout of the equipment and how the spaces will be utilized.

The Information and Communication Technologies Center (Building S) is comprised of 1,440 square foot Computer Design Studio that includes a computer design class space, two 49 square foot media editing rooms, a 70 square foot Foley space, and a 70 square foot secure storage room. Additionally, there is a 960 square foot Project Production Area, which is designed to provide an open, flexible space for content creation and project production, and includes a 49 square foot resource room with a sink. Figure 4 is the schematic of the space, showing the general layout of the equipment and how the spaces will be utilized.

## **V. SUBMITTAL INSTRUCTIONS**

Interested Consultants are requested to submit a letter of interest and statement of qualifications detailing the firm's experience and expertise for the desired CEQA services, and a standard fee schedule. There is no page limit to submissions however, firms are encouraged to keep their responses brief.

- A. Company Information: The bid proposal shall include the legal name, description of the organization, names of principals, number of employees, firm's longevity, client base, areas of specialization, and any other pertinent information to assist evaluators to understand the overall capability, stability, and resources of the organization.
- B. Expertise: In a narrative format, the bid proposal shall illustrate the firm's understanding of this Project and an indication of any strengths or unique expertise the firm would bring to the Project.
- C. Proposed Project Team: Names, qualifications, education and experience (biographies and/or resume) of the proposed project team and an indication of their proposed roles.
- D. Project Management Plan: Discuss methods to be employed in managing this Project and how these will ensure success of the Project.
- E. References: Five references for which Consultant has performed historic structure assessments and/or services. Include the organization name, address, the contact person's name and telephone number, email address, the nature of the project, and a brief narrative

- F. Proposed Cost: Respondents shall state their total proposed fees and a table of reimbursable expenses. Any optional work or tasks that are not included in your bid proposal must be clearly identified as such.

## **VI. SUBMITTAL DEADLINE & QUESTIONS**

**All responses must be received by Friday, April 30, 2021 at 4PM via electronic mail** to Sarah Fishleder, Planning Manager at [sfishleder@cfwinc.com](mailto:sfishleder@cfwinc.com).

Written questions should be submitted via e-mail to Sarah Fishleder, Planning Manager at [sfishleder@cfwinc.com](mailto:sfishleder@cfwinc.com).

Questions received will be addressed by email directly to the firm submitting the question. If the question demonstrates that clarification or additional information is needed, an addendum will be issued to all proposers by e-mail.

## **VII. CONTRACT AWARD**

The District reserves the right to contract with any entity responding to this RFP. The awarding of the Contract is at the sole discretion of the District. The District may select a firm or firms based on the highest rated proposal and an interview without further discussion or interviews with other firms.

The District shall not be bound, or in any way obligated, until both parties have an executed agreement. No party may incur any chargeable costs prior to the execution of the final Contract.

The District will provide its form of agreement to firm(s) that the District chooses to perform a specific project including the Project. Any award of a contract will be subject to the District's Board's approval.

## **VIII. REJECTION AND WAIVERS OF PROPOSALS**

This Request for Proposal does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal in response to this Request.

The District reserves the right to accept or reject any or all proposals received; to negotiate with qualified proposer(s) or cancel the Request; and, to waive any minor irregularities and informalities in the proposal or proposal process.

The District reserves the right to evaluate bid proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

# APPENDIX A – PROJECT DIAGRAMS

Figure 1 - Site Demolition Plan

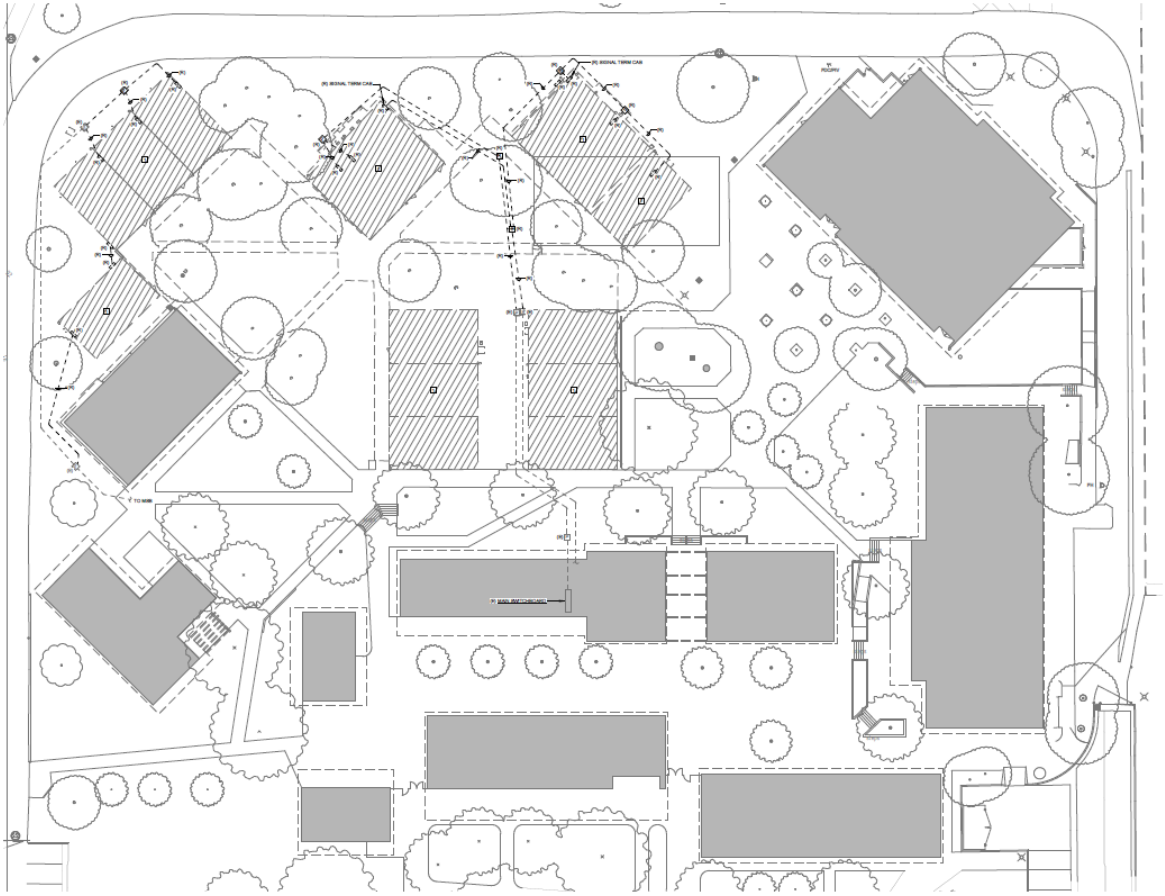


Figure 2 – Proposed Site Plan & Improvements

