

**COAST COMMUNITY COLLEGE DISTRICT
Office of Physical Facilities
1370 Adams Avenue, Costa Mesa, CA 92626**

**REQUEST FOR PROPOSALS
ENVIRONMENTAL CONSULTING SERVICES
(ENVIRONMENTAL IMPACT REPORTS)
RFP NO. 009-08
DEADLINE FOR SUBMITTAL: November 12, 2008 AT 4:00 P.M.**

ORANGE COAST COLLEGE- MARITIME TRAINING CENTER

1700-2000 West Coast Highway,
Newport Beach, CA 92663

The Coast Community College District (District), Office of Physical Facilities, on behalf of the Board of Trustees is seeking to identify Environmental Consultants that will provide the District with the services necessary to assure that processing and adoption of Facilities Master Plan for Orange Coast College, Maritime Training Center comply with the requirements of the California Environmental Quality Act (CEQA).

Should you have any questions concerning the information contained in the Request For Proposals (RFP) document, please submit them with the title "Environmental Consulting Services" via e-mail or fax to: *arichey@cccd.edu* or via FAX: 714-438-4893

The Proposals must be submitted for review and consideration by:

November 12, 2008at 4:00 P.M.; to:

**Office of Facilities & Planning
Coast Community College District
1370 Adams Avenue, Costa Mesa, CA 92626
Attention: Ardith Richey**

A. BACKGROUND

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 recent passage of a local bond issue. Using a combination of Measure C funds and private giving, the District will be renovating, modernizing, and constructing facilities over a three year period at Orange Coast College, Maritime Training Center, located at 1800 West Coast Highway, Newport Beach, CA 92663.

The Master Plan for Orange Coast College Maritime Training Center has been completed and adopted by the Coast Community College District Board of Trustees. The District expects to start this major building

project within the next two years. 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.

B. OVERVIEW

The “Strict Accountability in Local Schools Construction Bonds Act of 2000” (Education Code Sections 15264 et seq.), the implementing legislation under which Measure C was passed, states that the bond proceeds are to be “...spent only on school and classroom improvements and for no other purposes.” No funds may be used “...for any teacher or administrative salaries or other school operating expenses.” The overall goals of Measure C are, according to the Education Code, to maximize the improvements funded with bond proceeds by implementing cost-saving measures, including, but not limited to the following: “(A) Mechanisms designed to reduce the costs of professional fees. (B) Mechanisms designed to reduce the costs of site preparation. (C) Recommendations regarding the joint use of core facilities. (D) Mechanisms designed to reduce costs by incorporating efficiencies in school site design. (E) Recommendations regarding the use of cost-effective and efficient reusable facility plans.” The District Citizens’ Oversight Committee will review these efforts.

C. SCOPE OF SERVICES

The District is seeking the services of Environmental Consultants to provide the services necessary to obtain environmental clearance and entitlement to construct the OCC Maritime Training Center. Such services 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 OCC Maritime Training Center Master Plan in compliance with the California Environmental Quality Act (CEQA). Such documentation will include an initial study, notices, mailings, technical reports, exhibits, the Draft and Final EIR (if 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, college administrators, master planners, and associated consultants already under contract at the college; 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 of Trustees;
- 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;

Preparation of the OCC Maritime Training Center Master Plan is not part of the Scope of Services for this RFP. There Orange Coast College Maritime Training Center, where environmental services are required, is located at a separate site from the main OCC campus.

D. REQUIRED INFORMATION AND FORMAT

In order to be considered for selection as a qualified environmental consultant under this RFP, you must submit the following documentation.

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 individual who will be responsible for leading the effort.
2. A statement of consultant qualifications [not to exceed ten (10) 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 RFP:
 - 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 this contract.
 - e. Qualifications of firm.
 - f. Strength of staff: Include resumes of key person(s).
 - g. Evidence of Insurance Coverage as noted in Section K below.
 - 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. Demonstrate your firm's or team's ability to accomplish the scope of services in comprehensive and thorough manner, but aggressively schedule wise 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 same services. Include name of projects, client, city, and state [not to exceed eight (8) pages].
5. Provide a list of at least 3 references; names organization, job title, addresses, and phone numbers. (not to exceed one (1) page).
6. Fee Breakdown:
 - a. Proposal will need to breakdown fees for each campus as follows:
 - 1) Orange Coast College Maritime Training Center (Site map attached)
 - a) Project Initiation
 - b) Initial Study
 - c) Mitigated Negative Declaration (or appropriate filing)
 - d) Responses to Comments
 - e) Mitigated Monitoring Program
 - f) Meetings and Public Hearings
 - g) Sub-consultants

Note: Maritime Training Center **will** need a traffic study

 - h) Reimbursable Expenses

Note: The new OCC Maritime Training Center will be located on four contiguous lots (1700-2000 W. Pacific Coast Highway, Newport Beach, CA) and will be a joint land use venture with the Orange County Sanitation District. This project will include facility, a two-story structure with up to 40 parking spaces at the ground level, with approximately 9000 sq. ft. of building space above and a pedestrian bridge to connect the training center with the existing OCC School of Sailing and Seamanship (located at 1801 W. Coast Highway, Newport Beach, CA). This project will need approval of the Coastal Commission.

E. SUBMITTAL REQUIREMENTS

The individual or official of the firm who has the power to bind the firm contractually must sign the Proposals.

The Proposal preparation and associated direct costs are the sole responsibility of the Consultant and will not be reimbursed by the District.

Four (4) copies of the Proposals shall be submitted.

F. BASIS OF AWARD

The Proposals will be evaluated based on each firm’s qualifications and relevant experience with similar work. All Proposals will be evaluated at each campus. Selection of the “qualified” firm(s) or organization(s) will be made by each College Selection Team.

G. OUTREACH

The Board of Trustees recognizes the importance of promoting economic growth in the communities it serves and therefore encourages the involvement of small and emerging businesses in every aspect of the execution of Measure C Bond work, including the Services covered by this RFP.

H. EVALUATION & ACCEPTANCE OF PROPOSAL

The District reserves the right to reject any and all Proposals, to amend the RFP and the RFP process, and to discontinue or re-open the process at any time.

I. NON-LIABILITY OF DISTRICT

The District shall not be liable to the Consultant for personal injury or property damage sustained in the performance of these services, however caused.

J. CCCD STANDARD CONSULTANT AGREEMENT

1. Selected firm will be required to approve the District's Standard Consultant Agreement by authorized signature—See attachment.