

South Orange County Community College District

Facilities Planning & Purchasing
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635
(949) 582-4678 (949)364-1731- fax

REQUEST FOR QUALIFICATIONS and PROPOSALS ENVIRONMENTAL STUDIES AND PROGRAM LEVEL EIR SERVICES

South Orange County Community College District (SOCCCD) is inviting Proposals from qualified firms, partnerships, corporations, associations, or professional organizations to provide professional services to prepare the requisite environmental studies and program level EIR to SOCCCD at both the Irvine Valley College and Saddleback College campuses.

If you would like to submit a response to this Request for Qualifications, please send five copies of requested materials to:

**South Orange County Community College District
Facilities Planning & Purchasing
Health Sciences Building
28000 Marguerite Parkway
Mission Viejo, CA 92692**

Questions regarding this RFP may be directed to Brandye D'Lena, Director of Facilities Planning & Purchasing, at (949) 582-4678.

All responses must be received by 1:30 PM, Thursday May 6, 2010

Brandye K. D'Lena, Director of Facilities Planning & Purchasing

Scope of Work

SOCCCD is seeking qualified providers of Environmental Consultants to prepare the requisite environmental studies and program level EIR for the SOCCCD (Saddleback College, Irvine Valley College) Master Plan.

The consultant will assist the District with the preparation of all documentation necessary to initiate, process, review, and ultimately obtain certification of a Program-level Environmental Impact Report or other appropriate environmental documentation for the SOCCCD (Saddleback and IVC) Master Plan in compliance with the California Environmental Quality Act (CEQA).

Documentation will include an initial study, Notice of Preparation (NOP), mailings, technical reports, exhibits, the Draft and Final EIR, 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:

- 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 District;
- Prepare, maintain and implement a CEQA processing schedule to assure efficient and timely preparation and processing of the appropriate environmental clearance, and the EIR.
- Prepare and distribute the initial study and notice of preparation;
- Prepare environmental technical reports;
- Prepare and circulate Draft EIR;
- Conduct public hearings and meetings, as required;
- Present draft and final report to the Board of Trustees; and
- 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.

Instructions for Submitting Proposals

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

1. **Cover Letter**-A letter of introduction signed by an authorized officer of the organization not to exceed two (2) pages.
 - a. If submitting as a team, note which team is the prime consultant.
 - b. Note individual who will be responsible for leading the effort.
 - c. Primary office location for individual noted in “b”
 - d. Qualifications of firm
2. **Experience**-Provide only that experience for which the proposed individual(s) have had direct association. Provide past CEQA experience including the name of projects, client, city and state and date that work was performed. (One page per project maximum not to exceed eight highlighted projects with only a listing of additional.)
3. **Services**-Define which services will be provided in-house and those for which you will hire consultants. Define the number of years you have worked with each consultant proposed as part of potential project teams. (One page maximum)
4. **Quality Control**-Provide an outline of in-house procedures used to coordinate consultants. Describe: The system used for compiling information; frequency of team meetings; documentation and distribution flow; tracking method for review comment incorporation. (Two page maximum) Attach samples as desired in appendix, no maximum.
5. **Proposed Process** – Provide a description of proposed process. This must include an organizational chart listing the proposed team members and consultant groups, a summary of approach and a list of required information expected from the District. Include a list of the deliverables for all associated work/phases. (Two page maximum/project)
6. **References**-List of at least three client references in relationship to the proposed individual(s). Provide organization, contact, title, address, phone and email if available. (One page maximum)
7. **Professional Fees** – In a sealed envelope: Provide a fee proposal. Provide a separate schedule defining hourly rates for the various levels of professionals (i.e. Principal, Director, Senior Project Manager, etc.). As an example the fee proposal may look like the following or Consultant may wish to propose and alternate list of events:

	Milestone
1	Kick off Meeting and Develop Project Description and Background Information
2	Prepare and Distribute IS/Notice of Preparation
3	Prepare Technical Reports
4	Completion of first round Administrative Draft EIR and submittal to District for review
5	Completion of the second round Administrative Draft EIR and submittal to District for review
6	Completion of the Draft EIR and distribution to the public
7	Prepare Administrative Draft Final EIR Response to Comments Chapter
8	Prepare Draft Mitigation Monitoring and Reporting Program
9	Prepare and Distribute Complete Final EIR Response to Comments
10	Prepare Findings of Fact and Statement of Overriding Considerations (if necessary)
11	Attend Public Hearings

Be thorough and specific as this will form the basis of any contract negotiations for services.

8. **Schedule**-Prepare a project schedule detailing how the above scope of work will be completed in one year or less.
9. **Certification** - Complete, sign, and date the **CERTIFICATION - REQUEST FOR PROPOSAL** enclosed with this RFQ & P.

RFPs should be complete and be prepared to provide an insightful, straightforward, and *concise* overview of the capabilities of your company. **Any proposal received after the due date will not be considered or reviewed. The emphasis of your proposal should be on completeness and clarity of content.**

Miscellaneous Process Information

All materials submitted in response to this Request for Proposals shall become the property of South Orange County Community College District and shall be considered a part of Public Record. General information about SOCCCD and the current Facilities Master Plan may be found at <http://www.socccd.edu>.

The proceedings of the selection committee are confidential. Members are not to be contacted by the proposers. All communication between proposers and the District shall be through the Office of Facilities, Planning and Purchasing.

SOCCCD reserves the right to reject any or all responses to this Request for Proposal. Any and all costs incurred in preparing and submitting a response to this RFQ & P is the sole responsibility of the proposer. This request does not constitute an offer of employment or a contract for services.

CERTIFICATION
REQUEST FOR QUALIFICATIONS AND PROPOSALS

I certify that I have read the attached **Request for Qualifications and Proposals – Environmental Consultant Services**, and the instructions for submitting an RFQ & P. I further certify that I must submit seven copies of the firm’s Proposal in response to this request and that I am authorized to commit the firm to the proposal submitted.

Signature

Title

Address

Telephone

Date

Typed or Printed Name

Company

Address

Fax

If you are bidding as a corporation,
please provide your corporate seal
here: