INFORMATION SHEET 02/09/16 TRUSTEES' MEETING

ATTACHMENT 4.6

TO: Jim Bridges, Superintendent

FOR: Board of Trustees

FROM: Mindy Maxedon, CBO

ISSUE: Proposal for CEQA Compliance and Site Approval Services for the Proposed Ellis School

Attached is a proposal from School Site Solutions, Inc. for the work necessary to obtain site approval for the Proposed Ellis School site, located off Corral Hollow Road.

The scope of the work is a not-to-exceed estimate of $17,500. The district has funds on deposit from the Ellis developer to cover this expenditure.

2015 H Street
Sacramento, CA 95811

School Site Solutions, Inc.

(916) 930 – 0736 P
(916) 930 – 0788 F

December 17, 2015

James Bridges, Ed.D.
Superintendent
Jefferson School District
1219 Whispering Wind Drive
Tracy, CA 95377

Subject: Proposal for CEQA Compliance and Site Approval Services for the Proposed Ellis School

Dear Dr. Bridges:

School Site Solutions, Inc. (SSS) is pleased to provide a proposal for the California Environmental Quality Act (CEQA) Compliance Services and California Department of Education (CDE) Site approval services for the Proposed Ellis School site, located off of Corral Hollow Road in Tracy, California.

SSS was founded in 2003 as a school facilities run consulting firm located in Sacramento, California. SSS specializes in school site selection, acquisition, State approvals, Department of Toxic Substances Control oversight and CEQA compliance services for K-12 school districts all over the State. In total, we have served over 150 school district clients in this capacity. If our firm is selected as your District's Consultant, Mr. Daniel Hart, Ms. Regina Bills-Dacong and I will hold the primary analytical responsibility in the preparation of the CEQA documents.

We have developed this proposal after discussions with Surland and PJHM Architects. Please do not hesitate to contact me at 916.930.0736 should you have any questions or require clarification on any aspect of this proposal. We thank you very much for the opportunity to submit a proposal and be considered for your facility needs.

Best regards,

C. John Dominguez
President

Jefferson School District

Proposed Ellis School

Proposed Scope of Work

CEQA COMPLIANCE

Task 1 Project Kick-Off

Upon receipt of a written authorization to proceed, SSS will conduct a site visit to perform current visual reconnaissance of the site and vicinity, and to document existing site conditions. SSS will provide a draft project schedule to the Jefferson School District (JSD) and Surland to aid in planning efforts.

SSS will be prepared to complete all CEQA compliance tasks and manage the Draft Project Schedule. JSD should be aware of the potential of other environmental investigations and studies, in addition to those already completed, which will be incorporated by reference into the draft and final CEQA documents. The District should also provide a draft project description and site plan.

SSS will develop a plan for the new construction project that has provided in their request for a proposal. For this project, preliminary thoughts lead us towards the preparation of an Initial Study/ Mitigated Negative Declaration.

Task 2 Prepare Exemption and Due Diligence

2.1 Finalize Project Description

SSS will work with the JSD and Surland to finalize the project description and conceptual site plan for preparation of appropriate scoping activities. Changes requested after preparation of the Initial Study may impact the project schedule and total cost.

2.2 Prepare Draft Initial Study

SSS will complete the Initial Study Checklist (Appendix G, CEQA Guidelines) and supporting narrative based on the final project description. SSS understands that the project already has a Certified Final Environmental Impact Report (FEIR) which addressed a school site within the project boundary, and will tier off that FEIR for the purposes of evaluating for potential environmental impacts: aesthetics, agriculture and forestry resources, air quality, biological resources, cultural resources, geology and soils, greenhouse gas emissions, hazards and hazardous materials, hydrology and water quality, land use/planning, mineral resources, noise, population/housing, public services, recreation, transportation/circulation and utilities/service systems, for application to the California Department of Education for site approval.

Based on the project information provided, site-specific assessments that may be needed for CEQA compliance include but are not limited to: Biological Reconnaissance Report, Cultural Resources Survey and/or Traffic Impact Study. If necessary, SSS would assist JSD in identifying qualified consultants;

however, each consultant would be requested to contract directly with the District; sub-consultant costs are not included in this proposal. Preparation of the Initial Study and consultation with the City of Tracy and other regulatory agencies will determine which assessments are required.

Task 3 Prepare Mitigated Negative Declaration

3.1 Prepare Administrative Draft Mitigated Negative Declaration

SSS will finalize the Initial Study (IS) based on JSD's comments. It is anticipated that the IS will indicate a Mitigated Negative Declaration (MND) should be prepared. SSS will compile the project description, IS and environmental determination into an Administrative Draft MND for review and comment. For cost savings, SSS proposes to conduct the administrative review using electronic documentation only.

3.2 Prepare Draft Mitigated Negative Declaration

SSS will finalize the Draft MND based on JSD's comments. A camera-ready copy of the Draft MND will be delivered to a local printing company for reproduction. Two (2) hard copies and one electronic copy of the Draft MND will be provided to JSD and Surland.

Task 4 Coordinate Public Review

4.1 Prepare Public Notice

SSS will prepare a Notice of Intent to Adopt a Mitigated Negative Declaration for publication in the local newspaper. SSS will arrange for the placement of the notice in the newspaper; the cost of publication is not included in this proposal.

4.2 File Notice of Completion

SSS will prepare a Notice of Completion and file the Draft MND with the State Clearinghouse and San Joaquin County Clerk Recorder to initiate the 30-day public review period. Fifteen (15) copies of the Draft MND will be hand-delivered to the State Clearinghouse for distribution. Additional copies will be provided to local agencies and interested parties identified by JSD and Surland.

Task 5 Prepare Final Mitigated Negative Declaration

SSS will review all comments received during the 30-day review period and provide a written response to be incorporated into the Final MND along with any revisions to the Draft and the complete Mitigation Monitoring Plan. A camera-ready copy of the Final MND will be delivered to a local printing company for reproduction. Up to ten (10) hard copies and one electronic copy of the Final MND will be provided to JSD and Surland.

Task 6 File Notice of Determination

6.1 Prepare Board Agenda Items and Resolutions

SSS will prepare a Staff Report summarizing the following Board actions to be taken upon completion of the 30-day public review and response to comments: (1) adopt the Final MND; (2) approve a Record of Decision to implement the project; and (3) document *Education Code* "written findings." SSS will attend the JSD Board meeting at which the Final MND is considered in order to address the Board or any members of the public as needed.

6.2 File Notice of Determination

SSS will prepare a Notice of Determination to be filed with the State Clearinghouse and San Joaquin County Clerk Recorder. The following filing fees are required: (1) County Clerk Recorder fee (est. $50.00); and (2) California Department of Fish and Game fee (est. $2,210.00). Payment of these fees is the responsibility of the District as the Lead Agency, and will be reimbursed to the District by Surland per the mitigation agreement between the District and Surland.

CEQA COST ESTIMATE

SSS is prepared to perform the CEQA Scope of Work for a not-to-exceed cost of **$17,500.00**. Work will be performed on a time and materials basis. All expenses are billed directly without markup.

Overnight stays will be limited. Where possible, SSS will make every effort to coordinate and share travel time and expenses with other nearby clients, reducing the overall cost.

COLLABORATION

SSS and the District agree to work in collaboration with Surland throughout the State site approval process, and to keep all parties informed on the status of applications; notice and invite all parties to prospective progress meetings and meetings with public agencies; and to share for review any documentation to be submitted to public agencies in the process of application for State Site Approval.

CDE CONSULTING SERVICES

SSS is also prepared to coordinate the California Department of Education (CDE) school site certification and approval requirements for the Jefferson School District (JSD). Should JSD wish to retain SSS for these services, JSD will pay fees of $135.00 per hour, plus actual out of pocket expenses (such as mileage/travel, office expenses, etc.) with a not to exceed cost of **$7,500.00**.

The following services will be provided:

- Provide project management services for CDE site certification and plan approval.
- Identify all the necessary health and safety studies that are required for CDE site certification and plan approval.
- Assist in identifying all necessary consultants to complete required health and safety studies, monitor their progress, and review for completeness.
- Meet with local planning agencies, JSD staff, Surland, and attend District Board meetings when necessary.
- Consult with District Staff, Surland, and the Architect on site safety and design issues.
- Prepare, submit and monitor the progress of all plan application forms for CDE plan approval (SFPD 4.0/4.01/4.02/4.03/4.14/4.15).
- Provide updates and advice on the State program when requested.
- The District is responsible for contracting with identified consultants.
- Facilitate the Environmental Oversight Program for the Department of Toxic Substances Control (DTSC) Site Clearance, as needed.

The District will be responsible for providing project information in a timely manner, verifying all data prepared by SSS and shall be responsible for consulting with legal counsel related to the preparation of document forms and reports.

Changes to the State facilities program and additional requirements by the regulatory agencies and duties requested outside the scope of the contract may impact the provisions of this proposal.

CONTRACTED SERVICES

Should JSD wish to retain SSS for CEQA compliance and/or CDE site approval services, SSS will provide separate Contract Agreements for each service upon written or verbal approval of our proposal.

FIRM CONTACT INFORMATION

FIRM NAME & LOCATION	School Site Solutions, Inc. 2015 H Street Sacramento, CA 95811
PHONE / FAX	916.930.0736 Phone 916.930.0788 Fax
PRINCIPALS	C. John Dominguez, President 916.257.2534 Cell john@schoolsitesolutions.com
STAFF	Daniel Hart, Environmental Manager dhart@schoolsitesolutions.com Regina Bills-Dacong, Project Manager regina@schoolsitesolutions.com Michelle Collins, Sr. Planning Manager mcollins@schoolsitesolutions.com Leigh Coop, Associate leighforschools@gmail.com Austyn Cromartie, Office Manager/Project Assistant austyn@schoolsitesolutions.com Diane Davis, Accounts Payable/Receivable diane@schoolsitesolutions.com

FEE SCHEDULE

CEQA Services

Principal	**$145.00/hr**
C. John Dominguez, President	
Project Manager	**$130.00/hr**
Daniel Hart, Environmental Manager	
Michelle Collins, Project Manager	
Regina Bills-Dacong, Project Manager	
Clerical/Admin	**$65.00/hr**
Project Assistant	