



**Request for Proposal (RFP)**

**Yuba College**

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CONSULTING  
SERVICES**

**Demolition and Removal of Buildings 1300 and 1500**

**No. RFP 20-23**

**Issue Date: April 7, 2021**

**RFP Due: April 29, 1:00pm, District Office**

RFP Due Date: April 29, 2021, 1:00pm Sharp, YCCD District Offices Location- Delivered To:

**Yuba Community College District, District Offices**

**Attn.: David Willis**

**District Director of Facilities Planning, Maintenance & Operations**

**“RFP NO. 20-23 Yuba College, CEQA Services, Demolition and Removal of Buildings 1300 and 1500”.**

**Address: 425 Plumas Blvd., Suite 200, Yuba City, California, 95991**

**Yuba Community College District  
District Offices**

425 Plumas Blvd, Suite 200 (second floor)  
Yuba City, California, 95991

Proposal Delivery  
Location, Front Counter  
at **Second Floor**



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## 1. INTRODUCTION

### 1.1 District Information:

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Beale Education Center, Beale AFB, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

### 1.2 Yuba Community College District

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

### 1.3 Purpose of Request: California Environmental Quality Act (CEQA) Consulting Services Proposal

The District requests California Environmental Quality Act (CEQA) Consulting Services Proposals specifically for the demolition and removal of Buildings 1300 and 1500 at the Yuba College Campus.

### 1.4 Applicable Codes

All planning work shall meet all Local, State, and Federal Codes, Regulations, and Ordinances.

### 2.0 Professional Services Scope of Work:

This Request for Proposal (RFP) requests California Environmental Quality Act (CEQA) Services from Qualified Firms.

The scope of work includes the full and comprehensive development of the following:

The CEQA Consulting Services Firm shall provide all required services in a timely manner that will enable the District to demo and remove buildings 1300 and 1500 starting in mid-June.

**Ability to meet project schedule requirements, complete (if possible) CEQA services by June 15, 2021 (including any required public notice period).**

Exceptions must be noted in the schedule of services provided with the proposal.

The CEQA Consulting Services Firm may include the following tasks (As needed):

- A. Review of available existing CEQA related documents for the Yuba College campus.
- B. Preparation of all CEQA documentation such as: Notices, Initial Studies, Notices of Exemption, Negative Declarations, Mitigated Negative Declarations, Notices of Preparation, Supplemental Environmental Impact Reports (SEIR), Notices of Completion, Responses to Comments, Mitigation Monitoring Plans, Final Supplemental Environmental Impact Reports, Findings of Fact, and Statements of Overriding Considerations.
- C. Consultation with the public in scoping sessions and with responsible and other agencies if required.
- D. Presentation of Executive Summary of SEIR's at public hearings, if required.
- E. Supervision of specialists in traffic, biology, and other areas as appropriate.
- F. Appropriate review of alternative projects and sites.
- G. Advice on CEQA procedure and substantive issues, including feasibility of specific mitigation measures.
- H. Assembly and preparation of appropriate responses to comments.
- I. Supervision of any Sub-Contractors hired by firm submitting this proposal.

All work to be performed under any awarded contract must conform to CEQA, the CEQA guidelines, and all other applicable statutes, laws, and all governmental agencies with jurisdiction over the District. Proposer ultimately selected to perform the CEQA Services for the District/College regarding the Project shall be responsible for:

- A. Obtaining all permits and approvals to carry out such services.
- B. Coordinating all of it's activities with the relevant property owners and their tenants and neighbors, the District, and all other entities having jurisdiction or likely to be affected by Proposers activities.

Include a description of the Proposers project management and coordination policies and methodologies, especially any policies that are indicative of Bidders ability to handle and respond to emergencies, delays and other special circumstances and situations.

Consultant Personnel Requirements:

The Proposal shall also provide a list of and a resume for all Proposers' personnel (other than support staff) who will be involved in carrying out the CEQA Consulting Services contemplated by this RFP. The Proposal shall list the relevant training, experience, and present office location of all such personnel and indicate what aspect of the CEQA Consulting Services each person is likely to perform.

## 2.1 District Staff Contacts during the Proposal process:

Firms interested in submitting a Proposal are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Single Point of Contact during the Request for Proposal (RFP) Process:

**David L. Willis**  
**District Director of Maintenance, Operations, and Planning**  
**425 Plumas Blvd., Suite 200 (Second Floor)**  
**Yuba City, California, 95991**  
**Cell Phone: 916-747-4262**  
**Email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)**

## 3.0 Proposal Format Organization

The Firm is requested to use the following proposal format:

### 3.1. Proposal Delivery, Contents, and Format:

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFP. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFP, and completeness and clarity of content. Each Respondent's proposal should clearly and accurately demonstrate specialized knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked “), submit the following:

- One (1) flash memory stick containing the complete proposal and supporting documentation;
- One (1) original and one (1) copy in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements listed.

Proposals shall be no more than 100 physical pages (printing on both sides of each page, 200 pages) in total length.

Firms must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will result in rejection of the Proposal for non-responsiveness.

### PROPOSAL CONTENTS INFORMATION (TABBED IN PROPOSAL):

<b>Proposal Section</b>	<b>Format</b>
1. Cover Letter	PDF
2. Table of Contents	PDF
3. Financial Documents	PDF
<b>Appendices</b>	
A. Fee Proposal	PDF
B. Other Areas of Concern	PDF
C. Non-Collusion Affidavit Form	PDF
D. References Form	PDF
E. Signature Proposer Form	PDF
F. Acknowledgement of Addendum Form	PDF

G. Licenses, Certifications, Documents Proving Qualifications by Team Members	PDF
H. Draft Scope of Work AND Proposer Requirement to Provide with Proposal	PDF
I. Overview of the California Environmental Review, Permit Approval Process	PDF
J. Academic Calendar	PDF
K. Map of Yuba College Campus	PDF
L. Reference Documents	PDF

**INCLUDE THE FOLLOWING CONTENTS IN THE PROPOSAL PACKAGE:**

The following is a summary of the Contents. Please address each section in a Tabbed Format.

**3.1.A. Cover Letter**

The Proposal shall include a Cover Letter on Respondent’s official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name and telephone number of a person who may be contacted during the Proposal evaluation process.

**3.1.B. Table of Contents**

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections of the Proposal. All pages in the Proposal shall be clearly and consecutively numbered and correspond to the Table of Contents. Use **tabs** to allow information to be more easily located. Follow the table in section 3.1 for tab numbers and descriptions.

**3.1.C. Identification of the Firm**

1. Legal name and address of company.
2. Legal form of company (corporation, partnership, etc.).
3. Name, address, phone number, facsimile number, email address, website address, direct email address for the following: Firm’s Principal in Charge, person(s) who will be primarily responsible for providing services for this Proposal Package, and the contact for scheduling a ZOOM meeting interview if the Firm is selected for one.
4. California Business License Number

**3.1.D. Executive Summary**

The Proposal shall include an Executive Summary that briefly describes the Proposal, the Team, and the approach to meet the District’s goals. The Executive Summary shall describe the approach that will be used to keep costs as low as possible yet provide the services required as described in this RFP and by California State regulations and codes.

### 3.1.E. Staffing Resources

#### 1. Firm Staffing and Key Personnel

a. Provide total number of professional staff currently employed by the firm. Identify person/s who will be principally responsible for working with the District. Indicate the role and responsibility of each person/s, and how many years they have been with the company. Include a brief description of the project team members experience, certifications, licenses, past projects, role on the projects, availability, and capacity to support the project.

If the Firm is chosen as a finalist, the proposed Project Team Members are strongly encouraged to participate in the ZOOM interview.

c. Provide brief biographies and work experience history of individual/s that will be working directly with the District, highlighting the skills identified with their tasks.

d. Link each named person with the specific tasks, responsibilities, and deliverables.

e. If more than one person is named as a candidate for a specific role, include above information for all listed persons.

f. List all Subcontracted Professional Consulting Firms and provide similar information as described above.

2. Interviews: The District does may interview the top two (2) scoring Firms with a ZOOM meeting.
3. Subcontracted Professional Consulting Firms: Firms are encouraged to bring any strategic main subcontracting consultants to the interviews.

### 3.1.F. Experience (Firm, Team Members, Professional Sub-Consultants)

1. Provide a description of how the Firm's experience, technical, and professional skills will meet the goals and fulfill the general functions identified in this RFP.

2. State the number of years the firm has conducted business. Firm must have at least five (5) years' experience in providing the outlined CEQA scope of required professional services for public clients, preferably community college districts.

a. Provide a description of at least Five (5) most relevant "Like" project services contracts for California community colleges or four-year colleges and universities, within the last ten (10) years. Each project description should include the date('s) that the relevant CEQA work was performed as well as the name, title, address, and telephone number of a contact person who can be contacted for verification of information provided by the Proposer.



3. Consultant Team Member Qualifications: Provide the name, office location, and a brief resume of any individual ('s) who will be available, knowledgeable, and regularly serving on the Project Team. The location and listing of resources of the local office (number of partners, associates, support staff, etc..), and the distance from this office to the Yuba College Campus.
  - a. Include Professional memberships, certifications, licenses, and other qualifications for key individuals assigned to the District/College for this project.
  - b. Describe the Team Members experience, roles, and services provided on other similar projects.

**Note:** This Request for Proposal will also serve to Pre-Qualify/Qualify Firms for the stated work.

### **3.1.G. Proposed Project Approach**

Describe the conceptual overall project approach that would be taken to complete the proposed project. Describe the means and methods, processes and strategies that the Firm has used in the past to generate the needed information and how this information, reports, and how permits and authorizations will be acquired in the timeline for this project as described on the JCAF 32 form.

### **3.1.H. Technical Competence**

1. Description of "in-house" resources.
2. Description of "contracted-in" resources.
3. Ability to draw upon multi-disciplinary staff (in house or contracted) to address the services requested in this RFP.

### **3.1.I. Fiscal Stability:**

The Firm should provide the following or similar evidence of Firm stability including:

1. A current report from any commercial credit rating service such as Dun and Bradstreet or Experian; or
2. A letter from a financial institution stating a current line of credit; and
3. Latest audited financial statement and/or annual report that has been certified by a CPA.

**Note:** If the Firm would like this information to be "Confidential", please place this information in a sealed envelope and mark it "Confidential". The District will not publish or share this information.

### **3.1.J. Fee Proposal –See Appendix A**

#### **4.0 Selection of Professional Services Provider**

The process of Firm selection is based upon the complete responsiveness of the RFP and the criteria as outlined below.

Subject to the District's express reservation of rights to modify the selection process, the selection process anticipated by the District will consist of the following:

- A. Information received will be reviewed, scored, evaluated, and discussed, for responsiveness and completeness.
- B. The District may elect to have Zoom interviews for the top 2 Firms require presentations of the firm's qualifications, approach, schedule, and answers to follow-up questions regarding the proposal by the District Project Team.

The District Project Proposal Review Team will then select and recommend the top Firm to the Board of Trustees for authorization to award.

Formal award of any Agreement will only be affected after the District's Board of Trustees have formally approved of such award. The District reserves the right to waive minor irregularities in the solicitation process. The District may award one or more agreements, or no agreements, as a result of this Request for Proposal (RFP) process.

The District reserves the right to reject any and all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The submittals will be evaluated based on each respondent's qualifications, proposal criteria, service approach, schedule, and relevant experience.

#### **INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**

#### **5.0 Basis of Award**

The "Successful" Firm will be awarded as providing "Best Value" AND "Best Qualified" Firm for the scope of work as described in this RFP as determined solely by the District. The "Successful" Firm may not be the "Lowest Fee Cost" Firm per the RFP.

There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFP. It is the intent of the District to award the scope of work described in this RFP to a single proposer.

#### **6.0 Non-Discrimination**

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the qualification process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.

## 7.0 Evaluation of Proposals Form

Firm: \_\_\_\_\_.

Proposals will be evaluated and include a careful review of the proposals and the ability of the firm to perform cost effective solutions as described in this request, including reference checks of the firm doing the work. This RFP will be evaluated by a District Facilities Management Team and awarded based on a number of factors which are described below:

### Evaluation Criteria:

1. Firm/Project Team Qualifications, Roles, Experience: \_\_\_\_\_ 30 Points
2. Fee Proposal: \_\_\_\_\_ 30 Points
3. Project Approach: \_\_\_\_\_ 20 Points
4. Schedule of Services: \_\_\_\_\_ 20 Points

--Ability to meet project schedule requirements, complete CEQA by June 18, 2021 (including public notice period).

**Total Score:** \_\_\_\_\_ **/100 Points**

### Comments:

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Evaluator Name (Print): \_\_\_\_\_ . Evaluator Signature: \_\_\_\_\_ .

Date: \_\_\_\_\_ . Recommendation to Interview/ or Award: Yes/No: \_\_\_\_\_ .

**ZOOM meeting Interviews may be conducted at the District's discretion. If an interview is requested by the top 1 to 2 firms, then it will likely be May 6, 2021.**

## 8.0 Responses to RFP:

Sealed responses to this RFP must be clearly marked "RFP NO. 20-23, Yuba College, CEQA Services, Demolition and Removal of Buildings 1300 and 1500".

**Responses shall be mailed to or hand-delivered to the following address:**

**Yuba Community College District, District Offices**

**Attn.: David Willis**

District Director of Facilities Planning, Maintenance & Operations

**Envelope/Box Marked:**

"RFP NO. 20-23, Yuba College, CEQA Services, Demolition and Removal of Buildings 1300 and 1500".

**Address: 425 Plumas Blvd., Suite 200, Room 216, Yuba City, California, 95991**

**Note:** Completely seal your proposals in envelop/box and make sure it gets date/time stamped when delivering proposal. **Firms are each 100% responsible** to make sure proposals that are mailed using a carrier such as UPS, FED Ex, etc...are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

**Do NOT email your proposals. Proposals that are not sent per the above guidance requirements will not be considered.**

## 9.0 Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to David Willis, email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website: <https://www.yccd.edu/central-services/purchasing/>, then, click on the "Requests for Proposals / Quotes" tab on the right hand side of this web page. It is anticipated that responses to inquiries received by the required time and date will be provided within 3 business days and posted on the District's website. Should more time be needed by the District to answer / respond to RFI's, this information will also be posted on the above website.

The District has developed Procurement Milestones, shown below, with dates showing the key events in this solicitation process. This RFP and schedule is subject to change, and the Director will notify Respondents of any changes via email to the contact designated by each Respondent. Respondents must take the following actions according to the specified timelines in order to participate in this process.

## 10.0 Proposal Schedule:

### Important Dates and Times:

- April 7, 2021: Release of Request for Proposal at 4:00PM
- Note:** *Due to COVID 19 considerations, there are no mandatory Pre-Proposal meetings at Yuba College.*
- April 21, 2021: All questions and requests for information must be submitted to David Willis at: [dwillis@yccd.edu](mailto:dwillis@yccd.edu) by 1pm.
- April 22, 2021: Addendum Issued if needed.
- April 29, 2021:** **Proposals due at 1:00 PM SHARP**, Yuba Community College District, District Offices Location. There will be a public bid opening on this RFP.

It is the intention to award this work within 10 business days after receiving the proposals.

The District reserves the right to alter or amend the above timetable as required to conclude the process to the District's satisfaction.

All questions associated with the procurement process shall be addressed to David Willis, District Director of Facilities Planning, Maintenance, and Operations at email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu) or cell phone: 916-747-4262.

## 11.0 District Parking:

- No parking in Reserved Spaces without a proper permit
- Permit Parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times
- Daily Parking Permits are \$2.00
- Permits are available for purchase at any of the permit machines located in the student parking lots
- Failure to get a \$2 parking permit whenever parking at any location at the District could result in a parking ticket. Parking tickets can cost \$25 each or more per event.
- All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, handicap spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time)
- Once this project is awarded, temporary parking permits will be processed as requested by the successful firm for all service Professional Consulting Firm employees associated with this project at no cost to the Professional Consulting Firm for the duration of the project at each Campus location. These temporary permits must be displayed at all times on the dash board of service Professional Consulting Firm vehicles.

## 12.0 RFP Proposal Requirement Clarification: Prompt and Complete Proposals

Proposals received after the deadline will not be opened. Each responder shall submit **one (1) signed original, one (1) additional hard paper copy**, all in separate binders. **Provide one electronic format copy of the proposal using electronic media such as a flash drive, CD, etc..**

All materials submitted in response to the RFP shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or firms to perform work based solely on the evaluation of the Proposal. Fewer pages is better and encouraged with tab references.

There is no page limit.

All Proposals become the sole property of the District and the content will be held confidential and used for internal District purposes until the selection of the firm is made and the project is awarded. Items stamped or clearly noted "Confidential" by the Proposer will remain confidential and not distributed or published.

## 13.0 Award of Contract

- A. The Contract will be awarded to the most responsible and responsive proposer whose proposal, conforming to the request, will be most advantageous to the District. An ZOOM Interview process of the top 2 proposer firms may be included per this RFP to allow the District to meet the District and Project Team members of the proposer to further discuss the project approach, schedule, capacities of the proposer to deliver, and any other considerations that warrant further discussion and evaluation.
- B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.
- C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- D. The RFP, its addendums, and the proposal of the selected Firm will become part of any contract initiated by the District.
- F. In no event shall a proposer submit its own standard contract terms and conditions as a response to this RFP. The terms of any contract may be negotiated as part of the negotiation process with the exception of contract provisions that are nonnegotiable.
- G. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- H. The District reserves the right to enter into discussions with any one or all of the Responders after Proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the RFP, unless otherwise modified.
- J. Award shall be made to the Responder whose submittal, conforming to the RFP, will be the most advantageous to the District after consideration of the defined evaluation criteria.
- K. The District intends to award to a single RFP Responder.
- L. The "Successful" Firm will be awarded as providing "Best Value" AND "Best Qualified" Firm for the scope of work as described in this RFP as determined solely by the District.
- M. The "Successful" Firm may not be the "Lowest Fee Cost" Firm per the RFP. Fee structure is

an important criteria in the proposal evaluation process.

There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this RFP.

#### **14.0 Reservation of Rights**

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the firms responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.

The District reserves the right to cancel the contract any time during the contract period after providing at least a written 14-day notice to the Firm. The District would consider cancellation of the contract if the Firm does not fulfill the contracted requirements of this RFP in a timely and professional fashion. This action would be at the full discretion of the District. Termination of the agreement could also occur if for some reason, the performance of the Firm or quality of the work adversely impacts the mission of the District in serving Students or Staff; or, if available funding resources to implement the service contract were no longer available.

This RFP does not commit the District to negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP.

## Appendix A: Fee Proposal:

### Section 3.1.J Fee Proposal:

A fee proposal is requested as part of this RFP.

1. Not to Exceed Total Fees: \$\_\_\_\_\_.
  - a. Provide a schedule of values with each item listed separately and to serve as a basis for future progress payments calculations/documentation.
2. Hourly Rates for Consultant Job Descriptions.
  - a. Provide a list of **hourly rates** for anticipated positions within the Firm's organizational structure. Additional services shall be billed to the District at the Firm's contracted hourly rates. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs.
3. List of Reimbursable Expenses with unit costs.
4. Other Fees or Costs not noted already.



## Appendix B: Other Areas of Concern:

**Please state Yes or No for each of the following items. If any of the following has occurred, please describe in detail:**

- 1) Termination or failure to complete a contract.
- 2) Termination by any municipal, county, state, federal or local agency.
- 3) Involvement in litigation, arbitration or mediation.
- 4) Provide litigation history for any claims filed by your firm or against your firm related to the provision of Professional Consulting services in the last five (5) years.
- 5) Conviction of the firm or its principals for violating a state or federal antitrust law by bid or proposal rigging, collusion, or restrictive competition between bidders or proposers, or conviction of violating any other federal or state law related to bidding or performance of Professional Consulting services.
- 6) Conviction of a Felony of any of the members of the project team.
- 7) Knowing concealment of any deficiency in the performance of a prior contract.
- 8) Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- 9) Willful disregard for applicable rules, laws or regulations.

**Firms are required to respond with a “Yes” or “No” to the above listed items and to describe with detail any of the above items that have a Yes answer.**

Information regarding any of the above may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance. Failure to disclose any of the above may, at the sole discretion of the District, be deemed to indicate an unsatisfactory record of performance.

## Appendix C: Non-Collusion Affidavit Form

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_ I, being first duly sworn, deposes and says that I am the \_\_\_\_\_ of \_\_\_\_\_, the party submitting the foregoing proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Firm has not directly or indirectly induced or solicited another Firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Firm or anyone else to put in a sham proposal, or to refrain from bidding.
4. The Firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other Firm, or to fix any overhead, profit or cost element of the proposal price or that of any other Firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Firm has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed on this date: 2021, at:

\_\_\_\_\_  
(City, County, and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_.

Address: \_\_\_\_\_

Area Code & Phone Number: \_\_\_\_\_.

Note: In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another proposer.

## Appendix D: References Form

(Include at least **10 recent references** in California regarding Similar Projects—in the past 10 years)

Bidder shall provide a minimum of five (5) verifiable references preferably from a California public or private educational institution and/or California public agency, within the last 5 years	
<b>REFERENCE #1</b>	
NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
<b>REFERENCE #2</b>	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
<b>REFERENCE #3</b>	
NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	

**\*Please verify that the contact information is current.** This is an example template. You may of course use the Firm's established reference template.

## Appendix E: Proposal Signature Form

The undersigned acknowledges the following:

1. Having become familiar with the specifications and requirements of the Request for Proposal, hereby offers to provide **all services** in accordance with the proposal set forth herein, including all referenced material and attachments.
2. By submitting a signed proposal in response to this solicitation, the **Firm** acknowledges that they completely understand the scope of the needed services and that the proposed services as described in the proposal will meet or exceed the needs of the District.
3. Late proposals will not be accepted (even if they are only 5 minutes late).
4. The District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 90 days.
5. Cancellation Clause: The District may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the District shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm's receipt of such notice of termination. The cost of proposal generation, associated travel, copies, postage, etc., will not be reimbursed and is considered a typical and normal part of the bid process and is not reimbursed for any of the proposers.
6. If the prospective Firm is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the state of California, and that, \_\_\_\_\_, is authorized to act for and bind the corporation.

Entity Type (Select One):

Sole Owner: \_\_\_\_\_

Partnership: \_\_\_\_\_

Corporation: \_\_\_\_\_

Other; Please specify;

---

7. Regular monthly progress payments are made using **NET 30** as a basis for payment, with Net 30 time starting after receipt of the invoice with all required support documentation, and once this information is reviewed and approved by the District.

**Invoices must be emailed to the following with all support documentation:**

Vendors with a first letter of A through N: [rlangley@yccd.edu](mailto:rlangley@yccd.edu); [rordiway@yccd.edu](mailto:rordiway@yccd.edu)

Vendors with a first letter of O through Z: [hgardner@yccd.edu](mailto:hgardner@yccd.edu); [rordiway@yccd.edu](mailto:rordiway@yccd.edu)

It is critical that invoices have all required support documentation including an updated schedule of values with 5% retainage for construction projects, updated project schedule, description of completed work, and any other information that will help to justify and support the progress payment request.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Notary Required On This Project

Notary Stamp:



## Appendix F: Acknowledgement of Addenda Form

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal:

Acknowledgement: Yes  or Not Applicable

Addendum No. 1: \_\_\_\_\_.

Addendum No. 2: \_\_\_\_\_.

Addendum No. 3: \_\_\_\_\_.

Addendum No. 4: \_\_\_\_\_.

Addendum No. 5: \_\_\_\_\_.

**Appendix G: Licenses, Certifications, Documents Proving Qualifications by Team Members**

--Provided by Firm

## Appendix H: DRAFT Preliminary Scope of Work (Reference Only)

### DRAFT SCOPE OF WORK

#### CALIFORNIA ENVIRONMENTAL QUALITY ACT

**Note:** It is likely that the CEQA Services Evaluation Process will result in either a Notice of Exemption (NOE) or a Mitigated Negative Declaration (MND).

1. Project Initiation. Following the assignment of the project, the consultant shall meet with District representatives to discuss project compliance with the California Environmental Quality Act (CEQA). The meeting agenda, prepared by consultant, shall include the following items:
  - A. Introduction of District staff and consultant's representatives who will perform the work
  - B. Discussion of potentially significant environmental issues, emphasis on controversial issues
  - C. Discussion of preliminary calendar of events
  - D. Discussion of preliminary distribution list for notices and CEQA documents
  - E. Discussion of preliminary budget
2. Calendar of Events. The consultant shall provide the District with a proposed calendar of events that show the following:
  - A. Date due
  - B. Date complete
  - C. Description of event
  - D. Responsible party
  - E. Related documents and activities (deliverables)
3. Initial Study/Notice of Preparation/Scoping Meeting
  - A. The consultant shall analyze the project and prepare a Draft Initial Study (IS) to identify potentially significant environmental issues.
  - B. The consultant shall incorporate the IS into a notice of preparation (**NOP**) of CEQA documents for circulation among the public.
  - C. The consultant shall prepare a proposed distribution list for CEQA documents.
  - D. The consultant shall facilitate one or more scoping meetings, prepare meeting minutes and distribute to attendees.



- E. The consultant, subsequent to closure of the 30 day NOP review period, shall prepare a memorandum to the District summarizing the issues raised during the review period, including scoping meetings. The memorandum shall identify those issues that should be incorporated into the CEQA documents. The consultant shall recommend to the District whether additional analysis, outside of this scope of work, is necessary to address any issue. Consultant to advise District of any new or upcoming requirement by agencies with jurisdiction.

4. Negative Declaration

- A. Should the District and the consultant conclude that the preparing of a negative declaration meets the requirements of CEQA, the consultant shall prepare and circulate the negative declaration to responsible government agencies, interested parties and the public for comment.
- B. The consultant shall prepare proposed written responses to comments by responsible government agencies, interested parties and the public for the District's review. The consultant shall distribute the District approved written responses to the persons and entities on the distribution list.

4. Mitigated Negative Declaration

- A. Should the District and the consultant conclude that the preparing of a mitigated negative declaration (MND) is necessary to meet the requirements of CEQA, the consultant shall prepare the MND and recommended mitigation measures and a mitigation monitoring and reporting plan to reduce project impacts to below a level of significance and distribute same to responsible government agencies, interested parties and the public for comment.
- B. The consultant shall prepare and circulate written responses to comments by responsible government agencies, interested parties and the public.

5. Environmental Impact Report. Should the District and the consultant conclude that an environmental impact report (EIR) is necessary to meet the requirements of CEQA, the consultant shall prepare a Draft EIR. The Draft EIR shall incorporate relevant parts of technical studies such as the Preliminary Endangerment Assessment (PEA), geological reports, historical resources evaluations and investigative reports about developed and undeveloped real property contiguous to the project in addition to the following topics:

- A. Aesthetics. Light and glare generated by the project from athletic fields, parking lots and security lights that may have significant impacts on surrounding real property and, if the real property has been developed as residential, the residential character of the area. The consultant shall use the conceptual site plan to determine the location of school facilities and potential light and glare impacts to the surrounding areas.
- B. Agriculture Resources. The EIR shall account for the existing use or past use of the project site for agricultural purposes.

- C. Air Quality. The consultant shall prepare a technical air quality analysis consistent with the requirements of the South Coast Air Quality Management District (SCAQMD). All technical calculations shall be provided as an appendix to the EIR. Background traffic volumes and level of service calculations developed as part of the traffic/circulation analysis shall be used in preparing this technical analysis. The analysis shall describe ambient air quality and evaluate construction emissions, regional emissions, and local carbon monoxide emissions, consistent with CEQA air quality analysis standards.
- D. Biological Resources. The EIR shall account for sensitive biological resources on the project site and if the project has the potential to cause impacts to biological resources.
- E. Cultural/Paleontological Resources. The EIR shall contain a summary of historic resources evaluation findings. A report of historic resources evaluation shall be included in the EIR as an appendix. This EIR section shall include and discuss possible archaeological and paleontological resources, if any.
- F. Geology and Soils. The EIR shall contain a summary of the geology and soils investigation report. A copy of the geology and soils investigation report shall be included in the EIR as an appendix.
- G. Hazards and Hazardous Materials. The EIR shall contain a summary of the hazards investigations report. A copy of the hazards investigations report shall be included in the EIR as an appendix.
- H. Hydrology and Water Quality. The EIR shall contain a summary of the hydrology or water quality report. A copy of the hydrology or water quality report shall be included in the EIR as an appendix.
- I. Land Use and Planning. The EIR shall contain findings by the consultant of whether the project is consistent with the general plan of each jurisdiction within which the project site is located.
- J. Noise
  - 1) The EIR shall contain a technical noise analysis prepared by the consultant that shall identify the impacts, if any, on sensitive land uses adjacent to the proposed project site. This report shall be summarized in the EIR and attached to the EIR as an appendix. This report shall take into consideration background daily traffic volumes, including existing and future baseline condition vehicular trips and project daily trip generation from the traffic/circulation analysis, shall be used in preparing this technical analysis.
  - 2) The noise analysis shall address the baseline noise conditions and shall provide a quantitative analysis of construction noise, as well as operational noise generated by vehicle traffic and athletic field events. Mitigation measures shall be recommended to reduce impacts to below a level of significance.

K. Population and Housing

- 1) The EIR shall contain a description of the current population, housing, and employment characteristics for the jurisdiction in which the project site is located based on data from the jurisdiction's general plan or more recent Southern California Association of Governments (SCAG) projections, or most recent census data.
- 2) The consultant shall characterize the District's student enrollment characteristics and projections based on the District's Facilities Master Plan. The consultant shall evaluate these characteristics, how they are affected by the proposed project, how they relate to the controlling jurisdiction's general plan land use designations for the project site, and the levels of development allowed under the current designation.

L. Public Services and Utilities

- 1) The EIR shall contain an evaluation of the project's requirement for the extension of infrastructure to the project site for all required utilities such as water, electricity, telecommunications and sewerage.
- 2) The EIR shall contain an evaluation of the age and condition of existing infrastructure in the vicinity of the project site for all required utilities such as water, electricity, telecommunications and sewerage and a determination of whether substantial improvements to that infrastructure may be necessary and should be evaluated.
- 3) In addition to responses provided during the NOP review period, existing purveyors of public services and utilities shall be contacted by the consultant to ascertain the location and capacity of their facilities, to identify expansion plans, and to identify potential demand by the proposed project. Based on discussions with service providers, the consultant shall determine potential project impacts and identify mitigation.
- 4) The EIR shall include an analysis of the existing recreational facilities in the area of the project site.

M. Vehicular Traffic Volume and Circulation. The Draft EIR shall contain a Traffic Impact Analysis (TIA) for the project prepared by the consultant that shall be summarized in the body of the Draft EIR. The report shall be included as an appendix to the EIR. The TIA report shall analyze on-site vehicular and pedestrians circulation as well as impacts to the surrounding street system. The TIA report shall take into consideration any vacation of streets.

- N. Documents Mandated by CEQA. The EIR shall contain the following CEQA mandated findings and/or any other necessary documents in addition to the requirements outlined above:
- 1) Cumulative impacts
  - 2) Growth inducing impacts
  - 3) Any significant irreversible environmental changes that, would be involved in the proposed action should it be implemented
  - 4) Unavoidable adverse impacts
  - 5) Alternatives Analysis - the consultant, based on information provided by the District shall provide an alternative analysis of possible project alternatives that were considered in addition to the required No Project Alternative.
- O. Executive Summary. The Draft EIR shall include a reader friendly, non-technical executive summary.
- P. Mitigation Monitoring and Reporting Plan. The Draft EIR shall include a mitigation monitoring and reporting plan as an appendix to the EIR.

6. Review of Draft EIR by District Prior to Circulation of Draft EIR

- A. The consultant shall meet in a workshop format with the District's staff to discuss comments on the Draft EIR received during the public review period. This meeting will provide a forum to resolve all issues in an expedited manner the objective being to avoid multiple rounds of review, correction, and re-review by the District and the consultant.
- B. Following the meeting referred to above, the consultant shall make revisions to the document and its supporting technical studies. After revising the Draft EIR, the consultant shall prepare and executive summary, which shall consist of a tabular summary of project impacts and mitigation measures and a determination of each impact's significance following mitigation. The executive summary shall contain a brief project description, controversial issues to be resolved, and a brief description of project alternatives.

7. Response to Comments on EIR during Public Review Period

- A. During the public review period, the consultant shall log in the comments and shall review the comments on the Draft EIR as they are received by the consultant.
- B. The consultant shall prepare proposed responses to comments on the Draft EIR in a style that is reader friendly, non-technical and communicates effectively to the public. All comments on the Draft EIR shall be considered for responses whether or not the subject of the comment is required in the Draft EIR. The consultant may recommend to the District the appropriate person/entity to prepare draft responses to comments on the Draft EIR.

8. Resolution: Findings of Fact: Statement of Overriding Considerations

- A. The consultant shall prepare Findings of Fact that support the conclusions of the proposed Final EIR.
- B. The consultant shall prepare the related resolution for adoption by the Board of Education that certifies that the Final EIR as adequate and complete.
- C. If the proposed Final EIR identifies significant unavoidable impacts, the consultant shall prepare a Statement of Overriding Considerations.
- D. The Finding of Fact and the Statement of Overriding Considerations shall be such that they meet the requirements of Sections 15091 through 15093 of the State CEQA Guidelines, and fully address all facts and findings, project benefits, and project impact and benefit balancing considerations required of a statement of overriding considerations.

9. Advertisement of Documents and Entering CEQA Documents into Public Record

- A. Consultant shall be responsible for the timely advertising and distribution of all public notices and other documents related to project compliance with CEQA.
- B. Consultant shall be responsible for the timely filing of CEQA documents with government agencies such as the State Clearinghouse, County Recorder and Clerk of the Board of Supervisors to enter the documents into the public record. If time is of the essence in the filing of CEQA documents, consultant shall, as a reimbursable expense, advance filing fees and reasonable costs.

10. Project Management and Attendance at Progress Meetings

- A. The consultant shall assume an active project management role. The consultant shall attend various project meetings and communicate and coordinate with government agencies, interested parties and the public as is typically required by the CEQA compliance process for similar projects and as requested by the District.
- B. The consultant shall be responsible for developing the work schedule, keeping the process on schedule and keeping the process within budget.
- C. The consultant's project manager shall establish and maintain ongoing verbal communication with the District. Additionally, the project manager shall prepare any writings requested by the District.
- D. In addition to those meetings shown in the work schedule, the consultant shall attend other meetings and/or be available for group conference calls as may be requested by the District. Consultant's representatives at meetings shall be competent to address issues reasonably contemplated to be discussed among attendees.

11. Progress Reports. A progress report shall accompany the monthly invoice that shows the following:

- A. Summary of work completed during the previous month as it relates to the work schedule
- B. Summary of work to be completed during the current month as it relates to the work schedule
- C. Discussion of problem areas or project issues.

Note: The above information is offered as an example and must be determined by the Qualified CEQA Firm.

**INCLUDE A THOROUGH DESCRIPTION OF PROPOSED SCOPE OF WORK REQUIRED.**

# Appendix I: Overview of the California Environmental Review, Permit Approval Process (For Reference Only)

Governor's Office of Planning and Research

## INTRODUCTION

### **Overview of the California Environmental Review and Permit Approval Process**

The California Environmental Quality Act (CEQA) was enacted in 1970 as a system of checks and balances for land-use development and management decisions in California.

Environmental review is characterized by an Environmental Impact Report (EIR). The EIR records the scope of the applicant's proposal and analyzes all its known environmental effects. Project information is used by state and local permitting agencies in their evaluation of the proposed project.

In 1977, the California Legislature passed the **California Permit Streamlining Act (PSA)** and established the **Office of Permit Assistance (OPA)**. The creation of both OPA and PSA sought to remedy a complicated and often unresponsive permitting processes. The Permit Streamlining Act addressed some of CEQA's shortcomings: namely, that it lacked a calendar by which applicants and the public could expect the prompt review of a given project. The PSA added time-lines and deadlines to expedite government review of proposals. While this did not guarantee the approval of projects or their favorable review, it did give applicants and the public an orderly, standardized process for filing reports and actions.

California's environmental review is rigorous by anyone's standards. In most cases it extends beyond federal statutes established under the National Environmental Policy Act (NEPA).

- **Cities and counties regulate land use by way of planning, zoning, and subdivision controls.** There are currently 58 counties and over 470 incorporated cities in California, each with the same authority for land use regulation. Local government authority is granted by State law. Cities and counties have legislative power to adopt local ordinances and rules consistent with state law.
- **State agencies regulate the private use of state land, resources and certain activities of statewide significance.** There are at least 21 state agencies which are or may be directly involved in the approval of development projects. The permitting authority of each state agency is established by statute, usually with additional administrative rules promulgated by the agency.
- **Federal agencies have permit authority over activities on federal lands and over certain resources** which have been the subject of congressional legislation: i.e., air and water quality, wildlife, and navigable waters. The

U.S. Environmental Protection Agency generally oversees the federal agencies. In addition, the EPA regulates activities such as the disposal of toxic wastes and the use of pesticides. The responsibility for implementing some federal regulatory programs, such as those for air and water quality and toxics management, has been delegated to specific state agencies.

## The Development Permit Process

In California, the development permit process is coordinated with the environmental review process under CEQA. Every development project which is not exempt from CEQA must be analyzed by the lead agency to determine the potential environmental effects of the project. This analysis is required by state law. It must be completed within specified time periods which are concurrent with the time periods in which an agency is required to approve or deny the project.

Once the lead agency is identified, all other involved agencies, whether state or local, become responsible or trustee agencies. Responsible and trustee agencies *must* consider the environmental document prepared by the lead agency and *do not*, except in rare instances, prepare their own environmental documents. The procedure for issuing each particular development permit is governed by the particular law which establishes the permit authority and by the California Permit Streamlining Act.

### Summary of the CEQA and Permit Application Process

There are three major phases in the development process as provided by CEQA and the PSA:

- ***The Pre-Application Phase***
- ***The Application Phase, and***
- ***The Review Phase.***

#### I. Pre-Application Phase:

The Pre-Application Phase begins when the applicant has completed the conceptual and preliminary design work for a project and is ready to prepare a project proposal. At this point, enough information should be available to describe project activities and to identify the project's proposed location. The primary objective of this phase is to identify the appropriate permitting agencies and to collect as much relevant background information possible.

Many proposals (projects) will require special studies either before or during the formal processing of the application. All state and local agencies are required to list the type of information and the criteria they will use in evaluating a project application. Developer/Applicants may request pre-application conferences or "scoping" meetings with the permitting agencies to discuss how agencies' specific rules will apply to their proposed projects.

By the end of the pre-application phase, the developer-applicant should have a good understanding of the detailed project information required, a list of probable permitting agencies, and an indication of the degree of environmental analysis required by the agencies.

At this point, the applicant will learn which agency (if there will be more than one permitting agency) will be the "lead agency." The lead agency is the single agency responsible for determining the type of environmental analysis CEQA requires. In addition, the lead agency must prepare the environmental review document it calls for. The agency with the greatest authority over the project will usually assume the lead agency role. Criteria for determining the lead agency are provided in the CEQA Guidelines at Section 15051. In the event of a dispute over the lead agency status between or among agencies, the Office of Planning and Research may designate the lead. However, once the lead agency is identified, all other involved agencies, whether state or local, become responsible or trustee agencies.



## II. The Application Phase:

The Application Phase begins with the filing of the necessary permit application forms along with a detailed project description. Supporting documents must also be filed, where CEQA requires, with the respective agencies. Unless otherwise specified, the sequence of filing applications is left up to the applicant. It must be noted, however, that the failure of some agencies to accept an application until certain other permit approvals have been granted does not in any way impact the time limits under which the agency must act.

During this phase, each receiving agency must review the submitted application to determine if the individual filing is complete. The lead agency must make its determination in writing within 30 days. Should the agency fail to make its determination within 30 days, the application will be deemed accepted as complete by operation of law. If the application is determined to be incomplete, the agency *must* specify the deficiencies and the manner in which the deficiencies may be corrected. The developer/applicant may then refile the corrected application. Upon refiling, the agency has another 30 days to review for completeness. If the application is again determined to be incomplete, the agency must provide a process for an appeal of the determination and reach a decision within 60 days. Further dispute may be adjudicated. This step is critical to the process. A permit may not be denied for failure to provide information not requested.

Once an application is accepted as complete, the lead agency has six months to approve or disapprove a project for which an Environmental Impact Report (EIR) has been certified. The time limit in all other cases is three months after a negative declaration is adopted or an exemption issued.

## III. Review Phase:

The Review Process begins immediately with the completion of the specific application. In recognition of §65941 of Chapter 4.5 of the Permit Streamlining Act, the lead agency will simultaneously review the project under the applicable permit rules and conduct the necessary environmental analysis. Permit rules vary depending on the particular permit authority in question, but the process generally involves comparing the proposed project with existing statutes. The procedure usually results in a public hearing followed by a written decision by the agency or its designated officer.

Typically, a project may be approved, denied, or approved subject to specified conditions.

The CEQA procedure involves a number of steps which produce an environmental document examining the lead agency's as well as the responsible and/or trustee agencies' permit decisions.

The first step in the CEQA process is to determine whether the proposed project is subject to CEQA. There are a number of statutory and categorical exemptions. If the proposal is not covered by CEQA, the lead agency may file a *Notice of Exemption*. If the project is covered by CEQA, the lead agency must prepare an *Initial Study* to determine whether the project may have a significant adverse impact on the environment. The initial study must be completed within 30 days after an application is accepted as complete.

If the Initial Study shows that the project will not have a significant effect on the environment, the lead agency must prepare and circulate a *Negative Declaration*. Where potential significant effects are shown, but the project is modified such that the effects are rendered insignificant, the lead agency must prepare and circulate a mitigated Negative Declaration. In either case, the Negative Declaration must be circulated for review for 30 days and must be ready for adoption by the lead agency within 105 days after a completed application is accepted.

If, on the other hand, the Initial Study shows that the project may have one or more significant effects, the lead agency must circulate a *Notice of Preparation (NOP)* in anticipation of preparing an environmental impact report (EIR) and must consult with responsible and trustee agencies as to the content of the environmental analysis. Responsible agencies must respond to the NOP within 30 days. If a responsible or trustee agency fails to respond, the lead agency may assume that the responsible agency has no response to make. Further, if a responsible agency fails to respond or responds incompletely, the responsible agency may not subsequently raise issues or objections regarding the adequacy of the environmental review.

At the close of this period, the lead agency must prepare and circulate a *Draft Environmental Impact Report (DEIR)*. All concerned agencies and the public may review the DEIR. All comments on the DEIR must be made within the 45

day review period.

At the close of the review and comment period, the lead agency must respond to the comments received. Comments from responsible or trustee agencies shall be limited to those project activities which are within the agency's area of expertise, are required to be carried out or approved by the agency, or will be subject to the exercise of powers by the agency.

The lead agency prepares and certifies a *Final Environmental Impact Report (FEIR)*. If the lead agency approves the project, it must find that each significant impact will be mitigated below the level of significance where feasible, and that overriding social or economic concerns merit the approval of the project in the face of unavoidable effects.

With the CEQA and permit review process completed, the lead agency must approve or deny the permit within 6 months of certifying the EIR or within 3 months of adopting the Negative Declaration and file a *Notice of Determination (NOD)*. Responsible agencies must then act within six months after the lead agency's action or, if the developer/applicant has not already filed an application with a responsible agency, within six months from the time the application is filed (except as modified under Health and Safety Code §25199.6).

Environmental documents for projects involving one or more state agencies or involving issues of areawide or statewide significance must be sent to the State Clearinghouse for distribution to interested state agencies. The State Clearinghouse will link the lead agency with the responsible state agencies.

### Special Concerns in the CEQA/Permit Process

There are several key points that agencies, developer-applicants and the public must be aware of in order to avoid misunderstandings and delays:

- The time limits for completing the requirements of CEQA and acting on a permit are concurrent and not consecutive. The Permit Streamlining Act discourages a government agency from requiring a completed EIR before accepting a permit application.
- CEQA can help resolve public policy disputes relating to development projects. Technical issues that find their way into policy disputes, no matter how dependent on scientific considerations, are inherently value-laden. CEQA specifically addresses the potential for conflicting expert discussions and mandates that all sides of an issue are considered.
- Under the Permit Streamlining Act, if a public agency does not approve or deny a project within the statutory time limit, the project may be deemed approved. The proponent must give notice to invoke the Permit Streamlining Act.
- The Permit Streamlining Act time limits are not applicable to all permit applications. Time limits only apply to development projects as defined in the PSA. The Streamlining Act specifically excludes ministerial permits such as certain building permits. The time limits do not apply to legislative actions such as the adoption or amendment of zoning ordinances. The time limits do not operate where a federal law specifies a longer or shorter period for action and, *with* the consent of the developer-applicant, the lead agency may waive the time limit if a joint environmental document is being prepared with a federal permitting agency.
- Where a public agency (or series of agencies) will issue more than one permit for a project, the agency(ies) makes each approval separately, but must still act upon the entire project within the statutory time limit.
- All Permit Streamlining Act time limits are maximum. Public agencies should act in a shorter time whenever possible.
- Members of the public may challenge, in court, a wide variety of public agency action and inaction, but only if they first present those challenges to the agency itself within 30 to 180 days after the occurrence of the challenged action, depending upon whether an NOD was filed or not by the agency.

## Assistance for Developer-Applicants

The permit and environmental review processes are complicated. There are often several agencies and many persons involved. Hundreds of laws and rules may apply to a particular project. Agencies are constantly revising their procedures and changing personnel. The Legislature and the Governor created the Office of Permit Assistance (OPA) within the Trade and Commerce Agency to help project applicants, localities and the public to understand CEQA and the permitting process. The primary mission of the Office of Permit Assistance is to provide assistance and information to parties interested in the permit process.

- A single point of contact for state agency permits is available at the Office of Permit Assistance. Any questions about the permit process will be answered promptly.
- All state or local permits required for any project can be identified. The Office can convene all state agencies at one time to identify and explain which permits are required for a project.
- Scoping meetings can be arranged through the Office. The Office convenes meetings of the environmental staff of state and local agencies who will be involved in the CEQA review of projects. These meetings provide developer- applicants and environmental consultants with a chance to discuss all environmental issues and concerns early in the process in order to avoid wasted effort and unwarranted surprises in the EIR process.
- The Office of Permit Assistance has authority to convene meetings to resolve questions or mediate disputes. When uncertainties or disagreements among agencies stall the permit process, the Office may be called upon to provide a forum for resolving the problem. Not every problem can be dealt with in this manner, but when appropriate, the process can be very useful.

The Office of Permit Assistance can be contacted by telephone at (916) 322-0694. Its FAX number is (916) 322-0693.

# Appendix J: YCCD Academic Calendar

## Yuba Community College District 2020-21

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12 Δ	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17 17 17 17 16 0 =

### SUMMER SESSION 2020

First 6 Weeks: 6/15 - 7/23  
8 Weeks: 6/15 - 8/6

### FALL SEMESTER 2020

Full-Term: 8/17 - 12/18  
Finals Week: 12/14 - 12/18  
First 9 Weeks: 8/17 - 10/16  
Last 9 Weeks: 10/19 - 12/18

### SPRING SEMESTER 2021

Full-Term: 1/25 - 5/28  
Finals Week: 5/24 - 5/28  
Spring Break: 3/29 - 4/2  
First 9 Weeks: 1/25 - 3/26  
Last 9 Weeks: 4/5 - 5/28

### CONVOCATION - CAMPUS CLOSED

2020: 8/12  
2021: 8/11\*

### PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN (Optional Flex Activities)

2020: 8/13-8/14, 9/29, 10/30  
2021: 1/19-1/22, 8/12\*-8/13\*

### CAMPUS CLOSED

2020: 6/5, 6/12, 6/19, 6/26, 7/3, 7/10, 7/17, 7/24, 7/31  
2021: 6/11, 6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30

### HOLIDAYS - CAMPUS CLOSED

2020: 7/2, 9/7, 11/11, 11/26-11/27, 12/24-12/31  
2021: 1/1, 1/18, 2/12, 2/15, 3/31-4/2, 5/31, 7/5

### NO CLASSES - CAMPUS OPEN

2020: 6/1-6/4, 6/8-6/11, 8/7, 8/10-8/11, 8/13-8/14, 9/29, 10/30, 12/21-12/23  
2021: 1/4-1/8, 1/11-1/15, 1/19-1/22, 3/29-3/30, 6/1-6/4, 6/7-6/10, 8/6\*, 8/9\*-8/10\*, 8/12\*-8/13\*

### COMMENCEMENT

2021: 5/28

INSTRUCTIONAL DAYS		
	Days	Weeks
Fall Semester	84 days	18
Spring Semester	83 days	17
Convocation	1 days	
Flex Days (Prof. Dev. Days)	8 days	
<b>TOTAL</b>	<b>176 days</b>	<b>35</b>

\*The schedule for August 2021 is subject to change.

August 2021*						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11 Δ	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

84 days

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	★	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

83 days

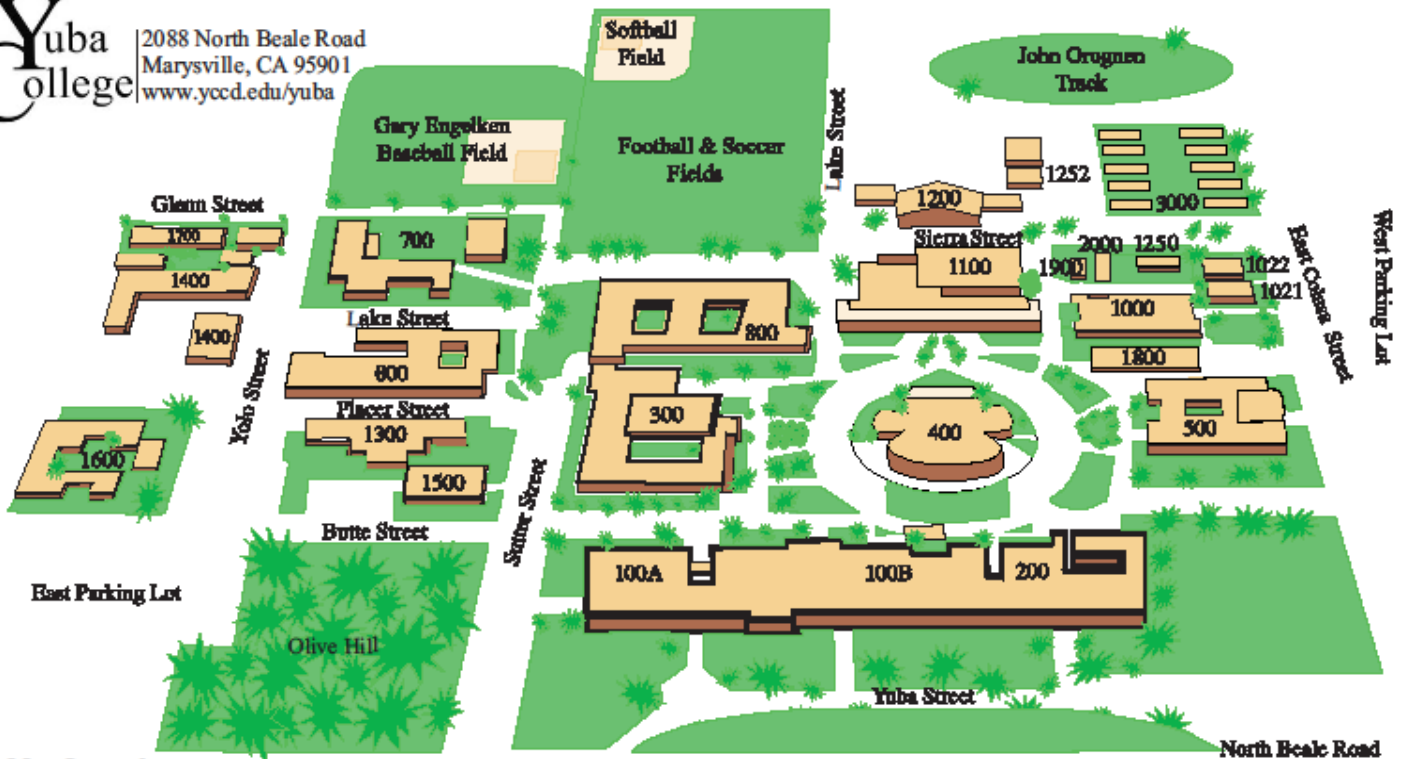
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**Appendix K: Map of Yuba College, 2088 North Beale Road, Marysville, California, 95901**





2088 North Beale Road  
Marysville, CA 95901  
www.yccd.edu/yuba



**Map Legend**

- 100A District Administration, Personnel
- 100B EOP&S, Financial Aid, Registration, Student Support Services
- 200 Music
- 300 Yuba College Administration, Bookstore, Cafeteria, Campus Life
- 400 Box Office and Theatre
- 500 Business and Social Science
- 600 Applied Arts, Science & Technology
- 700 Engineering, Math, MESA & Nursing
- 800 Life & Physical Sciences
- 1000 Fine/Language Arts
- 1021 Classroom
- 1022 Classroom

- 1100 College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library
- 1200 Athletics and Gymnasium
- 1250 Classroom
- 1300 Collins Hall, Foundation, Photography
- 1400 Maintenance, Print Shop
- 1500 Osuna Hall
- 1600 Warren Hall: Child Care Center, Police Dept
- 1700 Automotive Body and Public Safety
- 1800 Disabled Students & Veterans Services
- 1900 Distributive Education Center, ITV 1 Classroom
- 2000 Adaptive Physical Education
- 3000 Classrooms

## Appendix L: Reference Documents

### Historical Yuba College CEQA Documents:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EuAkPj624dxGsmpXucplIBkBEOWrXP73A0v0yFxDa6g85g?e=Tnb4Z7](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EuAkPj624dxGsmpXucplIBkBEOWrXP73A0v0yFxDa6g85g?e=Tnb4Z7)

### Yuba College, Campus-Wide Fire Alarm System CEQA Documents:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/Elz5r80JNyZOn1IDNH3PcqEBVLswcsmfvnzK7M7CrgkjRw?e=RRxImW](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/Elz5r80JNyZOn1IDNH3PcqEBVLswcsmfvnzK7M7CrgkjRw?e=RRxImW)

### Yuba College, Building 800 Modernization CEQA Documents:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EheifmW17w1NkkDnA97YBWkBTcU2hmmvimc2wYUibQurhA?e=mEQkTz](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EheifmW17w1NkkDnA97YBWkBTcU2hmmvimc2wYUibQurhA?e=mEQkTz)

### Yuba College Underground Utilities Drawings:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EjwzSscOcHdLpk0skqdbT0sBmSpJ0\\_5scNxb\\_p97pxZ4wg?e=bawuqu](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EjwzSscOcHdLpk0skqdbT0sBmSpJ0_5scNxb_p97pxZ4wg?e=bawuqu)

### Yuba College Site Plan:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/EkXDIOuzdm1KkdDcoLRGwjoB6K0xQxsY8i-H9Bd6juUXyg?e=F6T2Uh](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/EkXDIOuzdm1KkdDcoLRGwjoB6K0xQxsY8i-H9Bd6juUXyg?e=F6T2Uh)

### Hazardous Material Survey Used to Inform Process to Remove Hazardous Materials:

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/ElnwX2r9qjVDhNzvBQxNBpIBoZKKbar9lfyHCvXiwqZNfA?e=e8pvRY](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/ElnwX2r9qjVDhNzvBQxNBpIBoZKKbar9lfyHCvXiwqZNfA?e=e8pvRY)

**Building 1300 Drawings:**

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/Eg-ChvYu3j1AuPPdUWYngRkB42MyD-3yySPbin4Etr7xgA?e=yguMVK](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/Eg-ChvYu3j1AuPPdUWYngRkB42MyD-3yySPbin4Etr7xgA?e=yguMVK)

**Building 1500 Drawings:**

[https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409\\_yccd\\_edu/Em1bW2\\_hFnBNq42S6JSrYvQBxp4tJdIPc0euvdqyIONaXQ?e=hJsVBh](https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/Em1bW2_hFnBNq42S6JSrYvQBxp4tJdIPc0euvdqyIONaXQ?e=hJsVBh)

The End.