



Combined Request for
Qualifications and Proposals from
Environmental Services Consultants
for the Superior Courts of California

ISSUED: JANUARY 15, 2008



ADMINISTRATIVE OFFICE
OF THE COURTS

OFFICE OF COURT CONSTRUCTION
AND MANAGEMENT



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

SOUTHERN REGIONAL OFFICE

2255 North Ontario Street, Suite 200 • Burbank, California 91504-3120
Telephone 818-558-3060 • Fax 818-558-3112 • TDD 415-865-4272

REQUEST FOR QUALIFICATIONS

Date

January 15, 2008

To

Potential Environmental Services Consultants

From

Administrative Office of the Courts (AOC),
Office of Court Construction and
Management

Subject

Combined Request for Qualifications and
request for proposal for Environmental
Services

Action Requested

You are invited to review and respond to the
attached Request for Qualifications
(RFQ) and Request for Proposal Project Title:
Environmental Services RFQ/RFP Number:
OCCM-FY2007-04

Deadline

February 15, 2008 (1:00pm)

Submittal of Qualifications are to be sent to:
Judicial Council of California Administrative
Office of the Courts, Attention: Nadine
McFadden, 455 Golden Gate Avenue, 7th
Floor, San Francisco, CA 94102

For further information, please write to:

OCCM_Solicitations@jud.ca.gov

RFQ SCHEDULE		DATES (Calif. Time)
1.	RFQ/RFP is Issued	January 18, 2008
2.	Pre-proposal teleconference to explain RFP, verbally answer preliminary questions	Date: January 24, 2008 Time: 11.00 am PST Telecon Number: 866 278-2170 password 5390618
3.	Deadline for submittal of Service Provider requests for clarifications, modifications or questions regarding the RFQ/RFP. Mail all questions, using the Form for Questions posted along with this RFQ/RFP, to the following address: OCCM_Solicitations@jud.ca.gov	<u>Date: February 1, 2008</u>
4.	Modifications to the RFQ/RFP and/or answers to questions posted on the Court website: http://www.courtinfo.ca.gov/reference/rfp	<u>Date: February 4, 2008</u>
5.	Vendors interested in participating are or required to register and provide certain information by e-mail to the following e-mail address: OCCM_Solicitations@jud.ca.gov	<u>Date: February 6, 2008</u>
6.	<u>Submittal Deadline for Statement Of Qualifications (SOQ): Submissions must be addressed as follows:</u> Judicial Council of California Administrative Office of the Courts Attention: Nadine McFadden, Business Services, Floor 7, 455 Golden Gate Avenue San Francisco, CA 94102	<u>1 PM on February 15, 2008</u>
7.	Posting of Short Listed Service Providers along with Interview Dates and Times posted on the Court website: http://www.courtinfo.ca.gov/reference/rfp	February 29, 2008
9.	Interviews of Short List in AOC San Francisco office	March 7, 2008
10.	Notice of Intent to Award posted on the Court website: http://www.courtinfo.ca.gov/reference/rfp	March 11, 2008
11.	Contracts signed and effective	May 2008 (Estimated)

This combined RFQ/RFP is issued to identify several qualified Environmental, Health and Safety Services Consultants to provide any of a range of services, related to existing or new California Court facilities. Requested list of services includes environmental site assessment (ESA) Phase I, ESA Phase II and site clean up Phase III; lead-based paint and /or asbestos and /or mold testing, abatement plans and specifications, abatement project oversight, post abatement confirmation testing and reporting; soil, groundwater and indoor air quality testing and reporting to evaluate human health risk related to chemical contamination in any or all media; Design and implementation of hazardous chemicals and hazardous waste management program in compliance with Local (CUPA), State and Federal agencies; underground storage tank (UST) and aboveground storage tank (AST) management program in compliance with CUPA, State and Federal regulation; facility equipment permits, plans, training, and safety compliance surveys, audits, permit maintenance support; and California Environmental Quality Act (CEQA) compliance documentation (such as Initial Study, negative Declaration, Mitigated Negative Declaration, Environmental Impact Report, Public Outreach and public meeting Package and response to questions on behalf of AOC as a lead agency) preparation and review for court real property transfers transactions and/or construction within the State of California.

1. GENERAL INFORMATION

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The Administrative Office of the Courts (AOC) is the staff agency of the Judicial Council. The Office of Court Construction and Management (OCCM), is the division of the AOC responsible for the planning, design, construction, real estate and asset management of facilities for the Superior and Appellate Courts in California.

The mission of OCCM is to enhance the administration of justice by providing responsible and efficient professional stewardship of the court facilities of California; to promote excellence in the built environment in support of equal access to justice; and to provide leadership in the design and management of judicial architecture.

The Trial Court Facilities Act of 2002 (SB 1732, Escutia) as amended, among other requirements has shifted the governance of California's Superior Court buildings from the counties to the state, commencing July 1, 2004 through June 2007. The current inventory of existing Court buildings is over 500; and 10 plus brand new Court facilities construction projects statewide. Projected next year's budgeted amount for all environmental contracts is around \$5,000,000.00.

Typically, environmental site assessment Phase I and Phase II takes 30% of budget. CEQA budget is 50 %; UST/AST and permit compliance program budget is in the growth sector and other activities budget is around 20%.

All Environmental Services work that shall be done as a result of this RFQ/RFP shall be in accordance with the requirements expressed in this document and with the AOC contract applicable to the work, including but not limited to compliance with all currently applicable Local, State and Federal Codes and Regulations.

The intention of this RFQ/RFP is to broadly describe the scope of requirements for the work the AOC anticipates will be performed as a result of this procurement. The Environmental Services Consultant (also referred to as Service Provider) shall include all necessary details of work to ensure the final report is factual and un-ambiguous or speculative. Reports shall be complete and comprehensive in non-technical terms where practical.

2. PURPOSE OF THIS RFQ/RFP

This RFQ/RFP is issued to identify and contract with several qualified Environmental Services Consultants to provide any of a range of services, related to existing or new California Court facilities.

The requested typical list of services includes ESA Phase I, ESA Phase II and site clean up Phase III; lead-based paint and /or asbestos and /or mold testing, abatement plans and specifications, abatement project oversight, post abatement confirmation testing and reporting; soil, groundwater and indoor air quality testing and reporting to evaluate human health risk related to chemical contamination in any or all mediums; design and implementation of hazardous chemicals and hazardous waste management program in compliance with Local (CUPA), State and Federal Agencies; underground storage tank (UST) and aboveground storage tank (AST) management program in compliance with CUPA, State and Federal Regulations; facility equipment permits, plans, training, and safety compliance surveys, audits, permit maintenance support; and California Environmental Quality Act (CEQA) compliance documentation such as Initial Study, Negative Declaration, Mitigated Negative Declaration, Environmental Impact Report, Public Outreach and Public Participation Meeting Package and Formal response to questions on behalf of AOC as a lead agency and regulatory permit compliance documentation for CEQA for Court real property transfers, transactions and/or construction within the State of California.

The proposal in response to this RFQ/RFP should indicate which services your company is qualified to perform and proposes to perform. If any or all of your services have geographic or other limitations, these limitations should be clearly described. The AOC may select, based on the responses to this RFQ/RFP, service providers qualified to provide specific portions or all of the scope of services described below. Service providers may be selected from different geographical areas of the State in order to ensure prompt completion of assignments.

The AOC does not guarantee the amount or duration of work or number of Work authorizations that may be given to service providers awarded contracts. Work assignments will be given to particular service providers based solely upon the AOC's needs.

3. STANDARDS APPLICABLE TO THE PROVISION OF THE SERVICES

3.1 All work shall be performed in a safe manner and in accordance with Cal-OSHA guidelines.

3.2 When performing work at an AOC designated site the Service Provider shall initiate, maintain and supervise all safety precautions and programs in connection with the performance of the Work.

The Service Provider shall take precautions for safety and provide protection to prevent damage, injury or loss to:

- a. Employees working under the Contract and other persons who may be affected by the Service Provider's work;
- b. The buildings, materials and land on which Work is being performed that is under care, custody or control of the Service Provider or the Service Provider's Sub-Service Providers or Sub-Sub-Service Providers; and
- c. Other property at the Project site, or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities, except as otherwise noted or specified.

3.3 The Service Provider shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the safety of persons or property, or their protection from damage, injury or loss.

3.4 The Service Provider shall erect and maintain, as required by existing conditions and performance of the Contract, safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notification of the State, other owners or users of adjacent sites and utilities.

3.5 The Service Provider shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities regarding the collection, storage and disposal of hazardous materials or equipment necessary for execution of Work.

3.6 The Service Provider shall exercise extreme care in carrying out any Work which involves explosives or other dangerous methods of performing the Work, and shall use properly qualified individuals or entities to carry out the performance of the Work in a safe manner so as to reduce the risk of personal injury or property damage.

3.7 The Service Provider shall designate a responsible member of the Service Provider's organization who is at the site where the Work is being performed, to be the person responsible for the prevention of accidents and the monitoring of the safety of the Work.

- 3.8 The Service Provider shall not permit any part of the buildings, materials and land on which Work is being performed to be loaded so as to endanger its safety.
- 3.9 When conditions of the Work, in the judgment of the State, present unreasonable risk of injury or death to persons or property damage, the State, may direct the Service Provider, to stop the Work and to close down the Work and not commence work again until all dangerous conditions are eliminated.
- 3.10 Maps, plats, reports, recommendations, descriptions and related documents shall be prepared and reviewed by or under the direct supervision of registered professional staff which is currently licensed in the State of California by the Board for Professional Engineers; a Department of Toxic Substances Control (DTSC) certified Registered Environmental Assessor II (REA); a Department of Health Services (DHS) certified Project Monitor or Project Designer on staff; a Certified Asbestos Consultant (CAC) on staff; a Certified Industrial Hygienist (CIH) on staff; or equivalent in professional standard within the field of responsible activity. Certified professionals shall sign all final reports and recommendations.
- 3.11 Final documents shall include a certification stating that “the review and approval of work was done under supervision of a registered Professional staff who is currently licensed in the State of California” by the Board for Professional Engineers or equivalent in professional standards, and must be signed and sealed by the Registered Environmental Professional in California responsible for the quality. Rubber stamps of signatures are not acceptable. Rubber stamps of seals are acceptable. The certification may be in any form desired but shall contain the original signed statement at a minimum.
- 3.12 **CODES AND STANDARDS**

Work performed under the contract to be awarded shall meet all the applicable requirements of the following:

REA (Registered Environmental Assessor Program)
ACSM (American Congress on Surveying and Mapping, 1999)
CAL OSHA (California Occupational Safety & Health Administration)
DCA (California Department of Consumer Affairs)
RG (registered Geologist)
FEMA (Federal Emergency Management Agency)
PE (Professional Engineer)
GPS (Global Positioning System)
C.HG (certified Hydro Geologist)
ASTM (American standards Test Method)
CAL H & S (California Health & Safety code)
CFR (Code of Federal Regulation)
CCR (California Code of Regulations)
SHPO State historic preservation Office.

4. SCOPE OF WORK

Service Provider shall furnish without limitation all necessary labor, material, hardware, software, tools and equipment to complete the work as described in this document, and the proposed scope of services. The intent here is to give a brief description of work that needs to be done and not all the details of how it will be done. Service Provider will use available codes, standards, and technology to provide the service to the standard level of professional care.

This scope of Environmental Services work includes, but is not limited to the following in connection with the specified Property address and/or parcel(s):

- 4.1. Conduct at site, on-premises observation to identify issues related to environmental concerns respective of the facility occupancy.
- 4.2. Conduct environmental due diligence for real property transfers.
- 4.3. Carry out ESA Phase I site visit and investigations, in compliance with current regulations, codes and practices, providing detailed reports of findings and any subsequent recommendations.
- 4.4. Carry out ESA Phase II environmental on site inspections and field investigation (for any or all medium (air, water, soil, and groundwater)) to provide detailed reports and recommendations based on facility's present or past occupancy and use, and in compliance with current codes, standards and practices.
- 4.5. Assist in selection of contractors and subcontractors to conduct environmental work. (Hazardous materials/Hazardous waste management, Air/Soil/Water/Groundwater monitoring and clean up, Underground Storage Tank/Aboveground Storage Tank management and reporting, storm water management plan and report, Spill Protection and Prevention Plan and report, Emergency Response and CEQA and NEPA related documentation preparation and submission, worker's health and safety assessment and reporting, injury and illness plans and reports preparation and updates.)
- 4.6. Oversee field remedial clean-up activities.
- 4.7. Prepare notification, documentation and responses for CEQA initial study, public notice, Negative Declaration, and Environmental Impact Report.
- 4.8. Prepare regulatory compliance permit and plans as specified by the implementing agency for the equipment and materials that are available on site for Court operation. (eg. HVAC equipment, boiler, back up generator, UST or AST, elevators, pressure vessels, potable water, SPPP, Hazmat Business plan).
- 4.9. Provide review and recommendations of the reports, documentation and work outputs that are originated by other consultants and contractors.
- 4.10. Provide initial draft report for AOC's review, comments and input, prior to delivery of the final report to AOC.
- 4.11. The final report shall have certification with an original signature with a statement of oversight from a state certified professional.
- 4.12. Final report delivery shall contain two paper bound copies with one electronic copy. Electronic copy shall include any and all source data for the reports in commercially available widely used platform (such as PC based Microsoft Office product). Report format may be specified by AOC for consistency and ease of reference.
- 4.13. Prepare surveys and reports for asbestos-containing material (ACM), lead-based paint (LBP), and Polychlorinated Biphenyls (PCBs) identification and abatement when requested.
- 4.14. Represent AOC's interest in meetings with environmental regulatory agencies and others as requested.

- 4.15. Service Provider shall coordinate work with the AOC representative or designee and will keep Project Manager informed of all the current activities. Service Provider shall minimize disturbance to the users of the premises.
- 4.16. All work shall be performed in a safe manner and in accordance with Cal-OSHA (CCR Title 8) regulations.
- 4.17. Contractor may be required to review and provide response/recommendations about the environmental reports, documentation and work outputs that are originated by other environmental services consultants, contractors or regulatory agencies.
- 4.18. Contractor will oversee abatement and remedial activities at court owned or operated facility, and assist in selection of contractors and subcontractors in conducting environmental investigation work related to indoor air sampling and monitoring, soil, water and groundwater sampling and analysis. Based on their assessment and site survey results the Contractor shall provide a written report with recommendations for the need of further investigation or action.
- 4.19. Contractor shall perform a wide variety of disciplined work, including obtaining environmental permits, ensuring regulatory compliance, implementation of environmental policies and procedures, and development of documents required for CEQA compliance.
- 4.20. Contractor shall in addition, perform any other services described in the Statement of Work provided in the Legal Document (see Exhibit D of Legal Document) provided with this RFP

Some Service Providers may qualify to perform all services and tasks, using their own staff; others may conduct portions of work in-house and other portions via sub contracts. Other Service Providers may partner with similar or complimentary Service Providers to cover the full range of services requested. Service Providers should only respond to this RFQ/RFP for the services for which they are qualified to provide or supervise and manage through subcontracts.

5. CERTIFICATION

Maps, plats, reports, recommendations, descriptions and related documents shall be prepared and reviewed by or under the direct supervision of registered professional staff which is currently licensed in the State of California by the Board for Professional Engineers; a Department of Toxic Substances Control (DTSC) certified Registered Environmental Assessor II (REA); a Department of Health Services (DHS) certified Project Monitor or Project Designer on staff; a Certified Asbestos Consultant (CAC) on staff; a Certified Industrial Hygienist (CIH) on staff; or equivalent in professional standard within the field of responsible activity. Certified professionals shall sign all final reports and recommendations.

Final documents shall include a certification stating that “the review and approval of work was done under supervision of a registered Professional staff who is currently licensed in the State of California” by the Board for Professional Engineers or equivalent in professional standards, and must be signed and sealed by the Registered Environmental Professional in California responsible for the quality. Rubber stamps of signatures are not acceptable. Rubber stamps of seals are acceptable. The certification may be in any form desired but shall contain the original signed statement at a minimum.

6. SELECTION PROCESS

- 6.1. Responsive submittals must contain all of the information required in part 9.5 of this RFQ/RFP.

- 6.2. An evaluation panel of AOC OCCM staff will review the submitted as specified in part 7 of this RFQ/RFP below. As part of this process, the AOC may contact previous clients of the prospective Service Provider. After this initial evaluation of the proposals, a short-list of six to eight qualified firms will be established based on the rankings of the proposals.
- 6.3. AOC OCCM will, via a website posting notify all proposers short-listed for possible award of contracts and set the times for interviews.
- 6.4. Following the interviews, the AOC will adjust its rankings of the short listed proposers to determine the final rank of the proposals and the firms to be awarded contracts.
- 6.5. If in the opinion of the AOC, a satisfactory contractual agreement can not be reached between the AOC and the first selected service provider(s), the AOC reserves the right to substitute another qualified service provider.
- 6.6. Successful service providers selected for project assignments under this RFQ/RFP will not be precluded from consideration nor given special status in any succeeding RFQs or RFPs for environmental services, issued by the AOC.

7. EVALUATION OF PROPOSALS

The AOC OCCM, will evaluate the prospective vendor's proposals using the following criteria, to be weighted as indicated:

Percentage Criteria for RFQs short listing

- 20% - Amount of experience similar to that required in this RFQ/RFP during the past five (5) years in providing services for government, institutions and corporations.
- 20% - Demonstrated record of providing high quality, accurate and timely delivery of goods and services; well-established, documented and effective quality control program.
- 15% - Budgeted cost information with detailed cost analysis on typical work proposal that includes Estimated cost of sub contractors and scope of their work, clear statement of assumptions or exclusions, contingency cost (See Attachment D).
- 10% - Geographic area of coverage, number of branch offices and geographic locations of the service provider and its designated subcontractors in the State of California.
- 10% - Demonstrated capacity to handle projects similar to those that will be required by this RFQ/RFP in a timely matter.
- 10% - Qualifications and experience of the project team members the prospective vendor agrees will be assigned to work if a contract is awarded.
- 5% - Qualifications and experience of the sub-contactors who will be assigned to work on all aspects of the work, (i.e. CEQA, phase I, II and III or IH work).
- 5% - Prospective vendor's reputation with regards to its coordination of work with partners, subcontractors and customers, for minimum interference with customer's daily business activities.
- 5% - Accreditations of the laboratories the prospective vendor will partner with in the provision of the services.

RIGHTS

7.1. The AOC reserves the right to reject any and all RFQs/RFPs in whole or in part, as well as the right to issue similar RFQ/RFPs in the future. This RFQ/RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the associated RFQ/RFP. One copy of a submittal will be retained for official files.

8. PARTICIPATING IN THE PROPOSAL PROCESS:

8.1. A pre-proposal teleconference to explain the RFQ/RFP and answer general questions will be held on the date and time, and using the conference number provided in the RFQ/RFP Schedule. Participation is encouraged but not mandatory.

8.2. Interested Service Providers are asked to submit written questions on or before the date and time specified in the RFQ/RFP schedule, using the Questions Form provided in this RFQ/P, to the e-mail address specified in the schedule.

8.3. The AOC will post written responses to the questions on its website on the date specified in the RFQ/RFP Schedule

8.4. Prospective vendors who intend to submit a proposal are required to declare their intention to participate by submitting an e-mail with the following information to the e-mail address given in the RFQ/RFP Schedule on or before the date and time required in the schedule:

Name and Address of Your Firm

Designated Contact Person for this RFQ/RFP, including name, phone, fax and e-mail address.

8.5. Submit your Proposal to the address specified in the RFQ/RFP Schedule, on or before the date and time required. Submittals should be sent by registered mail, certified mail, express delivery service, or by hand delivery. Incomplete submittals and/or submittals received after the deadline will be rejected without review.

Proposals shall include all of the following:

Written Submittal: Submit 4 written copies of your submittal, in accordance with the requirements of Attachment A

Written Submittal Attachment C: Submit 4 written copies of the completed Attachment C.

Written Submittal Attachment D: Submit 4 written copies of the completed Attachment D

Submit 1 CD or flashdrive with (1) Attachment D posted as a single MS Word format file, and (2) with your Submittal in response to Attachment A and your completed Attachments C and D, all posted as a single PDF file.

Submit one written and signed Vendor Data Form, a copy of which can be found in the website posting of this RFQ/RFP. On the Vendor Data Form, indicate the exact legal name under which you propose to contract with the AOC.

Note that DVBE documentation is not submitted with your proposal, but is to be submitted only if the Service Provider is selected for services (see Section 11).

Responsive proposals should provide straightforward, concise information that satisfies the requirements noted above. Expensive bindings, color displays, and the like are not necessary. Emphasis should be placed on brevity, conformity to instructions, requirements of this RFQ/RFP, as well as the completeness and clarity of content.

9. PROPOSED CONTRACT TERMS

The AOC intends to contract with the Service Provider using a master agreement that establishes the overall scope of the services to be provided, the obligations of the parties, and the prices and fees to be charged. Each assignment will be authorized under the master agreement in a signed work authorization. Each such work authorization will include details about the nature of the particular assignment or assignments the service provider will perform for the AOC, the timeline(s) for the assignment(s), reporting guidelines, and other information, as well as a firm-fixed or not-to-exceed time and materials fee for services authorized.

The master agreement that shall be used is provided as a separate document in the website posting of this RFQ/P. The term of the Agreement will begin in May, 2008 and will expire upon May 15, 2012.

The AOC reserves the right to modify or update the standard agreement in whole or in part at any time up to the signing of the agreement.

11.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBE's). The AOC is subject to this participation goal. Upon selection of a Consultant for the project assignment under this RFQ, the AOC will require that the selected Consultant demonstrate DVBE compliance and complete a DVBE Compliance Form. If it would be impossible for the selected Consultant to comply, explanation of why and demonstration of written evidence of a "good faith effort" to achieve participation would be required. Information about DVBE resources can be found on the Executive Branch's internal website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

10. ADMINISTRATIVE RULES

Incorporated in this RFQ, and attached as Attachment B, is a document entitled "Administrative Rules Governing Requests for Qualifications. Prospective consultants shall follow these rules in preparation and submittal of their proposal. By virtue of submission of a written proposal, the prospective vendor agrees to be bound by these administrative rules.

11. CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts policy is to follow the intent of the California Public Records Act (PRA). If a prospective Consultant's proposal or SOQ contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a prospective Consultant is unsure if its confidential and/or

proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its proposal or SOQ.

ATTACHMENT A
Submittal Content

Firms shall address the following items in their written submittal. Each submittal shall contain the following information in the order as set forth below. Response to the criteria below may be no longer than 15 pages total. Any cover letters, additional materials, and required Attachments listed below will not be counted in this total. However, please limit additional materials to no more than 5 pages.

1. Summary of Firm and Key Staff Members. Describe your firm's history, resources, and capabilities. Indicate key personnel that you will agree to commit to AOC projects if awarded a contract, including name and qualifications of the proposed qualified Project Designer or Monitor, Certified Professional Engineer, Certified REA I and II, Certified Geologist or Hydrologist, Certified Asbestos Consultant, and Certified Industrial Hygienist, with their past project experience and qualifications in the areas of service described above. Indicate applicable licenses, credentials, and professional training held by the firm principal(s) and key personnel including certifications from California Dept. of Consumer Affairs, Cal-OSHA and the State Department of Health Services (DHS). Respondent agrees that key personnel shall not be substituted without prior written approval by the AOC. List of office locations for statewide coverage.
2. Project Experience. Identify and describe at least five environmental projects included in the firm's experience: location, building use, structure type, total environmental abatement project cost, accuracy of cost estimating, and the detailed nature of the firm's services relating to these projects. Indicate any specialty of your firm or team. Indicate environmental service experience with occupied institutional or commercial renovation. Recent projects shall be considered more relevant than those five years or more ago and should reflect those projects that have been tested, planned, designed, and monitored by currently active members of the firm.
3. CEQA Experience. Identify and describe at least three CEQA projects related to construction of office-type buildings of at least 50,000 SF in urban areas included in the firm's experience: location; building use and structure type; methods, CEQA significance standards, and mitigation measures for traffic/transportation and parking analyses, air quality analyses, noise analyses, aesthetic resources, and cultural resources; total CEQA cost and accuracy of cost estimating; and the detailed nature of the firm's services relating to these projects. Indicate any specialty of your firm or team. Emphasize recent projects as much as possible.
4. Experience with Governmental Agencies and Regulations. If your firm has worked for Federal or State entities in the last 5 years, describe up to 3 projects, the project size and details of your firm's familiarity and past experience in working with the Federal, State or local governmental agencies (if any). Indicate your familiarity and understanding of Federal, State (EPA, Cal-OSHA, Department of Health Services (DHS)), AOC and local regulations and guidelines related to pre-and post abatement testing; monitoring and reporting, and hazardous materials and hazardous waste handling and disposal. Describe your experience in preparing plans, permits and documentations for regulatory compliance.
5. Technical and Design Approach. Describe the methods used by your firm to ensure accuracy and coordination of test reports, plans, inspections, abatement methodologies and decisions, specifications writing, and post-abatement clearance inspection and testing. Indicate your approach to project design, management, use of computers, and abatement monitoring. Attach one example (up to 5 pages) of past work, which may be selected from assessment reports, test reports, abatement recommendations (i.e. the "executive summary"), specifications, or other relevant data. QA/QC procedure for accuracy and accountability of work quality and service.

6. References. Submit a list of at least five references, including firm name, contact person's name, address, phone number, relevant project, and project location. Supplementary letters of recommendation are allowed but do not take the place of this requirement.

ATTACHMENT B
Administrative Rules Governing Requests For Proposals

1. General.

- 1.1. This solicitation document, the evaluation of proposals, and the award of any contract shall conform with current competitive bidding procedures as they relate to the procurement of goods and services. A vendor's proposal is an irrevocable offer for 30 days following the deadline for its submission.
- 1.2. 2. In addition to explaining the Administrative Office of the Courts' (AOC's) requirements, the solicitation document includes instructions, which prescribe the format and content of proposals.

2. Errors in the Solicitation Document.

- 2.1. If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the AOC with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the AOC may modify the solicitation document prior to the date fixed for submission of proposals by issuing an addendum to all vendors to whom the solicitation document was sent.
- 2.2. If prior to the date fixed for submission of proposals, a vendor submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the AOC of the error, the vendor shall bid at its own risk, and if the vendor is awarded the contract, it shall not be entitled to additional compensation or time by reason of the error or the later correction of the error.

3. Questions Regarding the Solicitation Document.

- 3.1. If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the vendor must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified.
- 3.2. If a vendor submitting a proposal believes that one or more of the solicitation document's requirements is onerous or unfair, or that it unnecessarily precludes less costly or alternative solutions, the vendor may submit a written request that the solicitation document be changed. The request must set forth the recommended change and vendor's reasons for proposing the change. Any such request must be submitted to Pradip Desai at the AOC.

4. Addenda.

- 4.1. The AOC may modify the solicitation document prior to the date fixed for submission of proposals by faxing an addendum to the vendors to whom the solicitation document was sent. If any vendor determines that an addendum unnecessarily restricts its ability to bid, it must notify Pradip Desai at the AOC no later than one day following the receipt of the addendum.

5. Withdrawal and Resubmission/Modification of Proposals.

- 5.1. A vendor may withdraw its proposal at any time prior to the deadline for submitting proposals by notifying the AOC in writing of its withdrawal. The notice must be signed by the vendor. The vendor may thereafter submit a new or modified proposal, provided that it is received at the AOC no later than the proposal due date and time listed on the cover letter of this RFQ. Modifications offered in any other manner, oral or written, will not be considered. Proposals cannot be changed or withdrawn after the proposal due date and time listed on the cover letter of this RFQ.

6. Evaluation Process.

- 6.1. An evaluation team will review in detail all proposals that are received to determine the extent to which they comply with solicitation document requirements.
- 6.2. If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.
- 6.3. Proposals that contain false or misleading statements may be rejected if in the AOC's opinion the information was intended to mislead the state regarding a requirement of the solicitation document.
- 6.4. Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.
- 6.5. During the evaluation process, the AOC may require a vendor's representative to answer questions with regard to the vendor's proposal. Failure of a vendor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

7. Rejection of Bids.

- 7.1. The AOC may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The AOC's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a vendor from full compliance with solicitation document specifications. The AOC reserves the right to accept or reject any or all of the items in the proposal, to award the contract in whole or in part and/or negotiate any or all items with individual vendors if it is deemed in the AOC's best interest. Moreover, the AOC reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or against the best interest of the State of California.

8. Award of Contract.

- 8.1. Award of contract, if made, will be in accordance with the solicitation document to a responsible vendor submitting a proposal compliant with all the requirements of the solicitation document and any addenda thereto, except for such immaterial defects as may be waived by the AOC.
- 8.2. The AOC reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.

9. Decision.

9.1. Questions regarding the AOC's award of any business on the basis of proposals submitted in response to this solicitation document, or on any related matter, should be addressed to Nadine McFadden, who will forward the questions to a Contracting Officer.

10. Execution of Contracts.

10.1. The AOC will make a reasonable effort to execute any contract based on this solicitation document within 30 days of selecting a proposal that best meets its requirements. However, exceptions taken by a vendor may delay execution of a contract

10.2. A vendor submitting a proposal must be prepared to use a standard state contract form rather than its own contract form.

11. Protest Procedure.

11.1. The AOC intends to be completely open and fair to all vendors in selecting the best possible system within budgetary and other constraints described in the solicitation document. In applying evaluation criteria and making the selection, members of the evaluation team will exercise their best judgment.

11.2. A vendor submitting a proposal may protest the award if it meets all the following conditions:

11.2.1. The vendor has submitted a proposal, which it believes to be responsive to solicitation document;

11.2.2. The vendor believes that its proposal meets the AOC's administrative requirements and technical requirements, proposes items of proven quality and performance, and offers a competitive cost to the State of California; and

11.2.3. The vendor believes that the AOC has incorrectly selected another vendor submitting a proposal for an award.

11.3. A vendor submitting a proposal who is qualified to protest should contact Nadine McFadden at the AOC at the address given below who will forward the protest to a Contracting Officer.

Nadine McFadden
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3660
415-865-4253

11.4. If the Contracting Officer is unable to resolve the protest to the vendor's satisfaction, the vendor should file a written protest within five working days of the contract award notification. The written protest must state the facts surrounding the issue and the reasons the vendor believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

Grant Walker
Business Services Manager
Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3660

A receipt should be requested for hand-delivered material.

12. News Releases. News releases pertaining to the award of a contract may not be made without prior written approval of the Business Services Manager of the AOC.
13. Disposition of Materials. All materials submitted in response to this solicitation document will become the property of the State of California and will be returned only at the AOC's option and at the expense of the vendor submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. Any material that a vendor considers as confidential but does not meet the disclosure exemption requirements of the California Public Records Act should not be included in the vendor's proposal as it may be made available to the public.
14. Payment.
 - 14.1. Payment terms will be specified in any agreement that may ensue as a result of this solicitation document.
 - 14.2. **THE STATE DOES NOT MAKE ANY ADVANCE PAYMENT FOR SERVICES.** Payment is normally made based upon completion of tasks as provide in the agreement between the AOC and the selected vendor. The AOC may withhold ten percent of each invoice until receipt and acceptance of the final product. The amount of the withhold may depend upon the length of the project and the payment schedule provide in the agreement between the AOC and the selected vendor.

ATTACHMENT C

This Form Must Be Submitted in Electronic Format as Separate File

Name of Firm..... _____

Telephone & Fax Numbers..... _____

Name of Parent Company (if any)..... _____

Former Parent Company Name (if any) .. _____

Years in Environmental Business..... _____

Name of Individual and e-mail address where contracts shall be submitted _____

Hourly Fee Rates for all staff positions you intend to employ in the provision of services under the contract resulting from this proposal. (List by position title and NOT by employee name - Examples: Program Director, Program Manager, Env. Attorney, GIS/CADD Supt., Senior Eng./Scientist, Jr. Eng./Scientist, and Others (list). Hourly rate = Total hourly amount to be charged to the AOC. Include, in a single table, the actual rates for that shall apply through June 30, 2009. Rates are subject to change on an annual basis beginning July, 2009, but only in accordance with the provisions of the Legal Agreement included with this RFP.

Hourly Fee Rates for all Subcontractor staff for all Subcontractors you expect to employ in the provision of services under the contract resulting from this proposal. (List by position title and NOT by employee name). Hourly rate = Total hourly amount to be charged to the AOC (no administrative charges in the form of uppages allowed) Include, in a single table, the actual rates that shall apply through June 30, 2009. Rates are subject to change on an annual basis beginning July, 2009, but only in accordance with the provisions of the Legal Agreement included with this RFP.

(Firm Fixed Prices or formulas for any Laboratory service fees you intend to employ in the provision of services under the contract resulting from this proposal. Provide the fully burdened prices charged to the AOC (no administrative charges in the form of uppages allowed) Include, in a single table, the actual prices that shall apply through June 30, 2009. Rates are subject to change on an annual basis beginning July, 2009, but only in accordance with the provisions of the Legal Agreement included with this RFP.

Names of 2 Principals to Contact (please provide contact numbers, emails) 1. _____
2. _____

Present Offices: (City/State/Telephone No.) _____

No. of personnel in each office..... _____

Summary of Professional Services Fees for Environmental Services Work your firm has received in the last 5 years.....	2006	Commercial Work	Federal & State Contract work
	2005		
	2004		
	2003		
	2002		
.....Totals:	\$		
.....	\$		

**The following data pertaining to the 5 Projects you described in your written submittal
(see Attachment A, parts 2 and 3)**

Project Name & Location	Owner's Name & Address	Total Cost of Work	Completion Date

TYPICAL WORK PROPOSAL REQUEST FORM

AOC would like to invite your proposal for conducting the Environmental Phase I study for the facility(ies) in **MODOC** County. Our list of requested services is described in the following Part 1 and Part 2, of this form. Please complete and sign Part 3 of this form, providing detailed not to exceed cost estimates in accordance with the items described in RFQ/RFP.

Please refer to this project number for all communications related to this request - AOC Reference Number: **RFP**.

Date: _____, 2007.

PART 1: GENERAL INFORMATION

(To be completed by the AOC)

Property Common Name:

1) ABC Courthouse

Type of Property: Building Court Facilities Property; yes Other ____.

Type of Transaction: Title Transfer; Responsibility Transfer; Deferred Title Transfer; Leasehold

Property Addresses:

1) ABC Courthouse, Modoc County, CA

Legal Description: Attach legal description: x NO

Assessor's Parcel Number (APN): _____Not Known_____

Additional Properties included in this work proposal: YES NO. (If yes, see attached list.)

SPECIAL INSTRUCTIONS:

- 1) The point of contact at AOC for further information is Pradip Desai
- 2) Facility contact **Mr.**
- 3) Contractor to provide actual work schedule to AOC, prior to starting the project.

PART 2: REQUESTED SERVICES

(To be completed by the AOC)

1.	<input type="checkbox"/> General Consulting Support
1.1	<input type="checkbox"/> Coordinate activities for this Work Authorization with AOC and Court facilities.

1.2	
1.3	
1.4	
1.5	
1.6	
2.	<input type="checkbox"/> Negotiations Support – Not Applicable
2.1	<input type="checkbox"/>
2.2	
2.3	
2.4	
2.5	
3.	<input type="checkbox"/> Due Diligence
3.1	<input type="checkbox"/> Provide and/or coordinate performance of due diligence related to specific transactions, including Environmental Phase I site assessments, and other related due diligence documents. Contractor shall provide one DRAFT Phase I reports (paper copy) plus one electronic copy, for AOC’s comments and then submit a one paper and one electronic copies of revised FINAL DRAFT reports within 30 days from AOC’s comments.
	<input type="checkbox"/> Provide compliance characterization and remedial activities for asbestos, lead based paint surveys, mold, PCBs, florescent light bulbs, underground vaults and storage tanks, radon gas and other hazardous materials.
	<input type="checkbox"/> Conduct site walkthrough to verify the property boundaries and historic use of the facility.
3.2	<input type="checkbox"/> Review and examine reports from other contractors for adequacy and conclusions.
	<input type="checkbox"/>
3.3	

3.4 3.5	
4. 4.1 4.2 4.3 4.4	<input type="checkbox"/> Operations and Management Support <input type="checkbox"/> Provide environmental and health safety & compliance support. <input type="checkbox"/> Review existing permits and operations of the facility to assess the actual or potential impact to the transfer. <input type="checkbox"/>

<p>5.</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><input type="checkbox"/> Transactional Support – Not Applicable.</p> <p><input type="checkbox"/></p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p>California Environmental Quality Act (CEQA) Compliance Support</p> <p><input type="checkbox"/> Perform all research, reviews of related studies, and analyses for evaluation of issues needed to complete a CEQA mitigated negative declaration (MND) or negative declaration (ND).</p> <p><input type="checkbox"/> Prepare a final draft of the Draft Initial Study and MND (or ND) for the proposed project. Provide 50 printed copies of the CEQA document and 50 CDs with Adobe Acrobat copies of the document.</p> <p><input type="checkbox"/> Distribute the CEQA document to stakeholders and publish the Notice of Intent/Notice of Public Review for one week in the largest newspaper in the project area.</p> <p><input type="checkbox"/> Attend a CEQA public meeting and prepare a summary or minutes of the public meeting.</p> <p><input type="checkbox"/> Prepare responses to all public and agency comments on the CEQA document for AOC review.</p> <p><input type="checkbox"/> Prepare a final draft of the Final Initial Study and MND (or ND) for the proposed project. Provide five printed copies of the CEQA document and a CD with Microsoft Word and Adobe Acrobat copies of the document to the AOC.</p> <p><input type="checkbox"/> Prepare the CEQA administrative record and deliver the final draft of the administrative record in Microsoft Word or Adobe Acrobat format to the AOC.</p> <p><input type="checkbox"/> Provide necessary services to obtain any needed permits and approvals from all applicable State of California and federal environmental regulatory agencies for the proposed project.</p> <p><input type="checkbox"/> Other</p>

REQUESTED BY: _____ Pradip Desai _____
 [Signature of AOC Requester]

PRINTED NAME: _____ Pradip Desai _____

TITLE: _____ Environmental Analyst _____

DATE: _____ November 3, 2007 _____

Phone: _____ (818) xxx-xxxx _____ Fax: _____ (818) xxx-xxxx _____

E-mail address: _____

PART 3: CONTRACTOR'S PROPOSAL
(To be completed by Contractor and returned to AOC)

		Rate		
1.	<input type="checkbox"/> General Consulting Support			
1.1	<input type="checkbox"/> Interact and strategize with the AOC Project Team for purpose of:			
	a. Providing support for and development of real property transfer strategies and procedures for implementing the strategies;			
	b. Providing support for review/development of Memoranda of Understanding (MOUs) between the AOC and counties; and			
1.2	c. Develop standard templates for environmental due diligence reporting, property condition assessment reporting, etc.			
1.3	<input type="checkbox"/> Attend internal AOC planning/mgmt meetings. Contractor shall provide up to ten 4-hour meetings in San Francisco or other Northern California locations.			
1.4	<input type="checkbox"/> Attend project meetings with the AOC and other AOC contractors to coordinate activities. The Contractor shall provide up to ten 4-hour meetings in Los Angeles area or other Southern California locations.			
1.5	<input type="checkbox"/> Coordinate technical activities for this Work Authorization with other AOC activities at Court facilities.			
1.6	<input type="checkbox"/> Provide assistance, guidance, and review of overall policy development with help of AOC's extended transfer team members.			
	<input type="checkbox"/> Other (please describe)			
2.	<input type="checkbox"/> Negotiations Support	Rate	Est. Hrs.	Amount
2.1	<input type="checkbox"/> In conjunction with AOC's legal and business staff, review and provide input on draft documents, agreements and other documents, to assist in transfer process. Contractor shall provide such support.			
2.2	<input type="checkbox"/> Participate in negotiation meeting upon request of AOC, including pre-meeting conference calls and post-negotiation meetings, either at site or by phone. Contractor shall provide participation by one or more key professional staff members as defined in Exhibit B of Master Agreement in negotiation meetings at sites where environmental issues are involved.			
2.3	<input type="checkbox"/> Participate in internal AOC meetings, along with other AOC contractors, to discuss Court requirements and resulting strategy. Contractor will provide such support at facilities, with no travel, as meetings are in San Francisco or by conference call.			
2.4				

2.5	<input type="checkbox"/> Provide support to AOC by providing data, technical presentations, training, or special technical experts to discuss environmental issues affecting sites. <input type="checkbox"/> Other (please describe)			
3. 3.1 3.2 3.3 3.4 3.5	<input type="checkbox"/> Due Diligence <input type="checkbox"/> Provide and/or coordinate performance of due diligence related to specific transactions, including Environmental Phase I and Phase II site assessments, property condition assessments, property site survey, review of encumbrances and other title documents, and other related due diligence documents. Contractor shall provide Phase I site assessments and Property Condition Assessments (PCAs) at all sites. (PCA is to assist AOC in determining current condition of property to account for maintenance and repairs cost of building and equipment.) Contractor shall provide Phase II sampling Work at sites to include eight (8) soil samples at surface and at depth analyzed for volatile organic compounds (VOC), semi-volatile organic compounds (SVOC), pesticides, Poly Chlorinated Biphenyls (PCBs), metals, hexavalent chromium, TPH as gas, diesel, and motor oil. Contractor shall combine Phase I and Phase II results in one (1) report. <input type="checkbox"/> Provide compliance characterization and remedial activities for asbestos, lead based paint surveys, mold, PCBs, florescent light bulbs, underground vaults and storage tanks, radon gas and other hazardous materials. As actual costs cannot be estimated at this time due to lack of site specifics, the Contractor shall provide a level-of-effort for initial site reconnaissance and inspection/sampling. <input type="checkbox"/> Conduct site surveys to determine the property boundaries and verification of historic use of the facility. <input type="checkbox"/> Review and examine reports from other AOC contractors for adequacy and conclusions. <input type="checkbox"/> Other (please describe)	Rate	Est. Hrs.	Amount
4. 4.1 4.2	<input type="checkbox"/> Operations and Management Support <input type="checkbox"/> Provide environmental and health safety & compliance support. As actual costs cannot be estimated at this time due to lack of site specifics, the Contractor shall provide a level-of-effort of sixteen (16) hours per facility, with no travel. <input type="checkbox"/> Review of existing or development of new facility management operations policies and procedures including but not limited to spill prevention control and countermeasure plans, lead based paint (LBP)	Rate	Est. Hrs.	Amount

4.3	<p>management plans, asbestos management plans, Poly Chlorinated Biphenyl (PCB) abatement plan, and other facility operating and maintenance plans, which may impact the environment. As actual costs cannot be estimated at this time due to lack of site specifics, the Contractor shall provide a level-of-effort of twenty (20) hours per facility with no travel.</p>			
4.4	<p><input type="checkbox"/> Review existing permits and operations of the facility to access the actual or potential impact to the transfer. The Contractor shall provide a level-of-effort of eight (8) hours per facility, with no travel.</p> <p><input type="checkbox"/> Other (please describe)</p>			
5.	<p><input type="checkbox"/> Transactional Support</p>			
5.1	<p><input type="checkbox"/> Provide GIS mapping and real property legal descriptions for use in the property transfer process. The Contractor shall provide a level-of-effort of thirty (30) hours per facility.</p>			
5.2	<p><input type="checkbox"/> Provide consulting services to facilitate transfer of permits. The Contractor shall provide a level-of-effort of sixteen (16) hours per/facility.</p>			
5.3	<p><input type="checkbox"/> Other (please describe)</p>			
6.	<p>California Environmental Quality Act (CEQA) Compliance Support</p>			
6.1	<p><input type="checkbox"/> Using a draft project description and project drawings provided by AOC staff, perform all research, reviews of related studies, and analyses for evaluation of issues needed to complete a CEQA mitigated negative declaration (MND) or negative declaration (ND).</p>			
6.2	<p><input type="checkbox"/> Using Appendix G of the CEQA Guidelines, prepare an administrative review draft of a Draft Initial Study and MND (or ND) for the proposed project and forward a copy of the administrative draft in Microsoft Word format to the AOC. After receiving review comments from the AOC and an AOC-prepared Notice of Intent/Notice of Public Review, prepare a final draft of the Draft Initial Study and MND (or ND) for the proposed project. Provide 50 printed copies of the CEQA document and 50 CDs with Adobe Acrobat copies of the document.</p>			
6.3	<p><input type="checkbox"/> After the AOC files the Draft Initial Study and MND (or ND) with the State Clearing house, use an AOC-provided mailing list to distribute the CEQA document to stakeholders and publish the Notice of</p>			

<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p>Intent/Notice of Public Review for one week in the largest newspaper in the project area (<i>Note: although the AOC recognizes that newspaper advertisement costs will vary by geographic location, the AOC suggests that the Contractor estimate a level-of-effort cost of \$2,000 for the advertisement</i>).</p> <ul style="list-style-type: none"> <input type="checkbox"/> After the AOC completes arrangements for a CEQA public meeting for the Draft Initial Study and MND (or ND), attend the public meeting and prepare a summary or minutes of the public meeting. <input type="checkbox"/> After close of the public comment period for the Draft Initial Study and MND (or ND), prepare an administrative draft of responses to all public and agency comments on the CEQA document for AOC review. <input type="checkbox"/> After receiving review comments from the AOC on the administrative draft of responses to all public and agency comments, revise the responses to comments. Revise the Initial Study and MND (or ND) to incorporate information from the revised responses to comments, any modifications of the project, a mitigation monitoring program, and any other new additional information. Prepare an administrative review draft of a Final Initial Study and MND (or ND) for the proposed project and forward a copy of the administrative draft in Microsoft Word format to the AOC. After receiving review comments from the AOC, prepare a final draft of the Final Initial Study and MND (or ND) for the proposed project. Provide five printed copies of the CEQA document and a CD with Microsoft Word and Adobe Acrobat copies of the document to the AOC. <input type="checkbox"/> Prepare the CEQA administrative record with copies of all relevant documents, studies, analyses, and communications, and deliver an administrative draft of the administrative record in Microsoft Word or Adobe Acrobat format to the AOC. After receiving the AOC's review comments, prepare a final draft of the administrative record and deliver the final draft of the administrative record in Microsoft Word or Adobe Acrobat format to the AOC. <input type="checkbox"/> Provide necessary services to obtain any needed permits and approvals from all applicable State of California and federal environmental regulatory agencies for the proposed project. <input type="checkbox"/> Other 			
Total Not to Exceed Amount:				

Time to complete: _____ (number of days following execution of Work Authorization document)

Key Personnel List:

Contractor's Project Manager: _____

Other Key Personnel (list if applicable)

CONTRACTOR:

_____ (Contractor Name)

BY: _____

[Signature of Authorized Agent of Contractor]

PRINTED NAME: _____

TITLE: _____

DATE: _____

