Help!
I can’t do this project by myself!

Site Selection

Presented by
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School Site Solutions, Inc.
### When to Hire a Consultant

**Steps in a Successful Site Acquisition and the CDE Process**

<table>
<thead>
<tr>
<th>Consultants Needed?</th>
<th>Yes</th>
<th>Maybe</th>
<th>No</th>
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</table>

**Site Viability (Evaluation of Alternatives)**
- Suitability for a school site (CDE criteria)
- Early identification of safety issues
- Costs
  
  Yes

**CDE Site Review**
- Usually at least 3 viable sites
- May identify new safety issues
  
  Maybe

**Architectural Selection (see RFQ)**
- Requires competitive selection process if State-funded
- Preliminary site layouts needed for site approval
  
  Maybe
### When to Hire a Consultant

#### Safety Studies

<table>
<thead>
<tr>
<th>DTSC Determination</th>
<th>Consultants Needed?</th>
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<tbody>
<tr>
<td>- Early identification of issues in original proposal with cost estimates (agricultural use, NOA, existing structures)</td>
<td>Yes</td>
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<tr>
<td>- Phase I ESA (up to 6 months)</td>
<td>Yes</td>
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<tr>
<td>- PEA (6 to 12 months)</td>
<td>Yes</td>
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<tr>
<td>- Removal Action (more than 12 months)</td>
<td>Yes</td>
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</tbody>
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#### Geohazards Report
(see RFP for CDE criteria)
- Seismic
- Soils
- Other hazards

### When to Hire a Consultant

#### Title 5 Requirements (CCR 14010)

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<tr>
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<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Power lines or EMF setbacks</td>
</tr>
<tr>
<td>Railroad within 1,500 feet</td>
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<tr>
<td>Traffic Noise (CEQA)</td>
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<tr>
<td>Active fault or fault trace (Geohazards)</td>
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<td>Flood or inundation area (Geohazards)</td>
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<td>AST or pipeline (Geohazards/CEQA)</td>
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<tr>
<td>Liquefaction or landslide (Geohazards)</td>
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<tr>
<td>Traffic and pedestrian safety (CEQA)</td>
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<tr>
<td>Compatible land use (CEQA)</td>
</tr>
<tr>
<td>Light, wind and air pollution (CEQA)</td>
</tr>
<tr>
<td>Restrictive easements (legal description)</td>
</tr>
<tr>
<td>Hazardous waste disposal sites (CEQA)</td>
</tr>
</tbody>
</table>
### Potential Site Costs

#### Miscellaneous Items
- Initial site investigation* $15,000
- Site Purchase Purchase Price or Appraisal
- Real Estate Commission 2-4%
- Attorney Fees (condemnation) Variable

#### DTSC Clearance
- Phase I $3,500 - $5,500
- PEA $15,000 - $30,000
- Removal Action $225,000+
- DTSC Oversight Variable

* Not included in total cost estimate

### Potential Site Costs

#### CEQA Compliance
- MND $25,000 - $50,000
- EIR $50,000 - $120,000
- Biological studies $3,000 - $10,000
- Archaeological studies $3,000 - $25,000
- Public hearing Variable
- Wetland verification and mitigation Variable

#### Other Health and Safety Studies
- Geohazards $3,500 - $5,500
- Geotechnical $10,000 - $20,000
- Pipeline Risk $5,000 - $25,000
- EMF study $5,000 - $15,000
- Aeronautics clearance (maps) $1,000
- Traffic study $10,000 - $20,000
- Others Variable
Common Problems in Site Approvals

- Delays in DTSC process and requirements
- Legal disruptions
- Studies not matching acreage totals, number of students, etc.
- Unclear findings in studies and studies not addressing all of CDE’s requirements
- Findings not located in one document – CEQA should pull them all together
- Safety studies (i.e., Pipeline/Railroad Risk Analyses) not following protocol
- Legal descriptions

CDE Written Findings

- Is not the site of a current or former hazardous waste disposal or solid waste disposal site (or unless a former solid waste disposal site which the district board has concluded that the wastes have been removed), and
- Is not a hazardous substance release site identified by the Department of Toxic Substances Control in a current list adopted pursuant to Section 25356 for removal or remedial action pursuant to Chapter 6.8 of Division 20 of the Health and Safety Code, and
- Is not a site that contains one or more pipelines, situated underground or aboveground, that carries hazardous substances, acutely hazardous materials, or hazardous wastes, unless the pipeline is a natural gas line which is used only to supply natural gas to that school or neighborhood or other nearby schools, and
- Is (or is not) within 500 feet of the edge of the closest traffic lane of a freeway or other busy traffic corridor as defined in Education Code Section 17213(d)(9) and Public Resources Code 21151.8(c)(9).
- AQMD Findings
Paying for Consultants Under the SFP

• Allowable costs under the SFP
  – Architectural services
  – Attorney fees
  – Agency fees
  – Closing escrow costs
  – Appraisal costs
  – Site survey
  – Legal description
  – Consultant costs associated with individual projects

Paying for Consultants Under the SFP

• Extra Adjustments
  – DTSC fees
  – Hazardous waste removal
  – Relocation assistance
Paying for Consultants Under the SFP

• 4% Adjustment
  – OPSC adds 4% of the purchase price of the property to the base grant to cover site studies and evaluation (2% State share, 2% local match)
  – CDE negotiated for this 4% adjustment to pay for environmental studies
    • CEQA
    • DTSC
    • Safety Studies
    • Geohazards
    • Mitigation Requirements

4% Adjustment Examples

10-acre elementary school @ $500,000/ac
Total cost $5,000,000
2% State share $100,000
2% local match $100,000
4% total $200,000

45-acre high school @ $500,000/ac
Total cost $22,500,000
2% State share $450,000
2% local match $450,000
4% total $900,000
Use of Consultants to Justify Facility Hardship

The District has a deteriorating Decile 2 middle school built in the early 1950s on an old Army base.

- Within 1,300 feet of the end of a local airport runway
- Potential DTSC issues remaining from Army base
- 16-inch, 600 psi gas transmission line on the property line within 50 feet of the buildings
- Numerous Williams improvements identified
- Minor structural deficiencies
- Potential mold and drainage problems from standing water under 6 old portables
- Gang area
- District needs to add 400 students to the existing 600 student population to handle growth in the area
- Two-lane rural roads serving the school

Use of Consultants to Justify Facility Hardship

The District has retained consultants to study the issues, propose mitigation and provide cost estimates in order to build a case to file a Facility Hardship application to relocate the school.

- Traffic Engineer to study roads for existing and future student population, including safe walking routes and bus/car drop-off
- Safety Risk Engineer to study pipeline based on CDE protocol
- Airport Specialist to study the safety of the school site related to the airport runway
- Environmental Consultant to study DTSC issues
- Cost Estimator to review Williams improvements, structural deficiencies and mitigation of other risks
Suggested Architect Interview Questions

The District would like your firm to be prepared to address the following questions:

1. How much experience does your firm have with K-12 projects? What other types of projects do you specialize in?

2. What is the relative role of each of the members of the design team? Who will be the District's primary contact?

3. How (and how often) do you plan to communicate with the District? Will you provide written reports?

4. Who are your consultants (civil, structural, mechanical and electrical engineers; landscape architect; kitchen/interior designers, etc.)?

5. What do your architectural agreements consist of?

6. What is your firm's design process?

7. How does your educational philosophy influence the way you design schools?

8. What is your firm's current workload?

9. On average, how close are your cost estimates to the actual project bids?

10. How do you handle change orders and/or problems related to the drawings?

11. Describe your relationship with the State agencies (CDE, OPSC, DSA, etc.).

12. Describe your role in the CDE Plan Approval process.

13. Describe your relationship with local agencies (city and county planners, utility companies, etc.).

14. What sets your firm apart from others?

15. What will your firm’s commitment to this project be? What level of service can the District expect from your firm?
ADVERTISEMENT

REQUEST FOR
STATEMENT OF QUALIFICATIONS/PROPOSAL
ARCHITECTURAL/ENGINEERING SERVICES

[School District]

The [School District] is requesting Statements of Qualifications (SOQs) from architectural/engineering firms for the following:

Architectural services for new building(s) and modernization of the existing school campus, including preparation of plans and specifications.

Description of District

The [School District] is a [Size] school district located in [County]. Current school enrollment is approximately [Number] students. The District has [Eligibility in State Program, including Financial Hardship status, if applicable].

Scope of Services

It is anticipated that the Design Consultant’s contractual responsibilities will include services in all of the following project phases; services may include the following:

Programming and Planning – Assist the District in determining an appropriate project Scope, Budget and Schedule.
Design Services – Preliminary planning, schematic design, design development and preparation of construction documents, including specifications and cost estimates for construction. Consultant Architect will be responsible for obtaining review and approval of plan documents through the Division of the State Architect.
Bid Services – Provide bid services, including facilitation of the pre-bid meeting, answering questions from bidders and preparing any addenda required. This project will be constructed under a public works contract.
Construction Services – Provide construction administration services including submittal review, response to requests for information, preparation of change orders, preparation of record documents, attend job-site meetings and intermittent site review to confirm that construction is in general accordance with design intent.

Proposals should include the following:

- Cover Letter/Letter of Interest
- Firm Organization, Credentials and Background
- Relevant Experience – please provide a list of the most recent projects of similar scope/size and the contact information for those clients
- Project Team – identify design team members and proposed staffing plan
- Firm Resources – provide an overview of firm resources and experience
- List of Client Satisfaction/References
Selection Process

Evaluation criteria will be based on experience working in public school construction, particularly in working with [Size or other defining characteristics] school districts. The District reserves the right to retain more than one firm as deemed to be in the best interest of the District.

Concurrent with the issuance and timeline for responding to the subject RFQ, the District will establish a selection committee for the paper screening and interview process.

Submittals

[Number] copies of the submittal package should be received by [Time] on [Date]. Submittals received after this date and time will not be accepted by the District. The District reserves the right to reject any and all proposals. Any attempt to contact members of the Governing Board may result in disqualification.

Deliver proposal to: [Contact Information]

DVBE Criteria

Consultant is advised that the District may apply for and utilize funds from the Office of Public School Construction. Accordingly, DVBE guidelines as established by the OPSC will be considered in the selection process.

Limitations

The District reserves the right to redefine its priorities, adjust budgets and modify projects as it deems necessary, and to select one or more firms to perform services. At its discretion, the District any eliminate any firm or waive any informality in the selection process.

This Request for Proposal does not commit the [School District] to award a contract or to reimburse the proposer for costs incurred in submitting this proposal. The [School District] reserves the right to reject any or all proposals received as a result of this request, to negotiate with any proposer to extend the submission deadline, or to amend or cancel in part or entirety this proposal, if it is in the best interest of the District.

__________________________________________

[School District]
[Contact]
REQUEST FOR PROPOSALS FOR ENVIRONMENTAL SERVICES

[School District]

The [School District] is requesting proposals from environmental firms for the completion of a Geological Hazards Report and Phase I Environmental Site Assessment to address all of the health and safety issues outlined by the California Department of Education (CDE) in Appendix G of their School Site Selection and Approval Guide (attached). CEQA compliance services are also needed.

Project Description

The [School District] plans to construct and operate [Type of Project] for approximately [Number] students on a [Number]-acre site located at [Street] in [City], [County], California. The site consists of Assessor’s Parcel Number [Number], zoned [Zoning]; the parcel map is attached for your reference. Surrounding land use is [Type].

[Insert any known constraints] Example: The site is located within two nautical miles of the [Airport], and has received clearance from CalTrans for school site development. One existing residential structure will need to be demolished.

Scope

Please respond to any or all portions of this proposal as appropriate. In addition to the specific requirements of Appendix G, all proposals should include cost estimates and timelines for the completion of each task. CEQA proposals should include provisions for the preparation of a traffic study [if needed].

Submittals

Your submittal package should be received by [Time] on [Date]. Submittals received after this date and time will not be accepted by the [School District]. The [School District] reserves the right to reject any and all proposals. Any attempt to contact members of the Governing Board may result in disqualification.

Deliver proposal to: [Contact Information]

Questions

Please contact [District Representative or Consultant and Contact Information].

Limitations

The [School District] reserves the right to redefine its priorities, adjust budgets and modify projects as it deems necessary, and to select one or more firms to perform services. At its discretion, the [School District] may eliminate any firm or waive any informality in the selection process.

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School Site Selection and Analysis

APPENDIX G

I. Site Description
   a. Location of a site identified by street name, lot number(s), or other descriptors that are site specific.
   b. Description of site reconnaissance, including vegetation (describe type), and previous site usage.

II. Geological
   a. Seismic and Fault Hazard
      i. Whether the site is in an Alquist-Priolo zone; whether it is situated on or near a pressure ridge, geological fault or fault trace that may rupture during the life of the school building; and what the student risk factor is.
      ii. Locations and potential for ground shaking of nearby faults or fault traces. Discussion of field inspection and reconnaissance.
      iii. Subsurface conditions determined by exploration and literature review.
   b. Liquefaction Subsidence or Expansive Potential
      i. Discussion of subsoil condition relative to groundwater and the potential for liquefaction.
      ii. Mitigating factors.
   c. Dam or Flood Inundation and Street Flooding
      i. Location of the site in relation to flood zones and dam inundation areas.
      ii. If the site is in a flood zone, give year, type, and potential hazard.
      iii. Potential for sheet flooding, street flooding, and dam or flood inundation.
   d. Slope Stability
      i. If located on or near a slope.
      ii. Discuss potential for instability and landslides.
   e. Mitigations
      i. Discuss mitigations and potential development of the site as it relates to student safety and staff use.

III. Environmental (where applicable)
   a. Health Hazards
      i. Describe the mitigation, if on or near a hazardous or solid waste disposal, to ensure that the wastes have been removed before acquisition.

1 CDE, 2000.
ii. Discuss soils sample and underground water sample test results and, if toxics are present, the cleanup procedures.

iii. Address the presence of asbestos if serpentine rock is present.

iv. Identify facilities within one-quarter mile of the site that may emit hazardous air emissions. Provide air emissions rest results and an analysis of the potential hazard to students and staff (written findings required).

b. High-Pressure Pipelines and Electric Transmission Lines

i. Identify proximity to all high-pressure gas lines, fuel transmission lines, pressurized sewer lines and high-pressure water pipelines within 1,500 feet of the proposed site; and identify supply lines other than gas lines to the site or neighborhood.

ii. Identify all utility easements on or adjacent to the site and the kV capacity of the easement.