

REQUEST FOR PROPOSALS

FOR

ENVIRONMENTAL ANALYSIS and ENTITLEMENTS REPORT FOR the SFUSD ArtsCenter Campus

RFP Issue Date: October 2, 2017

RFP Due Date: October 27, 2017

I. Introduction

The San Francisco Unified School District (SFUSD) requests proposals from qualified environmental consultants to analyze potential environmental effects of a proposed replacement, renovation, and expansion of its 135 Van Ness property consisting of a full city block bounded by Van Ness Avenue, Fell Street, Franklin Street and Hayes Street in San Francisco, California by preparing an appropriate written analysis under the California Environmental Quality Act ("CEQA"). An EIR for this site was completed in 2000 though the Design this 2000 EIR was based on a design which has subsequently changed. Accordingly, SFUSD anticipates that the consultant's first task will be an analysis of the 2000 EIR and the current design concept and recommend whether a subsequent or supplemental CEQA review would be appropriate. The 2000 EIR is posted on the website with this RFP.

Given that the precise recommendation of actions required are not established at this point, for the purposes of this RFP use of the term EIR or modified/updated EIR are not being used. Instead, this RFQ will refer to the services as **"CEQA compliance review"**

Proposed elements of the project requiring CEQA compliance include construction of a new academic building within the confines of the block, renovation and re-use of two historic structures at 135 Van Ness and 170 Fell Street for academic and administrative use, and retention of the existing Nourse Theater located at the corner of Franklin and Hayes Streets. Collectively, the entire block and all of the components form what is referred to as the “ArtsCenter” Specific elements of the ArtsCenter are described below.

II. Background

The Arts Center site consists of the entire block bounded by Van Ness, Fell, Franklin and Hayes streets which currently houses three historic buildings, including the former High School of Commerce located at 135 Van Ness, 170 Fell Street and the Nourse Auditorium.

The scope consists of building new educational spaces, selective demolition and adaptive reuse, reconstruction and modernization of existing historic buildings to include:

1. The Ruth Asawa School of the Arts High School (RASOTA) to house approximately 850 students and spaces for the arts including dance, theater, music, choral, painting, creative writing and other educational spaces. The high school will be in the general range of approximately 150,000 square feet subject to final programming. This will be a combination of adaptive re-use of the existing 135 Van Ness building and new construction. 135 Van Ness is currently used as administrative offices by the SFUSD.
2. The Institute at SFUSD Arts Center. This will be a creative hub, arts education resource and incubator for emerging programs supporting the SFUSD district schools as well as the local arts community. The Institute will be located in the existing four story, 68,000 sq. ft. 170 Fell building located on the corner of Franklin and Fell Streets. 170 Fell was originally a school building and has been vacant for decades.
3. Nourse Auditorium – This facility is part of the original High School and is located on the corner of Hayes and Franklin Streets. This 1600 seat auditorium is currently leased out by the SFUSD and is used for private sector lectures and performances.

Preliminary Concept designs are being prepared which will provide the environmental consultant with current concept design alternatives. It is anticipated that the environmental consultant will work closely with the design architect in the evaluation of the various alternate designs in terms of CEQA compliance. Also, to the greatest extent possible it is desirable for the Architect and environmental consultant to engage common sub consultants when such sub consultants are providing common services to the architect and environmental consultant. An example of this would be utilization of a common historical architect for both the architect and environmental consultant.

III. Proposed Project

The selected environmental consultant will be required to produce documentation in written, graphic and digital format for the CEQA Compliance Review. The consultant will assist SFUSD from the planning process through certification of the CEQA Compliance Review. Committee participation, open forums, and the public review process will inform and validate the document and comply with CEQA requirements.

The CEQA Compliance Review will identify potential impacts to the environment based on the following land use changes: (1) development of 135 Van Ness site consisting of renovation and some demolition for use as a high school. (2) renovation of the 170 Fell Street building for use as part of the High School and /or administrative offices; (3) New Construction on the site for use as a high school and administrative offices. (4) Possible renovation of the existing Nourse Auditorium for use as the high school performing arts theater, or alternatively retaining its current use as a leased facility for private sector events. Studies required for the preparation of the CEQA Compliance Review, such as a traffic study to identify traffic impacts due to the land use changes, and any other necessary background studies, will be the responsibility of the environmental consultant.

IV. Scope of Required Services

The CEQA Compliance Review environmental consultant will be expected to provide the services identified below for completion and processing of all environmental documents. It is recognized that the services outlined below describe a traditional new EIR process. It is further understood that these services may be expanded or reduced once the full extent of what the CEQA Compliance Review entails.

1. Program Definition/Data Collection - SFUSD will develop the project description, and the consultant will prepare the scope of the CEQA Compliance Review using existing data; surveys; interviews; program documents; updated traffic and other applicable special studies and sources to obtain necessary information.
2. Initial Study and Notice of Preparation (“NOP”) - to be drafted by consultant for review by SFUSD’ project management team. The consultant will prepare and file the NOP on behalf of SFUSD
- . Administrative Draft (AD) of the CEQA Compliance Review (“AD CEQA Compliance Review”) - the environmental consultant will prepare an AD CEQA Compliance Review for review by SFUSD’ General Counsel and project management team. SFUSD will compile all of the internal review comments and responses to the AD CEQA Compliance Review to provide a single set of revisions to the environmental consultant for the Draft CEQA Compliance Review (“D CEQA Compliance Review”). The AD CEQA Compliance Review will include, but not be limited to, the following elements:

- Introduction
- ▣ Summary of Impacts and Mitigation Measures
- ▣ Environmental Setting, Thresholds of Significance, Impacts, Mitigation Measures

(Cumulative analysis would be a sub-section of each topic area and would include short-term construction related impacts as well as take into consideration cumulative conditions proposed under the full build out and changed local conditions as appropriate.)

- ▣ Climate Change Analysis for the entire campus
- ▣ Potential Health Risk Assessment
- ▣ Alternatives to the Proposed Project
- ▣ Mandatory CEQA Sections
- ▣ Report Preparation
- ▣ Bibliography
- ▣ Appendices
- ▣ Mitigation Monitoring and Reporting Program (D CEQA Compliance Review only)

4. D CEQA Compliance Review After the public review period, the environmental consultant will prepare an Administrative Draft of the Final CEQA Compliance Review (“ADF CEQA Compliance Review”) comprised of draft responses to public comments on the D CEQA Compliance Review, and changes to the D CEQA Compliance Review for review by SFUSD’ General Counsel and project management team. SFUSD will compile all the internal review comments and responses to the D CEQA Compliance Review to provide a single set of revisions to the consultant for the Final CEQA Compliance Review (“F CEQA Compliance Review”). The F CEQA Compliance Review shall enable SFUSD to use the document to assist in the preparation of project-specific CEQA documents for the ArtsCenter.
5. Notice of Completion (“NOC”) - On behalf of SFUSD, the environmental consultant will prepare the NOC, prepare public information notices, and handle distribution of the D CEQA Compliance Review for public review.
6. Mitigation Monitoring and Reporting Program - The consultant will prepare the F CEQA Compliance Review and Mitigation Monitoring and Reporting Program for the CEQA Compliance Review. Mitigation Measures and the Monitoring Program need to reflect the appropriate scale and phase of the impacts. Some mitigation may be implemented at the time individual portions of the ArtsCenter are underway, while other impacts may require site wide mitigations that are continually implemented. SFUSD will work with the consultant to devise a workable organization system for mitigations, monitoring and reporting.
7. Findings – The consultant and SFUSD will prepare draft Findings for the CEQA Compliance Review for review by SFUSD General Counsel.
8. Notice of Determination (“NOD”) - The NOD will be prepared and filed by the consultant on behalf of SFUSD.

VI. Planning Team and Process

The consultant team should include appropriate individuals and sub-consultants with demonstrated experience in completing CEQA analysis and documentation for projects similar in size and scope to the San Francisco ArtsCenter CEQA Compliance Review. The consultant's proposal should include a description of the recommended approach to developing the CEQA Compliance Review consistent with SFUSD' planning structure and other aforementioned campus planning documents.

A SFUSD ArtsCenterproject management team will be responsible for the day-to-day coordination process with the CEQA Compliance Review environmental consultant. The CEQA Compliance Review planning process will require interactive meetings, planning charrettes, open forums, workshops and presentations. The CEQA Compliance Review environmental consultant will be responsible for participating in a public scoping meeting to allow the community to identify issues that should be addressed in the environmental documents. The ArtsCenterproject management team staff in coordination with the environmental consultant will schedule the meetings, but the ArtsCenterproject management team consultant will be responsible for a major part of the presentation. The consultant would also be required to participate in public hearings for the document during the public review period.

The proposal submitted by prospective environmental consultant teams should anticipate a minimum start-up period of one to two weeks for review of existing materials and orientation meetings prior to the beginning of the formal start of the CEQA Compliance Review process.

During the course of the process the CEQA Compliance Review environmental consultants will be responsible for producing all CEQA Compliance Review - related meeting minutes and associated handouts in an electronic format consistent with SFUSD' standards.

VII. Qualifications

Prospective consultants should assemble a CEQA Compliance Review team that has the following qualifications:

1. CEQA Experience - Outstanding credentials in preparing CEQA analysis and documentation for projects similar in size and scope;
2. City of San Francisco - Significant experience in the preparation of CEQA Compliance Review documents for the Public Agencies within the City of San Francisco or other Public Agencies in the State of California;
3. Deliverability - Members who have demonstrated the ability to accomplish complicated

tasks in a timely manner and an ability to work successfully with appropriate State and local government agencies;

4. Focused Experience - Expertise and experience in: detailed traffic, historic architecture, circulation and parking analysis; campus climate action plans; health risk assessments; visual analysis; interface with institutional clients, program committees, and community groups; demonstrated effective creative and successful approach to client service on complicated projects;
5. Project Management - Evidence and references for ability to provide efficient and comprehensive project management in such areas as: communication including within the public forum; strategic planning; decision making and prompt resolution of difficulties; response to technical direction as well as technical supervision and budget.

Highest consideration will be given to CEQA Compliance Review consultants with demonstrated understanding of significant urban sites. Particular preference will be sites with historically significant buildings adjacent to major civic centers or other major city center sites. In addition, the following attributes will be considered: project processing methodologies, data gathering, analytical methodologies, familiarity with SFUSD' process, and responsiveness to the needs of the SFUSD ArtsCenter project.

VIII. Proposed Format

The CEQA Compliance Review proposals should be concise and avoid irrelevant marketing materials. The proposals shall contain the following sections in order as shown:

1. Introduction - Describe philosophy of firm and areas in which firm excels. Describe what is unique about the firm and its goals and objectives;
2. Approach - Describe specific techniques to be employed in the preparation of the environmental documentation. Outline anticipated work plan and schedule. Describe how your team will work with SFUSD' staff, faculty, students, community groups, and other consultants;
3. Statement of Qualifications/Team Description and Relevant Professional Experience - Provide resumes of each team member, including sub consultants, if applicable. Describe experience, education, certification (if applicable), and proposed role for each team member; show all team members in a team organization chart.
4. Project Experience - List relevant projects and date completed in which team members were involved. Indicate whether project was done by the firm or by the team member(s) when employed in another firm and the CEQA Compliance Review role with the project;
5. References - Provide names, addresses (postal and email), and telephone numbers of previous

clients who can evaluate completed work; provide no less than three and no more than five references.

6. Illustrative Materials - Provide a limited representation of report graphics and page setups.

X. Selection Process

All proposals will be reviewed and ranked by the SFUSD project management team according to quality and responsiveness to the RFP. The SFUSD may select based on this ranking only or alternatively may take the top proposal (number of firms to be determined) and interview those top ranked (shortlisted) firms. If interviews are held, team members giving the presentation shall consist of those who will actually direct and complete the CEQA Compliance Review.

Upon completion of the process, the firm selected as first choice will be notified and asked to negotiate final pricing and terms of the contract with the Chief Financial Officer of SFUSD. Authorization to proceed with the project will occur thereafter.

XI. RFP Process Schedule

☐	Announcement of RFP	October 1-2, 2017
☐	Proposals Due	October 27, 2017
☐	Selection or shortlist an	November 3, 2017
☐	Interviews (if occurs)	November, 2017
☐	Final Selection	November 17, 2017

Questions about this RFP are to be submitted in writing (email is acceptable) no later than October 20th, 2017 Phone calls will not be accepted. Address questions to Simon Reyes, District Architect at reyess@sfusd.edu.

XII. Submittal Instructions

- ☐ One electronic version of the entire proposal

- ☐ Five (5) printed versions of the proposal materials shall be submitted to the Director of the ArtsCenter, SFUSD by close of business October 27, 2017. Submit proposals by Mail or Delivery to:

Simon Reyes, District Architect
135 Van Ness Avenue, Room 208
San Francisco, California 94102