



Mountain Empire Unified School District

3305 Buckman Springs Road, Pine Valley, CA 91962

(619) 473-9022 Office (619) 473-9728 FAX

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

FOR

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
CONSULTANT

Issued: March 3, 2026

Due Date: April 1, 2026 by 4:00PM

1. SELECTION PROCESS and PROJECTED DATES

The process and projected schedule that the District will use in selecting a firm to perform services will be as follows:

<u>Action</u>	<u>Date</u>
Release of Request for Qualifications/Proposals	March 3, 2026
Last Day to Submit Questions for Clarification must be received at or before 4:00 PM	March 9, 2026
Addenda Clarifications Issued by District	March 13, 2026
Deadline for Receipt of Responses (SoQ/Proposals) must be received at or before 4:00 PM	April 1, 2026
Consideration of by Governing Board	Est. April 14, 2026
CEQA Kickoff	April 21, 2026

2. DESCRIPTION OF SERVICES AND GENERAL INFORMATION

A. Background of the District

Mountain Empire Unified School District (MEUSD, the District) is situated in the southeast quadrant of San Diego County. MEUSD comprises some 660 square miles.

The District consists of eight public schools, listed below, currently serving approximately 1800 students in grades TK-12.

- Campo ES
- Clover Flat ES
- Descanso ES
- Potrero ES
- Pine Valley Education Center
- Mountain Empire Junior High
- Camp Lockett Learning Center
- Mountain Empire HS

The District Office, Maintenance & Operations, and Transportation share a campus with Mountain Empire High School, which also includes a recently modernized Mountain Empire Middle School.

Mountain Empire Unified School District (MEUSD) invites qualified environmental consulting firms to submit proposals to provide California Environmental Quality Act (CEQA) compliance services for the Mountain Empire High School (MEHS) Reconstruction Project located at 3305 Buckman Springs Road, Pine Valley, CA 91962, and to provide

qualifications that may be used by the District to select a “Pool” of two or more consultant firms that may be utilized to provide services for future projects.

MEUSD will serve as the CEQA Lead Agency.

The District intends to complete CEQA review for the Mountain Empire High School (MEHS) Reconstruction Project through preparation of an Exemption and/or Initial Study/Mitigated Negative Declaration (IS/MND). Proposers shall describe their strategy for minimizing the potential for preparation of an Environmental Impact Report (EIR).

Proposals shall include:

1. An approach for confirming that impacts can be mitigated to less-than-significant levels
2. Early identification of potential EIR trigger risks
3. Recommended pre-CEQA technical studies to reduce fair argument exposure
4. A strategy for maintaining a legally defensible administrative record
5. Proposer shall prepare the administrative record

B. Number of Firm(s) Anticipated to be Selected

The District intends to pre-qualify CEQA Consultant firms to provide CEQA Consultant Services for up to the next five years (the “CEQA Consultant Pool”). The District may pre-qualify several firms.

Currently, the District intends to award on a “best value basis” one firm for the purpose of evaluating the high school replacement building/construction project and adjacent property for school use. The project includes demolition of existing buildings; construction of new academic buildings; new Career Technical Education (CTE) spaces; replacement of the gym facilities; administrative and student buildings; ADA site upgrades; infrastructure modernization; relocation of existing photovoltaic systems from the quad to the parking lot areas; and development of approximately six (6) adjacent acres for Agricultural classrooms and related instructional facilities.

The campus is situated in a rural mountain setting within a Wildfire Hazard Severity Zone (WHSZ). The site relies on on-site septic systems and groundwater wells and has limited public utilities using SDGE for power that may require upgrading. The District is currently pursuing a boundary adjustment to incorporate approximately six (6) additional acres for the high school’s Agricultural classroom and instructional facilities.

Proposers shall assume no increase in overall student enrollment unless otherwise directed by MEUSD.

C. Scope of Services Required

The District may use SoQ Responses to this RFQ for services needed for any current and/or future capital projects and/or maintenance program projects and/or special

studies/projects that may include, but are not limited to: modernization, expansion, new construction, site acquisition, reconstruction, alteration, rehabilitation, repair, relocation, reconfiguration, upgrades, planning, studies, grants, and other projects as may be identified, planned, modified, or prioritized/reprioritized, during the next five years.

The District is seeking firms with experience with California Public School Districts and CEQA requirements. General experience with school construction/school additions and school modernization/improvement projects is a minimum requirement.

Although the full scope of services shall be negotiated in a Professional Services Agreement, the CEQA consultant will be expected to assist the District in obtaining all necessary environmental approvals under CEQA. The Scope of Required Services includes, but is not limited to, the following tasks:

Mountain Empire High School (MEHS) Reconstruction Project

1. CEQA pathway confirmation memorandum
2. Prepare an Exemption and/or an Initial Study to determine if a Mitigated Negative Declaration (MND) or Environmental Impact Report (EIR) is warranted.
3. Prepare and process for full approval a Notice of Exemption, MND, EIR, and/or Title 5/CEQA Guideline Section 15162. The CONSULTANT will be required to make all necessary submittals to various agencies including the State Clearinghouse. The CONSULTANT will be responsible for obtaining all necessary approvals and completing any needed recording of documents.
4. Provide support with the AB 52 Tribal Consultation
5. The CONSULTANT will be responsible for preparing timelines and participating in public hearings and community meetings as may be required.
6. Coordinate public review and response to comments, if needed. [Provide this as an ad alternate in pricing].
7. The CONSULTANT will be responsible for preparing or subcontracting for the preparation of all required studies, such as a Traffic Study (VMT), Noise Study, Biological Resources, Wildfire Hazards, Air Quality, GHG, Cultural Resources and any other required studies, and for preparing the administrative record.
8. Each proposal to include providing three district/partnering meetings, two community engagement meetings, and two board meeting presentations (as necessary).

Along with the Statement of Qualifications (SoQ), firms must submit proposals for both the high school replacement building or construction project and the use of the adjacent property for school purposes.

Each firm should provide fixed-fee proposals including: (1) an NOE proposal for the MEHS replacement building/construction project; and (2) proposals for an NOE, IS/MND, and EIR to evaluate the adjacent six-acre parcel, accompanied by a justification for the suggested level of environmental review.

D. Contract Term and Anticipated Projects

A full scope of services shall be negotiated in a Professional Services Agreement.

3. **SUBMITTAL INFORMATION**

A. **DISTRICT CONTACT:**

Firms interested in submitting an SoQ/Proposal are directed to make personal contact only with the person identified below and should not contact District Governing Board members or any other officials or staff of the District. The District may reject an SoQ/Proposal if a Firm or its representatives make direct contact with anyone other than the contact indicated. Firms should only contact the individual identified below concerning any questions:

Jacob Mann, Director Facilities and Construction
jacob.mann@meusd.org

B. **WRITTEN QUESTIONS:**

All written questions received will be answered in writing in an addendum. ***Oral statements regarding this RFQ/P by any person(s) should be considered unverified information unless confirmed in writing.***

1. **Questions must be received in writing per the schedule in Item 1 above.**
2. The District reserves the right to revise and clarify this RFQ/P. Revisions to the RFQ/P shall be distributed to firms no later than 4:00PM per the schedule in Item 1 above.

C. **SUBMIT STATEMENT OF QUALIFICATIONS:** Each firm shall submit **one (1) electronic version** via email in **Portable Document File (PDF) format** of the Statement of Qualifications prominently marked with **“RFQ, CEQA Consultant–2026”** and the name of the firm submitting the SoQ.

D. **SUBMIT PROPOSAL**

The Response to this RFP should be clear, concise, complete, and demonstrate Respondent’s interest, experience, and qualifications. It should be formatted in 8 1/2” x 11” format.

One electronic copy in PDF format of the submittal shall be delivered via email to:

Jacob Mann, Director Facilities and Construction
jacob.mann@meusd.org

E. **SUBMITTAL INSTRUCTIONS:**

The SoQ/Proposal shall be submitted to the District, as follows:

1. **Deadline for Submittal of Responses:**

- i. No later than 4:00PM per the schedule in Item 1 above.
 - ii. Late Responses will not be considered.
2. **Method of delivery:**
 - i. Emailed SoQs/Proposals will be accepted.
 - ii. Responses sent by Facsimile (FAX) will not be accepted.

F. **ADDITIONAL SUBMITTAL INSTRUCTIONS AND GENERAL INFORMATION:**

1. The Submitter is responsible for the means of delivering the SoQ/Proposals on time.
2. Execute the non-collusion affidavit included with this RFQ/P.
3. The SoQ/Proposals shall be signed by an authorized individual or officer of the firm submitting the SoQ.
4. The Board of Education of the District reserves the right to accept or reject any or all SoQ/Proposal submittals and may waive any minor deviation in any submittal. The District's waiver of any minor defect shall in no way modify the RFQ/P documents or excuse the Submitter from compliance with every other provision of this RFQ/P. The Board of Education of the District reserves the right to negotiate with any or all responsible submitters.
5. Submitters shall be responsible for any and all costs and expenses that they may incur in preparing the SoQ/Proposals. The District shall have no obligation whatsoever for costs of SoQ/Proposals preparation, interview (if applicable), fee negotiation or any other costs associated with this RFQ/P or any SoQ/Proposals submitted in response to this RFQ/P.
6. Modifications of an SoQ/Proposals submitted by a Submitter after the submittal deadline will not be considered unless the District requested the modifications.
7. Each SoQ shall be reviewed to verify that the Submitter has met the minimum requirements of the RFQ/P. Submitters must follow the required format specified in this RFQ/P to facilitate District's review.
8. The District reserves the right to cancel this RFQ/P at any time.
9. Selection for projects under this RFQ/P, if applicable, does not guarantee that a contract will be awarded to the Submitter. The District may elect to not proceed with a project at its discretion. The District may also issue future solicitations that may augment or supersede this solicitation.
10. SoQs/Proposals become the property of the District and may be returned only at the District's option and at the Submitter's expense. Information, excluding Submitter's financial information, if any, contained therein shall become public documents

subject to the Public Records Act. Rates and prices charged for services do not constitute financial information.

11. The District reserves the right at any time to extend any of the deadlines in this RFQ/P.
12. The District reserves the right to determine the number of firms that may be requested to appear for an oral interview. If necessary, oral interviews are anticipated to be 30-45 minutes, via Online Platform. Further instructions will be provided prior to the interview. Interviews will be discussion-based and will include an opportunity for the Firm to present its qualifications and an opportunity for questions by the interviewing panel. The firms selected to interview may be provided with the interview question subjects in advance. Interview participants shall include those individuals proposed to be assigned to project work.

4. ITEMS FOR INCLUSION IN THE REQUIRED SUBMITTAL DOCUMENTS:

All SoQ/Proposal submittals shall address the following items in the order listed below and shall be identified in the submitted SoQ/Proposal to match the following list.

A. Cover Letter

The cover letter should be brief (two-page maximum). Describe how the firm's qualifications align with the Scope of Work for high school reconstruction project and property evaluation services. Describe what sets your firm apart from the others and explain how your firm would accomplish the required services for the District. The cover letter must include the title and signature of the firm's authorized contact person for this procurement.

Address the Cover Letter to:

Mountain Empire Unified School District
Attn: Jacob Mann
3291 Buckman Springs Road, Pine Valley, CA 91962
Email: Jacob.mann@meusd.org
RE: RFQ/P, CEQA Consultant–2026

B. Business Information and Description of the Firm [TWO (2) PAGES]

1. Business name and contact information including mailing address, phone number, fax number, email address, website
2. Name, of firm owner/president/principal
3. Form of Business Organization (sole proprietor, partnership, corporation/type)
4. Size of Firm (total number of employees)
5. Office locations and number of employees at these locations
6. Number of years in business
7. Provide a description of the firm and the services provided.

C. **Work Approach [ONE (1) PAGE]**

Describe how the Firm will be responsive to the District and District projects and the approach that will be used in determining and meeting the needs of the District. Describe the qualifications, professional excellence, and demonstrated competence of the Firm. Use this section of the Response to indicate the areas of expertise and how the Firm's expertise will benefit the District.

Identify the firm's key personnel for the project, their relationship in the organization, and their role. Provide list of sub-consultant team members/firms that may be required for a complete property evaluation for purposes of acquisition.

D. **Description of Projects [FIVE (5) TO SEVEN (7) PAGES]**

Provide a brief narrative (one project per page) describing the Firm's work on at least five (5) and up to seven (7) projects including, if performed, new construction, modernization, mixed-use facilities, and multi-family housing (for possible work force housing) projects that required CEQA services. Include the following information:

1. Project Name
2. Project School District/Owner
3. Project Scope
4. Type of Process (MND, EIR, NOE, or Addendum to a Developer's EIR)
5. Cost of the services provided by the Firm
6. Duration in Months (Start of Firm's contract to Board approval of CEQA)
7. Brief Description of Process for the Project
8. Significant issues and resolutions

Firms shall use the following format:

<u>Project Name:</u>		
<u>School District:</u>		
<u>Project Scope:</u>		
Type (MND/EIR/ETC.):	Cost:	Duration (mos.):
<u>Process Description:</u>		
<u>Significant Issues/Resolution:</u>		

E. **Schedule Methodology [ONE (1) PAGE]** – Describe the Firm’s methodology for schedule development and for ensuring that project progress adheres to the schedule.

F. **Client References [ONE (1) PAGE]** – Provide five (5) references, preferably from among the client districts listed in Section D. Explain if the Firm or any assigned personnel have prior experience with the District.

G. **Project Proposal**

1. To initiate a Professional Services Agreement, the Mountain Empire Unified School District (“District”) is issuing Request for Proposals (“RFP”) from firms to provide CEQA Consulting professional services for the high school project.

2. The District has identified the following properties:
3305 Buckman Springs Road, Pine Valley, CA 91962
(Exhibit 1: Property Map and MEHS Scope of Work; Exhibit 2: Property Map Adjacent Parcel)

Project scope is identified in Item 2.C. above.

H. **Claim/Litigation History (within the last five years)**

I. **Other [ONE (1) PAGE]** – Each Firm is encouraged to provide any additional information or description of resources the Firm feels are pertinent to this RFQ/P.

J. **Required Attachments**

1. RFQ/P CERTIFICATION FORM
2. NON-COLLUSION DECLARATION FORM
3. ADDENDA FORM
4. INSURANCE CERTIFICATE
5. HOURLY RATE SCHEDULE

5. EVALUATION

Firms submitting an SoQ/Proposal are advised that all SoQs/Proposals will be evaluated to determine the firm(s) that are qualified to meet the needs of the District. Evaluation may include, but not necessarily be limited to the following criteria:

- A. Timeliness and completeness of SoQ/Proposal
- B. Firm description
- C. Work approach
- D. Experience and expertise with relevant projects
- E. Identification of team members

- F. Schedule methodology
- G. Client Satisfaction/References
- H. Claims/Litigation History
- I. Additional information
- J. Fees
- K. The oral interview and presentation, if applicable

6. METHOD OF SELECTION

The District may, at its discretion, conduct interviews and/or follow-up questions with Firm(s) that are responsive to this RFQ/P. The District may negotiate with the best-qualified consultant for the work at compensation that the District determines is fair and reasonable. If the District and Consultant are unable to negotiate a satisfactory contract, the District may elect to terminate negotiations and begin negotiations with the next most qualified firm.

7. INSURANCE REQUIREMENTS:

Insurance requirements will be set forth in an Agreement when implementing a Proposal. General requirements may include the following:

- A. The Submitter shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than one million dollars (\$1,000,000).
- B. The Submitter shall carry Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury, and property damage liability per occurrence, including:
 - 1. Owned, non-owned and hired vehicles;
 - 2. Blanket contractual;
 - 3. Broad form property damage;
 - 4. Products/completed operations; and
 - 5. Personal injury.
- C. The Submitter shall carry Professional Liability insurance, including contractual liability, with limits of one million dollars (\$1,000,000), per occurrence. Such insurance shall be maintained during the term of the Agreement and renewed for a period of at least five (5) years thereafter at one million dollars (\$1,000,000) or more. Failure to maintain professional liability insurance is a material breach of the Agreement and grounds for immediate termination.
- D. Each policy of insurance required in B above shall name District and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of Submitter hereunder, such policy is primary, and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation; and, shall

waive all rights of subrogation. Submitter shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Submitter shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Submitter fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Submitter, and in such event, Submitter shall reimburse District upon demand for the cost thereof.

- E. If Submitter subcontracts any portion of Submitter's duties, Submitter shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced, in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than five hundred thousand dollars (\$500,000) per occurrence.

**REQUEST FOR QUALIFICATIONS/PROPOSALS –
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) CONSULTANT**

CERTIFICATION

Board of Trustees
Mountain Empire Unified School District

RE: Request for Qualifications/Proposal – CEQA Consultant – 2026

Dear Members of the Board of Trustees:

The undersigned, doing business under the firm name of

_____, having carefully examined the Request for Qualifications (RFQ), Request for Proposal (RFP) and the Instructions, certifies that it is competent to perform all of the duties required therein, and is willing and able to contract for the performance of the required services as specified in the RFQ/P and as required by law.

I certify that all information contained in this Statement of Qualifications/RFQ/RFP Response is true and correct to the best of my knowledge and that I am authorized to submit this Response on behalf of the firm.

SUBMITTED BY:

COMPANY

ADDRESS

CITY/STATE/ZIP

SIGNATURE

PLEASE TYPE OR PRINT NAME

TITLE

DATE

PHONE

NON-COLLUSION DECLARATION FORM

RE: Request for Qualifications/Proposal – CEQA Consultant – 2026

State of California)
) ss.
County of _____)

I, _____, being duly sworn,
declare that I am the _____

of _____, the party making the foregoing submittal, that the submittal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submittal is genuine and not collusive or sham; that the Submitter has not directly or indirectly induced or solicited any other Submitter to put in a false or sham submittal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Submitter or anyone else to put in a sham submittal, or that anyone shall refrain from submitting; that the Submitter has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the prices of the Submitter or any other Submitter, or to fix any overhead, profit, or cost element of the submittal prices, or of that of any other Submitter, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the submittal are true; and further, that the Submitter has not, directly or indirectly, submitted his or her submittal prices or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham submittal.

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

Dated this _____ day of _____ 20____, at _____ California.

Signature

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

RE: Request for Qualifications/Proposal – CEQA Consultant – 2026

The undersigned acknowledges receipt of the following Addenda, all as listed below. The cost, if any, of such Addenda revisions has been included in the rates and prices of your submittal.

A. Addendum Number _____ Dated _____

B. Addendum Number _____ Dated _____

C. Addendum Number _____ Dated _____

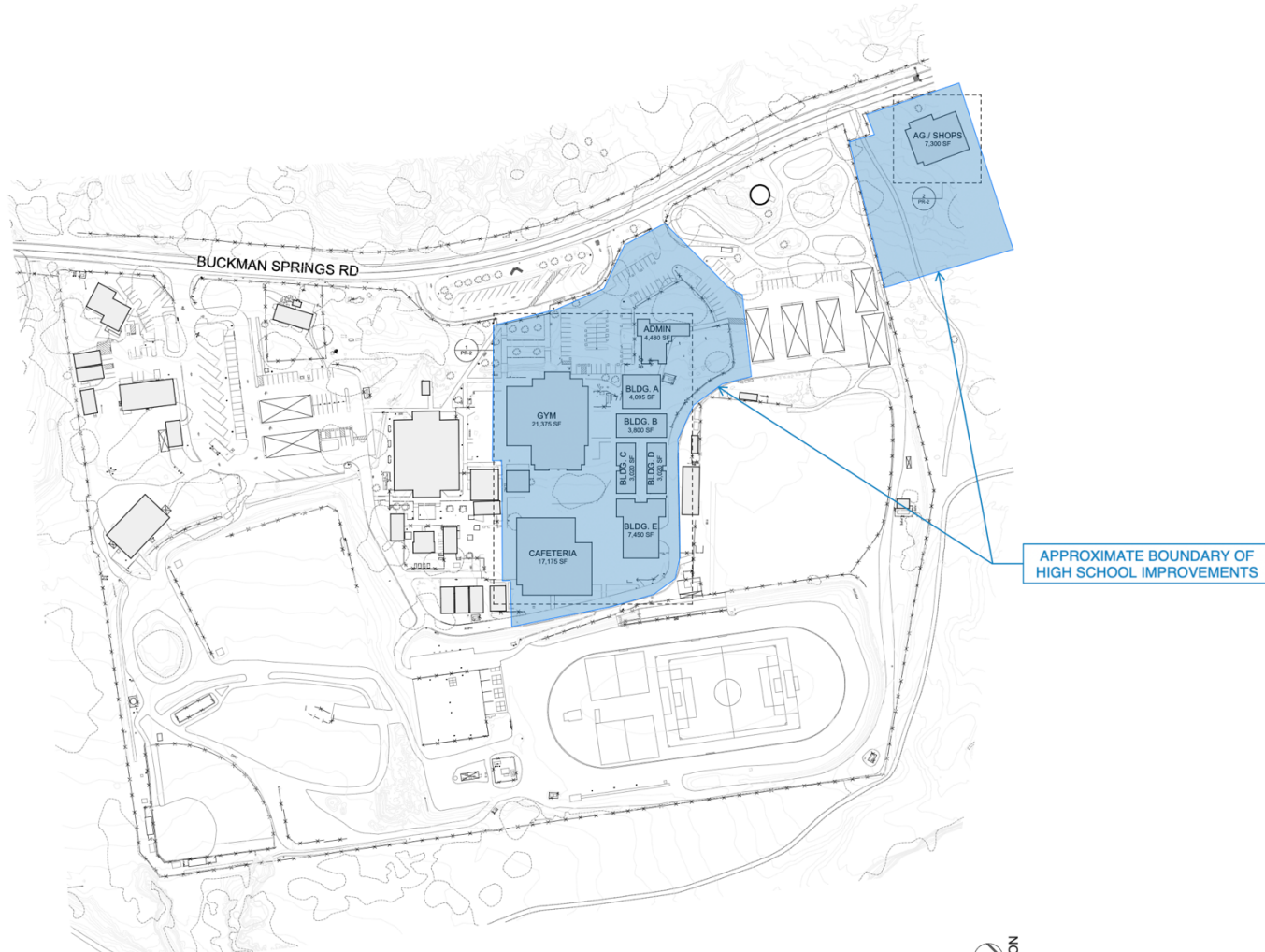
Name of Submitter: _____

Name of Authorized Signer: _____

Signature: _____

Date: _____

EXHIBIT 1: MOUNTAIN EMPIRE HIGH SCHOOL RECONSTRUCTION SITE MAP



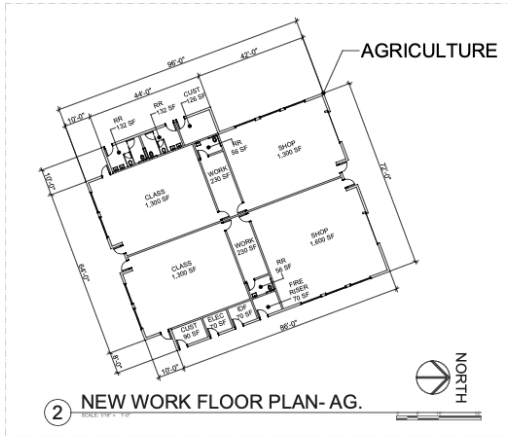
1 OVERALL SITE PLAN

ALPHASTUDIO DESIGN GROUP
 6152 INNOVATION WAY
 CARLSBAD, CALIFORNIA 92009
© 2019 Architecture Castagna + Eckstut Inc. dba AlphaStudio Design Group

MOUNTAIN EMPIRE HS RECONSTRUCTION
 MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT

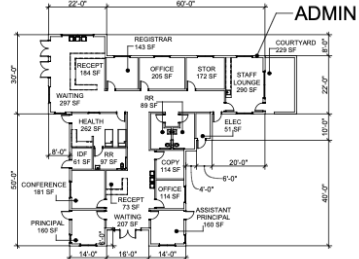
OVERALL SITE PLAN
 1/27/2026

PR-1

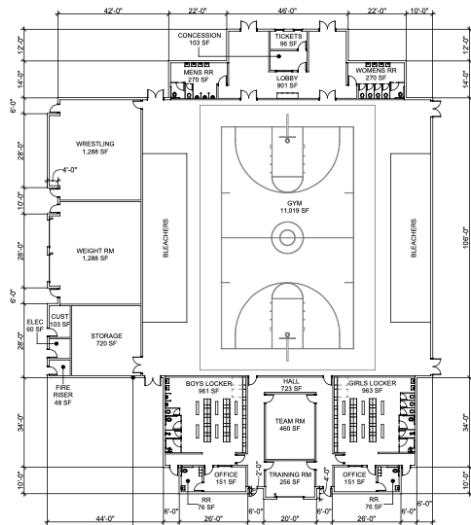


2 NEW WORK FLOOR PLAN- AG.

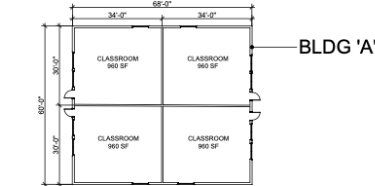
REFER TO OVERALL SITE PLAN FOR LOCATION



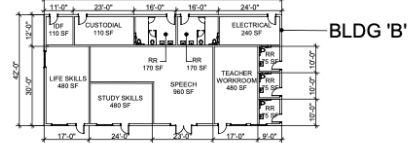
ADMIN



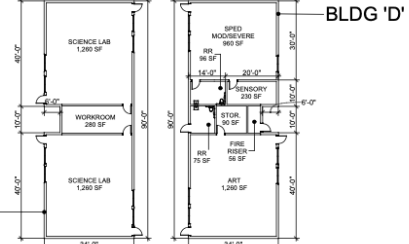
GYMNASIUM



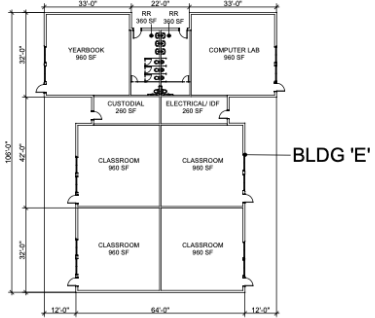
BLDG 'A'



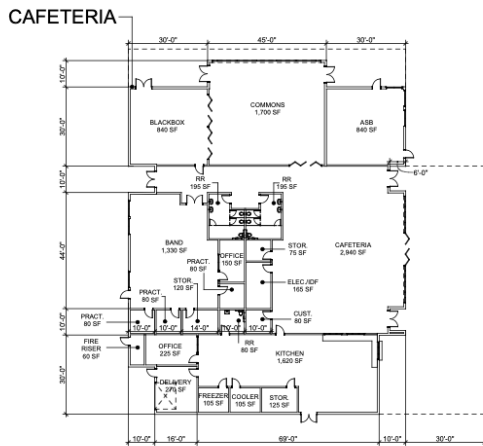
BLDG 'B'



BLDG 'D'



BLDG 'E'



CAFETERIA

1 NEW WORK FLOOR PLANS

ALPHASTUDIO DESIGN GROUP
6152 INNOVATION WAY
CARLSBAD, CALIFORNIA 92009
© 2016 Alphastudio Design Group

MOUNTAIN EMPIRE HS RECONSTRUCTION
MOUNTAIN EMPIRE UNIFIED SCHOOL DISTRICT

ALL FLOOR PLANS
1/27/2026

PR-2

MOUNTAIN EMPIRE HIGH SCHOOL RECONSTRUCTION SCOPE OF WORK

1. The high school campus buildings on the existing combination high school / junior high school site will be reconstructed.
2. The area of high school campus improvements on site will be approximately 6 acres.
3. Demolition of an existing single story wood framed classroom building, approximately 26,500 sf.
4. Demolition of an existing single story wood framed gymnasium/ food service/shop classroom building, approximately 25,100 sf.
5. Demolition of an existing single story wood framed wrestling/weight building, approximately 2,160 sf.
6. Demolition of existing site improvements, including paving and landscaping.
7. Relocation of existing photovoltaic panel arrays on site.
8. Site grading and new site improvements, including walkways, central courtyard, kitchen service yard, and parking.
9. Construction of a new single story admin building, approximately 4,480 sf.
10. Construction of a new single story classroom building, and associated support spaces, approximately 21,385 sf.
11. Construction of a new single-story gymnasium building with retractable bleachers, locker rooms, weight room, wrestling room, storage, and associated support spaces, approximately 21,375 sf.
12. Construction of a new single story ag classroom building, and associated support spaces, approximately 7,300 sf.
13. Construction of a new single-story kitchen/cafeteria/commons/band/ black box building, and associated support spaces, approximately 17,175 sf.
14. Construction of the new buildings is anticipated to be slab on grade foundation systems with masonry exterior walls, wood framed roof structures, a combination of pitched roofs with standing seam roofing and low sloped single ply roofing, along with wood framed stud wall interior partitions.
15. Mechanical systems are anticipated to be rooftop packaged heat pumps.
16. Installation of new utility services including electrical power, well water storage and pumps, fire service, and stormwater drainage.
17. SDG&E main electrical power service upgrade is anticipated.
18. Upgrade of the on-site propane gas service is anticipated.
19. New landscaping and irrigation at high school portion of site.
20. Construction of the project is to occur in multiple phases to eliminate the need for temporary housing of students. Construction will be on an active school campus.

**EXHIBIT 2
PROPERTY MAP – ADJACENT PARCEL**

