



## Appendix A

# Request for Qualifications for State-wide California Environmental Quality Act Services

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## SUBMITTAL TEMPLATES



## ADMINISTRATIVE OFFICE OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

**Appendix A  
 Submittal Templates**

**Firm and Key Staff Members**  
 Please limit your response for firm and key staff members to one page

**Name of Firm**

**Firm Locations in the State of California**  
 Please include a list of all California office locations available to work on AOC projects.


**Brief description of firm’s history with CEQA**

**Key Staff Members**  
 Indicate key personnel that you commit to AOC projects if awarded a contract. Respondent agrees that key personnel shall not be substituted without prior written approval by the AOC.

<b>Name &amp; Title</b>	<b>Years and Type of CEQA-Related Experience</b>

**Appendix A  
 Submittal Templates**

**CEQA Experience**

**Please limit your responses to no more than one page per project.**

Identify at least seven projects related to the construction of courthouses or office-type buildings at least 50,000 GBSF. Please include 1) the detailed nature of your firm’s services; 2) the location; 3) description of the building; 4) CEQA significance standards and an explanation of why these were chosen; 5) examples of mitigation measures for traffic/transportation, air quality, noise, aesthetic resources, *and/or* cultural resources; 6) the total cost of your work (CEQA-related only) and the accuracy of your cost estimating; and 7) a client reference, including name, role played in the project, and current contact information (phone and email address). Emphasize recent and/or state projects as much as possible.

Project Title:	
Nature of Services	
Location of the Project	
Description of the Building	
CEQA Significance Standards (and why these were chosen)	
Examples of Mitigation Measures	
Total Final Cost of Work	
Original Estimate for Work (and reason for discrepancy with final amount, if needed.)	
Client Reference (please include name, role played in project, <i>current</i> contact information, including phone and email.)	

**Appendix A**  
**Submittal Templates**

Please answer the following questions. Do not take more than two pages to answer the questions.

1. Recent guidelines removed parking as a category for CEQA analysis. How would you respond to a comment received about parking requirements?
2. What type of documentation/investigation do you recommend before advising a client to file a Notice of Exemption?
3. What local documents do you review before completing your CEQA analysis for a state project?
4. What role does your firm typically play during public meetings, particularly during the public meeting held while a document is being circulated for public review?
5. How might the state take advantage of existing CEQA documents, such as certified EIRs for large development projects where a courthouse is proposed to be located?