

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	25-1055
Introduction Date	05-14-2025
Enactment Number	25-0726
Enactment Date	5/14/2025 CJH



# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Preston Thomas, Chief Systems and Services Officer  
Kenya Chatman, Executive Director

**Board Meeting Date** May 14, 2025

**Subject** General Services Agreement – Terraphase Engineering, Inc. – Garfield Elementary School Modernization Project- Division of Facilities Planning and Management

**Action Requested** Approval by the Board of Education of General Services Agreement between the District and **Terraphase Engineering Inc., Oakland, CA**, for the latter to provide California Environmental Quality Act (CEQA) Consulting Services to determine any environmental issues as a result of the project’s scope of work, as further described in Exhibit A of the Agreement, for the **Garfield Elementary School Modernization Project** in the amount of **\$81,381.00 which includes a contingency fee of \$7,398.00**, as the selected consultant, with work scheduled to commence on **May 15, 2025**, and scheduled to last until **December 31, 2025**.

**Discussion** Consultant was selected through an RFP process, using a competitive process consistent with Government Code §§4526-4528 (Education Code §17070.50).

**LBP** (Local Business Participation Percentage) Waived

**Recommendation** Approval by the Board of Education of General Services Agreement between the District and Terraphase Engineering Inc., Oakland, CA, for the latter to provide California Environmental Quality Act (CEQA) Consulting Services to determine any environmental issues as a result of the project’s scope of work, as further described in Exhibit A of the Agreement, for the Garfield Elementary School Modernization Project in the amount of \$81,381.00 which includes a contingency fee of \$7,398.00, as the selected consultant, with work scheduled to commence on May 15, 2025, and scheduled to last until December 31, 2025.

**Fiscal Impact** Fund 21 Building Funds, Measure Y

**Attachments**

- Justification Form
- Agreement and Exhibits
- Insurance Certificate
- Routing Form



## CONTRACT JUSTIFICATION FORM

This Form Shall Be Submitted to the Board Office With Every  
Agenda Contract.

**Legislative File ID No. 25-1055**

**Department: Facilities Planning and Management**

**Vendor Name: Terraphase Engineering, Inc.**

**Project Name: Garfield Elementary School Modernization Project(CEQA)**

**Project No: 22102**

**Contract Term: Intended Start: 05-15-2025**

**Intended End: 12-31-2025**

**Total Cost Over Contract Term: \$81,381.00**

**Approved by: Preston Thomas**

**Is Vendor a local Oakland Business or has it met the requirements of the**

**Local Business Policy? ☐ Yes (No if Unchecked)**

**How was this contractor or vendor selected?**

Vendor was selected through the formal RFP/RFQ process. The proposal submitted by Terraphase Engineering Inc. was selected by the District based on scores, demonstrated competence, and professional qualifications.

**Summarize the services or supplies this contractor or vendor will be providing.**

Terraphase Engineering Inc. will provide California Environmental Quality Act (CEQA) Consulting Services.

**Was this contract competitively bid? ☐ Check box for "Yes" (If "No," leave box unchecked)**

If "No," please answer the following questions:

1) How did you determine the price is competitive?

Architect, engineer, construction project manager, land surveyor, or environmental services – selected  
(a) based on demonstrated competence and professional qualifications (Government Code §4526), and  
(b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.)

2) Please check the competitive bidding exception relied upon:

Construction Contract:

- ☐ Price is at or under UPCCAA threshold of \$60,000 (as of 1/1/19)
- ☐ CMAS contract [may only include “incidental work or service”] (Public Contract Code §§10101(a) and 10298(a)) – *contact legal counsel to discuss if applicable*
- ☐ Emergency contract (Public Contract Code §§22035 and 22050) – *contact legal counsel to discuss if applicable*
- ☐ No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*
- ☐ Completion contract – *contact legal counsel to discuss if applicable*
- ☐ Lease-leaseback contract RFP process – *contact legal counsel to discuss if applicable*
- ☐ Design-build contract RFQ/RFP process – *contact legal counsel to discuss if applicable*
- ☐ Energy service contract – *contact legal counsel to discuss if applicable*
- ☐ Other: \_\_\_\_\_ – *contact legal counsel to discuss if applicable*

Consultant Contract:

- ☒ Architect, engineer, construction project manager, land surveyor, or environmental services – selected (a) based on demonstrated competence and professional qualifications (Government Code §4526), and (b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.)
- ☐ Architect or engineer when state funds being used – selected (a) based on demonstrated competence and professional qualifications (Government Code §4526), (b) using a fair, competitive RFP selection process (Government Code §§4529.10 et seq.), and (c) using a competitive process consistent with Government Code §§4526-4528 (Education Code §17070.50)
- ☐ Other professional or specially trained services or advice – no bidding or RFP required (Public Contract Code §20111(d) and Government Code §53060) – *contact legal counsel to discuss if applicable*
- ☐ For services other than above, the cost of services is \$109,300 or less (as of 1/1/23)
- ☐ No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*

Purchasing Contract:

- ☐ Price is at or under bid threshold of \$109,300 (as of 1/1/23)
- ☐ Certain instructional materials (Public Contract Code §20118.3)
- ☐ Data processing systems and supporting software – choose one of three lowest bidders (Public Contract Code §20118.1)

- ☐ Electronic equipment – competitive negotiation (Public Contract Code §20118.2) – *contact legal counsel to discuss if applicable*
- ☐ CMAS contract [may only include “incidental work or service”] (Public Contract Code §§10101(a) and 10298(a)) – *contact legal counsel to discuss if applicable*
- ☐ Piggyback contract for purchase of personal property (Public Contract Code §20118) – *contact legal counsel to discuss if applicable*
- ☐ Supplies for emergency construction contract (Public Contract Code §§22035 and 22050) – *contact legal counsel to discuss if applicable*
- ☐ No advantage to bidding (including sole source) – *contact legal counsel to discuss if applicable*
- ☐ Other: \_\_\_\_\_

Maintenance Contract:

- ☐ Price is at or under bid threshold of \$109,300 (as of 1/1/23)
- ☐ No advantage to bidding (including sole source) – *contact legal counsel to discuss*
- ☐ Other: \_\_\_\_\_

3) Explain in detail the facts that support the applicability of the exception marked above:

Consultant was selected through an RFP process, using a competitive process consistent with Government Code §§4526-4528 (Education Code §17070.50).



## OAKLAND UNIFIED SCHOOL DISTRICT GENERAL SERVICES AGREEMENT

---

This general services agreement (“Agreement”) is made and entered into effective **May 15, 2025** (the “Effective Date”), by and between the Oakland Unified School District (“District”) and **Terraphase Engineering Inc.** (“Contractor” and together with District, the “Parties”).

1. **Contractor Services.** Contractor agrees to provide the following services to District (collectively, the “Basic Services”): **California Environmental Quality Act (CEQA) Consulting Services for the Garfield Elementary School Modernization Project** (“Project”), (as further described in *Exhibit A* to this Agreement). Contractor shall provide services related to the Project other than Basic Services (i.e., “Additional Services”) if directed in writing by District to perform specific Additional Services and if sufficient contract funds for Additional Services remain to pay for the directed Additional Services (see Section 5, below). “Services” shall mean Basic and Additional Services. Contractor agrees to perform such Services as expeditiously as is consistent with professional skill and care and the orderly progress of the Services and the Project. All services performed by the Contractor under this Agreement shall be conducted in a manner consistent with the level of care and skill ordinarily exercised by **Terraphase Engineering Inc.** consultants are specially qualified to provide the services required by the District.

2. **Contractor Qualifications.** Contractor represents and warrants to District that Contractor, and all of Contractor’s employees, agents or volunteers (the “Contractor Parties”), have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. Contractor and any Contractor Parties performing Services shall be competent to perform those Services.

3. **Term.** The term for performance of the Services shall begin on **May 15, 2025**, and shall end on **December 31, 2025** (“Term”), except as otherwise stated in Section 4 below, and Contractor shall complete the Services within the Term. There shall be no extension of the Term without an amendment signed by all Parties and approved by the District’s governing board. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contractor Parties. In the event of early termination, Contractor shall be paid for satisfactory Services performed to the date of termination. Upon payment by District, District shall be under no further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.

4. **Termination.** Either Party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other Party. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if (1) Contractor materially breaches any of the terms of this Agreement; (2) any act or omission of Contractor or the Contractor Parties exposes District to potential liability or may cause an increase in District’s insurance premiums; (3) Contractor is adjudged a bankrupt; (4) Contractor makes a general assignment for the benefit of creditors; (5) a receiver is appointed because of Contractor’s insolvency; or (6) Contractor or Contractor Parties fail to comply with or make material representations as to the fingerprinting, criminal background check, and/or

tuberculosis certification sections of this Agreement. Such termination shall be effective immediately upon Contractor's receipt of the notice.

5. **Payment of Fees for Services.** District agrees to pay Contractor based on the hourly rates listed in *Exhibit B* for Services satisfactorily performed. Contractor shall not increase these hourly rates over the course of this Agreement. Total fees paid by District to Contractor for Services under the Agreement shall not exceed **Eighty-One Thousand Three Hundred Eighty-One Dollars (\$81,381.00)**, which consists of a not-to-exceed amount of **Seventy-Three Thousand Nine Hundred Eighty-Three Dollars (\$73,983.00)** for performance of the Basic Services, and a not-to-exceed contingency amount of **Seven Thousand Three Hundred Ninety-Eight Dollars (\$7,398.00)** for performance of any Additional Services. Contractor acknowledges that the not-to-exceed fee for Basic Services, above, includes contingency compensation in the foreseeable event that more time and costs may be necessary to complete the Basic Services. Contractor shall perform all Basic Services required by the Agreement even if the not-to-exceed amount for performance of the Services has already been paid and no more payments will be forthcoming. District agrees to make payment within sixty (60) days of receipt of a detailed invoice from Contractor based on hours worked and hourly rates, including any additional supporting documentation that District reasonably requests. Contractor shall not submit its invoices to District more frequently than monthly. Contractor will not be compensated for any Basic or Additional Services required as a result of wrongful acts or omissions.

5.1 **Reimbursement for Certain Expenses.** Contractor shall not be reimbursed directly for any of its expenses, as the fees to be paid under this Agreement include compensation for any and all of Contractor's expenses.

6. **Indemnity.** Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Trustees, members of the Board of Trustees (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from any act, error, omission, negligence, or willful misconduct of Contractor, the Contractor Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees in the performance of or failure to perform Contractor's obligations under this Agreement, including, but not limited to Contractor's or the Contractor Parties' use of the site, Contractor's or the Contractor Parties' performance of the Services, Contractor's or the Contractor Parties' breach of any of the representations or warranties contained in this Agreement, or for injury to or death of persons or damage to property or delay or damage to the District or the District Parties. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph. The indemnification provided for in this Section 6 includes, without limitation to the foregoing, claims that may be made against District by any taxing authority asserting that an employer-employee relationship exists by reason of this Agreement, and any claims made against District alleging civil rights violations by Contractor or Contractor Parties under the California Fair Employment and Housing Act ("FEHA").

7. **Equipment and Materials.** Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively,

“Equipment”) which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor or the Contractor Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contractor Parties by District. Furthermore, District may reject any Equipment or workmanship that does not conform to the requirements of this Agreement and Contractor must then promptly remedy or replace it at no additional cost to District and subject to District’s reasonable satisfaction.

8. **Insurance.** Without in any way limiting Contractor’s liability, or indemnification obligations set forth in Section 6 above, Contractor shall secure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate; (ii) commercial automobile liability insurance with a combined single limit not less than \$1,000,000 each occurrence; (iii) worker’s compensation insurance as required by Labor Code section 3200, et seq.; and (iv) professional liability insurance covering errors and omissions. Neither Contractor nor any of the Contractor Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverages have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insureds. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days’ prior written notice has been given to District. If such a notice is not given or even if District receives a notice, District may, at its sole option, terminate this Agreement. All insurance policies shall include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties. A copy of the declarations page of Contractor’s insurance policies shall be attached to this Agreement as proof of insurance.

9. **Independent Contractor Status.** The Parties agree that Contractor is free from the control and direction of District in connection with Contractor’s performance of the Services. Contractor is hereby retained to provide the specified Services for District, which are outside the usual course of District’s business. Contractor certifies that it is customarily engaged in an independently established trade, occupation, or business to provide the Services required by this Agreement. Contractor understands and agrees that Contractor and the Contractor Parties shall not be considered officers, employees, agents, partners, or joint venturers of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District’s employees are normally entitled.

10. **Taxes.** All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. Unless required by law, District will not withhold any money from fees payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. If applicable, Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contractor Parties and otherwise in connection with this Agreement.

11. **Fingerprinting/Criminal Background Investigation Certification.** Contractor and the Contractor Parties shall at all times comply with the fingerprinting and criminal background

{SR801406}3

investigation requirements of the California Education Code (“Education Code”) section 45125.1. Before performing any Services, Contractor shall execute and return the District’s Fingerprinting Notice and Acknowledgement form and the required certification (see *Exhibit C*).

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information which differs in any way from the information learned or provided pursuant to Section 45125.1, or Contractor or Contractor Parties add personnel who will provide Services under this Agreement, Contractor shall immediately notify District and prohibit any new personnel from interacting with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any interaction is permissible.

**12. Tuberculosis Certification.** Contractor and the Contractor Parties shall at all times comply with the tuberculosis (“TB”) certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

A. ☒ Contractor and Contractor Parties will **only have limited contact or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

B. ☐ The following Contractor and Contractor Parties will have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test or risk assessment in full compliance with the requirements of Education Code section 49406:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_. [Attach and sign additional pages, as needed.]

Contractor shall maintain on file the certificates showing that the Contractor and Contractor Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired to provide Services under this Agreement after the Effective Date of this Agreement by Contractor and Contractor Parties are subject to the TB certification requirements of Education Code section 49406 and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any contact is permissible.

**13. Confidential Information.** All District information disclosed to Contractor during the course of performance of services under this Agreement shall be treated as confidential and shall not be disclosed to any other persons or parties excepts as authorized by District or required by law. Contractor shall maintain the confidentiality of, and protect from unauthorized disclosure, any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this Agreement. Upon termination of this Agreement, Contractor shall turn over

to District all educational records related to the Services provided to any District student pursuant to this Agreement.

14. **Assignment/Successors and Assigns.** Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District. Subject to the foregoing, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective Parties.

15. **Severability.** If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

16. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both Parties and approved by the District's governing board.

17. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, excluding its choice of law rules. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Alameda, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by the District.

18. **Written Notice.** Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who sends the notice.

19. **Compliance with Law.** Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1 and confidentiality of records. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this Agreement and that failure to do so shall constitute material breach.

20. **Non-Discrimination.** There shall be no unlawful discrimination in the contracting of persons under this Agreement because of race, color, national origin, age, ancestry, religion, sex, or sexual orientation of such persons.

21. **Attorneys' Fees.** If a party to this Agreement commences a legal action against the other party to enforce a provision of this Agreement or seek damages related to the services provided under this Agreement, the prevailing party in the legal action will be entitled to recover from the other party all of its reasonable litigation expense, costs, and fees actually incurred, including reasonable attorneys' and experts' fees.

22. **Liability of District.** Notwithstanding anything stated herein to the contrary, District shall not be

{SR801406}5

liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits in connection with this Agreement.

23. **Time.** Time is of the essence for performance of the Services under this Agreement.

24. **Waiver.** No delay or omission by either Party in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude either Party from any or further exercise of any right or remedy.

25. **Reports.** Contractor shall maintain complete and accurate records with respect to the Services rendered and the costs incurred under this Agreement, including records with respect to any payments to employees and subcontractors. All such records shall be prepared in accordance with generally accepted accounting procedures. Upon request, Contractor shall make such records available to District for the purpose of auditing and copying such records for a period of five years from the date of final payment under this Agreement.

26. **Ownership of Documents.** All plans, studies, drawings, calculations, reports, specifications, estimates, and other documents or any other works of authorship fixed in any tangible medium of expression, including but not limited to physical drawings, data magnetically or otherwise recorded on computer disks, or other writings prepared or caused to be prepared by the Contractor under this Agreement (“Documents”) shall be and shall remain the property of the District for all purposes, not only as they relate or may relate to the Services but as they relate or may relate to any other project. Contractor will provide the District with a complete set of Documents, and will retain, on the District's behalf, the originals or reproducible copies of all Documents, however stored, in the Contractor's files for a period of no less than fifteen (15) years. Contractor shall promptly make available to District any original documents it has retained under this Agreement upon request by the District.

27. **Licensing of Intellectual Property.** This Agreement creates a non-exclusive and perpetual license for the District to copy, use, modify, reuse or sublicense any and all copyrights, designs and other intellectual property embodied in the Documents (“Intellectual Property”) not only as they relate or may relate to the Services but as they relate or may relate to other projects. The Contractor shall require any and all subcontractors and subconsultants to agree in writing that the District is granted a similar non-exclusive and perpetual license for the Intellectual Property of such subcontractors or consultants that they provided to Contractor as part of the Services. The compensation for the Services includes compensation not only for any such use of the Intellectual Property in connection with the Services, but also for any re-use of the Intellectual Property by the District in relation to other projects. Contractor represents and warrants that Contractor has the legal right to license the Intellectual Property that Contractor, its subcontractors, or its subconsultants prepare or cause to be prepared under this Agreement.

28. **Entire Agreement.** This Agreement is intended by the Parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.

29. **Ambiguity.** The Parties to this Agreement, and each of them, hereby represent that the language

contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all Parties shall be treated as equally responsible for such ambiguity.

30. **Execution of Other Documents.** The Parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

31. **Execution in Counterparts.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, facsimile, or an original, with all signatures appended together, shall be deemed a fully executed agreement.

32. **Warranty of Authority.** The persons who have signed this Agreement warrant that they are legally authorized to do so on behalf of the respective parties, and by their signatures to bind the respective parties to this Agreement.

33. **Mediation.** A party to this Agreement shall, as a condition precedent to initiating any litigation against the other party, demand mediation of any dispute. The parties shall endeavor to include any third party claimant in the mediation. The parties shall select a mediator and schedule the mediation within thirty (30) days of the initial demand for mediation. If the parties cannot agree on a mediator, the mediator shall be appointed by JAMS. The parties to the mediation, including the parties to this Agreement, shall pay equal shares of the mediator's fees. Each party shall bear its own attorney's fees related to the mediation.

34. **Forms.** Prior to performing any Services, Contractor shall prepare, execute, and submit all forms that may be required by law for this Agreement, including but not limited to disabled veteran business enterprises ("DVBE") certification (Education Code §17076.11) and an Iran Contract Act certification (Public Contract Code §2204). If a form is necessary, Contractor shall use the District's versions of these forms, which the District shall make available upon request.

35. **Sanctions in Response to Russian Aggression.** The District is using State of California funds for this Contract, and therefore Contractor must comply with the Governor's March 4, 2022, Executive Order N-6-22 ("Order") relating to any existing sanctions imposed by the United States government and the State of California in response to Russia's actions in Ukraine, including additional requirements for contracts of \$5 million or more. Failure to comply may result in the termination of the Contract.

36. **Designation of Key Personnel.** The individuals specified in the attached **Exhibit D** shall provide the services set forth herein, and shall be the persons primarily in charge of such work. No other individuals may provide services for Contractor on the this project without first obtaining the written approval of the City Manager.

37. **Conflict of Interest.** Contractor warrants that neither Contractor nor any of its employees, agents, or subcontractors has an actual or potential conflict of interest with the District in respect to the Services to be performed under this Agreement for the District. None of such individuals shall, during this term of this Agreement, acquire any interest which conflicts, or could potentially conflict, in any

manner with the interests of the District.

38. **Notice to Proceed; Progress; Completion.** Upon execution of this Agreement by the parties and approval of it by the District’s governing board, District shall give Contractor written notice to proceed with the Services. Such notice may authorize Contractor to render all of the Services contemplated herein, or such portions or phases as may be directed by the District. In the latter event, District shall, in its sole discretion, issue subsequent notices from time to time regarding further portions or phases of the Services. Upon receipt of such notices, Contractor shall diligently proceed with the Services authorized and complete it within the agreed time period.




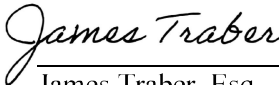
39. **California Residency.** Contractor is a resident of the State of California.

**Address for District Notices:**  
955 High Street  
Oakland, CA 94601  
Attention: Preston Thomas


**Address for Contractor Notices:**  
1300 Clay Street, Suite 100  
Oakland, CA 94612  
Attention: Alice Hale Price

\*\*\*\*\*

**OAKLAND UNIFIED SCHOOL DISTRICT**

 _____ Jennifer Brouhard, President, Board of Education	<u>5/15/2025</u> _____ Date
 _____ Kyla Johnson-Trammell, Superintendent & Secretary of the Board of Education	<u>5/15/2025</u> _____ Date
 _____ Preston Thomas, Chief Systems & Services Officer	_____ _____ Date
 _____ James Traber, Esq. Counsel, OUSD	<u>04/15/2025</u> _____ Date

**TERRAPHASE ENGINEERING INC.**

 _____ Signature	<u>4/15/2025</u> _____ Date
<u>Alice Hale Price, Principal Engineer</u> _____ Print Name, Title	



**EXHIBIT A**

**Scope of Services**

{SR801406}9

General Services Agreement – Terraphase Engineering Inc- (CEQA) Consulting Services .– Garfield Elementary School Modernization Project -  
\$81,381.00

### 3.5.2 CEQA Approach

Based on a preliminary assessment of the Project, the following Cat-Exs from CEQA may apply to the Project:

- Existing Facilities (Class 1): Assuming that components of the Project are consistent with the definition of existing facilities under Section 15301 of the CEQA guidelines, a Class 1 exemption may be applicable.
- Replacement or Reconstruction (Class 2): Class 2 exemption may apply if one of the Project goals is the replacement or reconstruction of existing schools to provide earthquake-resistant structures which do not increase capacity by more than 50 percent.
- Minor Additions to Schools (Class 14): As discussed in Addendum #2, the District has conducted an analysis of the current and future capacity of Garfield Elementary School and found that the Project would result in a capacity reduction based on current class size limits; additionally, the District has found that the Project would not result in an increase in the number of classrooms. As the number of proposed new classrooms is fewer than 10 and additional capacity associated with the Project would not result in a 25 percent or greater increase in student capacity over existing conditions, the Class 14 exemption would be applicable to the Project.

Although a project may meet the class description for a CEQA exemption, Section 15300.2 outlines *exceptions* to the use of a Cat-Ex. Accordingly, to support the District's CEQA process requirements for the Project, Terraphase proposes to develop a technical memorandum assessing the exceptions in support of the application of the Class 1, Class 2, and Class 14 Cat-Exs to the Project. This would provide supporting documentation for a recommended Filing of an NOE (Task 3) or MND (Task 5). Based on the scope of the Project and location of the modernization and upgrades, Terraphase assumes that archaeology, historical resources, and biology studies are not necessary to complete the technical memorandum and support Class 1, possibly Class 2, and Class 14 Exemptions or MND.

#### *Task 1 – Preliminary Assessment*

Terraphase will schedule a kickoff meeting with the District and design team to discuss the whole of the Project with respect to CEQA compliance, scheduling, design details, and data needs. Following the kickoff meeting, Terraphase will submit a draft project schedule and a data request list to the District.

Based on the information provided during the kickoff meeting and a review by Terraphase of the data provided by the District, Terraphase will prepare a draft Project Description for the District's review. The Cat-Ex criteria will be evaluated with respect to the draft Project Description to confirm its applicability and ensure compliance with the selected CEQA pathway. This would require confirmation that modernization to existing structures and components would include restoration or rehabilitation to meet public health and safety, unless determined that damage was substantial and resulted from an environmental hazard such as earthquake, landslide, or flood. This would also require confirmation that the Project consists of minor additions to the existing school facility where the addition does not increase original student capacity by more than 25 percent or 10 classrooms, whichever is less; the addition of portable classrooms is also included in this exemption.

Following incorporation of one round of District comments, the Project Description will be finalized and will serve as the basis for either compliance pathway.

If it is determined that the Cat-Ex criteria is not met, or the Proposed Project satisfies an exception, the appropriate CEQA pathway would be to prepare an Administrative Draft IS (Task 4A).

The two potential project pathways are presented below.

### 3.5.3 CEQA Compliance Pathway – Notice of Exemption

#### *Task 2 – Cat-Ex Analysis*

The Terraphase team will prepare the following technical evaluations to support the environmental analysis needed to make a determination regarding the Cat-Ex. Terraphase will evaluate and document the following exceptions to Cat-Exs identified in Section 15300.2 that apply to the class exemptions:

- **Cumulative Impact:** Terraphase will evaluate the potential for cumulative impacts as the result of successive projects of the same type in the same place (e.g., modernization projects on the Project campus) over time.
- **Significant Effect Due to Unusual Circumstances:** Terraphase will evaluate whether “there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances” (e.g., elements of the Project that are not typical projects identified in the class description). An example of an unusual circumstance would be if the project site had been identified as the site of protected cultural resources.
- **Scenic Highways:** Terraphase will evaluate whether the Project site may result in impacts to scenic resources within a state scenic highway viewshed.
- **Hazardous Waste Sites:** Terraphase will utilize the previous reports provided (including, but not limited to, Phase I Environmental Site Assessments, Phase II investigation reports, Underground Storage Tank Removal Reports, etc.) in addition to review of publicly accessible databases (Envirostor and Geotracker) in order to support the Cortese List analysis.
- **Historical Resources:** Terraphase will evaluate if the Proposed Project would result in a significant impact to a historical resource. Based on preliminary assessment, we believe that the school does not contain values which would make it eligible for listing on the California Register of Historical Resources based on its age location and architectural style.

*Task 2A (Optional Task – Not included in Base Fee) – Historical Resources Evaluation and Design Review*

As noted above, we believe that the school does not contain values which would make it eligible for listing on the California Register of Historical Resources based on its age location and architectural style. However, should evidence be uncovered which suggests a formal evaluation is necessary due to potential ties to history or other factors that may lead to the school itself being a historic resource, Terraphase would retain a qualified professional Architectural Historian to perform the following analysis, which would be incorporated into the Cat-Ex Analysis (Task 2) documentation.

- Terraphase teaming partner, Applied Earthworks, will conduct historical research of the property. A qualified Architectural Historian will review building permits, Sanborn maps, City Directories, newspapers, documents on file at the History Center and the Oakland Public Library, as well as other research sources to prepare a historic context statement for the property. An Architectural Historian will conduct a site visit to the property, which would provide the basis of a detailed architectural description. The property will be evaluated under the criteria of the California Register of Historical Resources, and the character defining features will be identified. The California Department of Parks and Recreation (DPR) 523 Form will be prepared using the California Office of Historic Preservation’s guidelines for recording historic resources. Applied Earthworks would prepare a memorandum summarizing the above tasks and findings.
- If further evaluation determines that the school is eligible for listing on the California Register of Historical Resources, Applied Earthworks’ Architectural Historian will review the site plans to determine whether proposed alterations to the historical resource comply with the Secretary of the Interior’s Standards (SOIS) for the treatment of historic properties. Applied Earthworks will incorporate the results of this evaluation into a letter report.

*Task 3 – Notice of Exemption*

Terraphase will prepare a draft memorandum including the following elements:

- **Project Overview:** The Project Overview will summarize the Project information, contacts, and applicable Cat-Ex.
- **Project Description:** The Project Description will summarize the purpose and objectives of the Project, the Project elements, access and parking at the Project site, and the anticipated construction schedule.<sup>1</sup>

---

<sup>1</sup> Terraphase assumes that site layout drawings and construction schedule/equipment use will be provided by the project design team.

- **Cat-Ex Analysis:** The analysis will detail how the Project meets the conditions of Class 1, Class 2, and Class 14 Cat-Exs and that the Project does not present any of the exceptions to the Cat-Exs as identified in Section 15300.2 of the CEQA Guidelines. The analysis will be supported by the technical evaluations which will be appended to the NOE package.

Terraphase will prepare the NOE form, with the Cat-Ex Analysis included as an attachment, for District review; Terraphase assumes one round of District comments will be incorporated into the final NOE package. Terraphase will provide the District with a final electronic document which can be provided to the School Board and posted to the District's website.

Following District signature and authorization to file the NOE, Terraphase will file the NOE with the Alameda County Clerk and SCH on behalf of the District. Terraphase will provide the District with a County-stamped copy of the NOE package. Terraphase has included the Alameda County Clerk handling fee in our cost estimate.

#### *Task 4 – Project Management and Meetings*

In order to efficiently complete these tasks, regular meetings will be scheduled with District staff and the design team. Our budget assumes a maximum of 10 hours of technical time for meetings and project management. This scope of work assumes that Terraphase will not be asked to participate in public hearings or community workshops.

Terraphase is interested in being considered for this Project. We are prepared to serve the District expeditiously with a local team of highly qualified staff who are committed to helping the District achieve its goals.

#### **3.5.4 CEQA Compliance Pathway IS/MND**

If, during Task 1 or Task 2, it becomes apparent a Cat-Ex is not applicable to the Proposed Project, Terraphase will notify the District and provide a brief memorandum detailing the reasoning. Terraphase will then begin development of an IS to confirm if an MND is applicable. If for any reason, it is determined an EIR is required, Terraphase will provide an updated scope and cost.

#### *Task 5A – Administrative Draft Initial Study*

If it is determined during Task 1 or 2 that a Cat-Ex does not apply to the Project, Terraphase will instead prepare an IS that meets the legal requirements of a complete, adequate, and objective statement of the Project's environmental consequences. The resulting CEQA document will provide a concise, integrated source of information for the public, District staff, and decision makers. The IS will incorporate the Environmental Analysis conducted in Task 2, in addition to a technical evaluation of Historic Resources, Hydrology, Noise, Air Quality, and Greenhouse Gas Emissions.<sup>2</sup>

Terraphase will prepare the Administrative Draft version of the IS for the Project that will consider all potentially significant environmental effects from implementation and include mitigation recommendations. For each major issue area included within the IS checklist, the general outline of the CEQA impact analysis will include the Environmental Setting, the Standards of Significance, Answers to the Checklist Questions, Mitigation Measures, and Findings. Terraphase will establish the methodology for the analysis, determine and identify thresholds of significance, identify impacts, and identify feasible mitigation measures or methods to avoid significant impacts. CEQA Checklist issues required to be addressed include:

---

<sup>2</sup> This task does not include supplemental technical studies for each of these resource areas; technical evaluation will be discussed in IS text.

- Agriculture and Forestry Resource
- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology, Soils and Seismicity
- Greenhouse Gas Emissions
- Hazardous Materials and Hazards
- Hydrology and Water Quality
- Mineral Resources
- Noise/Vibration
- Population and Housing
- Public Services
- Recreation
- Transportation and Circulation
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire

*Task 5A-1 (Optional Task – Not included in Base Fee) – Historical Resources Evaluation and Design Review*

If warranted based on site features and requested by the District, Terraphase will evaluate whether the Project may cause an impact to a significant historical resource. The scope of work and costs for this review are as described in Optional Task 2A in addition to the preparation of a letter report to evaluate the potential impacts and potential need for an MND. Draft documents will be submitted for review to the OUSD for comment and circulation. Deliverables included within this task are a letter report, cover letter, updates to the CEQA IS incorporating the historical resources evaluation findings, DPR forms, and impact analysis, as well as maps and other necessary documentation.

*Task 5B – Draft IS/MND and Notice of Intent (NOI)*

Terraphase will incorporate comments from the District on the Administrative Draft IS and prepare the Draft IS for public circulation. Terraphase will prepare a draft NOI to adopt an MND for the Project. It is assumed that the District will distribute the NOI to interested parties, and will post the document on its website. The District will be responsible for the coordination and costs of publishing the NOI in a local newspaper.

Terraphase will prepare a Notice of Completion and file the Draft MND with the SCH to initiate the 30-day public review period. An electronic copy of the Draft MND will be sent to the SCH for distribution. Terraphase will work with the District to set up an SCH registration for Project submittal as in-person deliveries are no longer accepted.

*Task 5C – Responses to Comments and Mitigation Monitoring and Reporting Program*

Terraphase will compile the public comment letters received on the IS/MND and identify each comment requiring a response. Terraphase will prepare responses to each bracketed comment received during the public review period for the IS/MND. The proposal assumes a minor level of effort will be required to respond to comments, defined as no more than 4 hours, and no revisions to the IS analysis or conclusions will be necessary to address the comments. Once the mitigation has been approved by District staff, Terraphase will prepare a Mitigation Monitoring Reporting Program that will identify the agency with implementing and monitoring responsibility, compliance standards for the implementation of mitigation measures, and the necessary timing of mitigation measures.

*Task 5D – File Notice of Determination (NOD)*

Terraphase will prepare the NOD to be filed with the SCH following adoption of the Final MND and approval of the Project by the District. The District has five working days to file the NOD and submit payment to the Alameda County Clerk. Terraphase will submit the stamped NOD to the SCH. Payment of fees associated with the filing of the NOD are not within Terraphase's cost estimate.

*Task 6 – Project Management and Meetings*

Project management and meetings would be conducted as described in Task 4 of the NOE pathway.

**EXHIBIT B**

**Hourly Rates**

{SR801406}10

General Services Agreement – Terraphase Engineering Inc- (CEQA) Consulting Services .– Garfield Elementary School Modernization Project -  
\$81,381.00

## 4 Litigation History

There are no judgments against Terraphase nor any other evidence of liability of Terraphase during the past 5 years preceding this response to the RFQ/P.

Terraphase's 5-year summary of litigation, arbitration, and negotiated/settled history with previous clients is provided below.

<b>Entity Bringing Suit:</b>	Terraphase Engineering Inc.
<b>Complaint:</b>	Breach of contract
<b>Accusation:</b>	Contract was breached; client did not inform Terraphase of any issues with invoices and failed to pay them.
<b>Outcome:</b>	Dispute was resolved without further litigation.

## 5 Professional Fees

### 5.1 Fee

In accordance with the RFQ/P, the proposed fee for the Project is presented as a "Base Fee" consisting of the scope of work for the preparation of the NOE package and an "Alternate Fee" for the preparation of an MND. The cost estimate also includes a 10 percent contingency, subject to District approval.

Based on our experience with similar projects, we understand that out-of-scope tasks may arise due to the need for additional technical studies, changes to the Project Description, etc. Therefore, Terraphase has included a 10 percent contingency in our total budget, which would be authorized by the District's PM if needed for out-of-scope tasks. If additional out-of-scope tasks are identified beyond the 10 percent contingency, an additional proposal would be provided.

This cost estimate and associated rates schedule assumes that work will be completed prior to January 2026.

#### 5.1.1 Base Fee – Categorical CEQA Exemption

The total not-to-exceed estimated cost for the Project NOE Scope is presented below (use of contingency requires District approval). We have also included costs for the optional Task 2A, Historical Resources Evaluation and Design Review.

	Base Fee (NOE Scope)
Task 1. Preliminary Assessment	\$4,831
Task 2. Cat-Ex Analysis	\$10,784
Task 3. Notice of Exemption	\$1,584
Task 4. Project Management & Meetings	\$3,926
<b>Proposed Fee (no optional tasks)</b>	<b>\$21,125</b>
10% Contingency Budget (Requires PM Approval)	\$2,112
<b>Not-to-Exceed Fee (no optional tasks)</b>	<b>\$23,237</b>
<i>Optional Tasks:</i>	
Task 2A. <i>Optional</i> Historical Resources Evaluation and Design Review	\$9,428
<b>Proposed Fee (with optional tasks)</b>	<b>\$30,553</b>
10% Contingency Budget (Requires PM Approval)	\$3,055
<b>Not-to-Exceed Fee (with optional tasks)</b>	<b>\$33,608</b>

### 5.1.2 Alternate Fee – IS/MND

The total not-to-exceed estimated cost for the Project IS/MND Scope is presented below (use of contingency requires District approval). We have also included costs for the optional Task 5A-1, Historical Resources Evaluation and Design Review.

	Alternate Fee (MND Scope)
Task 1. Preliminary Assessment	\$4,831
Task 5. Initial Study/Mitigated Negative Declaration	\$44,184
Task 6. Project Management & Meetings	\$3,926
<b>Proposed Fee (no optional tasks)</b>	<b>\$52,941</b>
10% Contingency Budget (Requires PM Approval)	\$5,294
<b>Not-to-Exceed Fee (no optional tasks)</b>	<b>\$58,235</b>
<i>Optional Tasks:</i>	
Task 5A-1. <i>Optional</i> Historical Resources Evaluation and Design Review	\$21,042
<b>Proposed Fee (with optional tasks)</b>	<b>\$73,983</b>
10% Contingency Budget (Requires PM Approval)	\$7,398
<b>Not-to-Exceed Fee (with optional tasks)</b>	<b>\$81,381</b>

### 5.2 Hourly Rates

The following table provides the schedule of fees for Terraphase; rates for support and clerical staff are included. Rates are inclusive of all overhead costs. Terraphase is pleased to offer the District a 10 percent discount from our 2025 Standard Schedule of Charges.

Labor Classification	Standard Hourly Rate	Hourly Rate with 10% Discount
Senior Principal	\$320	\$288.00
Principal Engineer/Scientist	\$301	\$270.90
Senior Associate Engineer/Scientist	\$282	\$253.80
Associate Engineer/Scientist	\$264	\$237.60
Senior Project Engineer/Scientist	\$247	\$222.30
Project Engineer/Scientist	\$230	\$207.00
Senior Staff 2 Engineer/Scientist	\$213	\$191.70
Senior Staff 1 Engineer/Scientist	\$193	\$173.70
Staff 2 Engineer/Scientist	\$171	\$153.90
Staff 1 Engineer/Scientist	\$149	\$134.10
Senior Technician	\$156	\$140.40
Technician 3	\$136	\$122.40
Technician 2	\$114	\$102.60
Technician 1	\$96	\$86.40
Senior Editor/Senior Project Coordinator	\$166	\$149.40
Editor 2/Project Coordinator 2/Accountant 2	\$147	\$132.30
Editor 1/Project Coordinator 1/Accountant 1	\$122	\$109.80
Administrator/Project Assistant/Billing Specialist	\$103	\$92.70

The rates presented above are valid through December 31, 2025; rates are subject to revision by annual calendar year escalation in January. Rates on invoices will reflect rates in effect at time of invoicing.



**EXHIBIT C**

**Fingerprinting Notice and Acknowledgement Form**

{SR801406}11

General Services Agreement – Terraphase Engineering Inc- (CEQA) Consulting Services .– Garfield Elementary School Modernization Project -  
\$81,381.00

**FINGERPRINTING NOTICE AND ACKNOWLEDGEMENT**  
**FOR ALL CONTRACTS EXCEPT WHEN CONSTRUCTION EXCEPTION IS MET**  
(Education Code Section 45125.1)

Other than business entities performing construction, reconstruction, rehabilitation, or repair who have complied with Education Code section 45125.2, business entities entering into contracts with the District must comply with Education Code sections 45125.1. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations. The following information is provided simply to assist such entities with compliance with the law:

1. You (as a business entity) shall ensure that each of your employees who interacts with pupils outside of the immediate supervision and control of the pupil's parent or guardian or a school employee has a valid criminal records summary as described in Education Code section 44237. (Education Code §45125.1(a).) You shall do the same for any other employees as directed by the District. (Education Code §45125.1(c).) When you perform the criminal background check, you shall immediately provide any subsequent arrest and conviction information it receives to the District pursuant to the subsequent arrest service. (Education Code §45125.1(a).)
2. You shall not permit an employee to interact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a felony as defined in Education Code section 45122.1. (Education Code §45125.1(e).) See the lists of violent and serious felonies in ***Attachment A*** to this Notice.
3. Prior to performing any work or services under your contract with the District, and prior to being present on District property or being within the vicinity of District pupils, you shall certify in writing to the District under the penalty of perjury that neither the employer nor any of its employees who are required to submit fingerprints, and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1, and that you are in full compliance with Education Code section 45125.1. (Education Code §45125.1(f).) For this certification, you shall use the form in ***Attachment B*** to this Notice.
4. If you are providing the above services in an emergency or exceptional situation, you are not required to comply with Education Code section 45125.1, above. An "emergency or exceptional" situation is one in which pupil health or safety is endangered or when repairs are needed to make a facility safe and habitable. The District shall determine whether an emergency or exceptional situation exists. (Education Code §45125.1(b).)
5. If you are an individual operating as a sole proprietor of a business entity, you are considered an employee of that entity for purposes of Education Code section 45125.1, and the District shall prepare and submit your fingerprints to the Department of Justice as described in Education Code section 45125.1(a).

(Education Code §45125.1(h).)

I, as VP of HR *[insert "owner" or officer title]* of Terraphase Engineering Inc.  
*[insert name of business entity]*, have read the foregoing and agree that Terraphase Engineering Inc.  
*[insert name of business entity]* will comply with the requirements of Education  
Code §45125.1 as applicable, including submission of the certificate mentioned above.

Dated: April 15, 2025

Name: Hank A. Galindo

Signature: 

Title: VP of HR

## **ATTACHMENT A**

### **Violent and Serious Felonies**

Under Education Code sections 45122.1 and 45125.1, no employee of a contractor or subcontractor who has been convicted of or has criminal proceedings pending for a violent or serious felony may come into contact with any student. A violent felony is any felony listed in subdivision (c) of Section 667.5 of the Penal Code. Those felonies are presently defined as:

- (1) Murder or voluntary manslaughter.
- (2) Mayhem.
- (3) Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
- (4) Sodomy as defined in subdivision (c) or (d) of Section 286.
- (5) Oral copulation as defined in subdivision (c) or (d) of Section 288a.
- (6) Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
- (7) Any felony punishable by death or imprisonment in the state prison for life.
- (8) Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
- (9) Any robbery.
- (10) Arson, in violation of subdivision (a) or (b) of Section 451.
- (11) Sexual penetration as defined in subdivision (a) or (j) of Section 289.
- (12) Attempted murder.
- (13) A violation of Section 18745, 18750, or 18755.
- (14) Kidnapping.
- (15) Assault with the intent to commit a specified felony, in violation of

Section 220.

- (16) Continuous sexual abuse of a child, in violation of Section 288.5.
- (17) Carjacking, as defined in subdivision (a) of Section 215.
- (18) Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
- (19) Extortion, as defined in Section 518, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (20) Threats to victims or witnesses, as defined in Section 136.1, which would constitute a felony violation of Section 186.22 of the Penal Code.
- (21) Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
- (22) Any violation of Section 12022.53.
- (23) A violation of subdivision (b) or (c) of Section 11418.

A serious felony is any felony listed in subdivision (c) Section 1192.7 of the Penal Code. Those felonies are presently defined as:

(1) Murder or voluntary manslaughter; (2) Mayhem; (3) Rape; (4) Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (5) Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; (6) Lewd or lascivious act on a child under the age of 14 years; (7) Any felony punishable by death or imprisonment in the state prison for life; (8) Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; (9) Attempted murder; (10) Assault with intent to commit rape, or robbery; (11) Assault with a deadly weapon or instrument on a peace officer; (12) Assault by a life prisoner on a non-inmate; (13) Assault with a deadly weapon by an inmate; (14) Arson; (15) Exploding a destructive device or any explosive with intent to injure; (16) Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; (17) Exploding a destructive device or any explosive with intent to murder; (18) Any burglary of the first degree; (19) Robbery or bank robbery; (20) Kidnapping; (21) Holding of a hostage by a person confined in a state prison; (22) Attempt to commit a felony punishable by death or imprisonment in the state prison for life; (23) Any felony in which the defendant personally used a dangerous or deadly weapon; (24) Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug,

as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; (25) Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; (26) Grand theft involving a firearm; (27) carjacking; (28) any felony offense, which would also constitute a felony violation of Section 186.22; (29) assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; (30) throwing acid or flammable substances, in violation of Section 244; (31) assault with a deadly weapon, firearm, machine gun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; (32) assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5; (33) discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246; (34) commission of rape or sexual penetration in concert with another person, in violation of Section 264.1; (35) continuous sexual abuse of a child, in violation of Section 288.5; (36) shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100; (37) intimidation of victims or witnesses, in violation of Section 136.1; (38) criminal threats, in violation of Section 422; (39) any attempt to commit a crime listed in this subdivision other than an assault; (40) any violation of Section 12022.53; (41) a violation of subdivision (b) or (c) of Section 11418; and (42) any conspiracy to commit an offense described in this subdivision.

## ATTACHMENT B

### Form for Certification of Lack of Felony Convictions

*Note: This form must be submitted by the owner, or an officer, of the contracting entity before it may commence any work or services, and before it may be present on District property or be within the vicinity of District pupils.*

Entity Name: Terraphase Engineering Inc.  
Date of Entity's Contract with District: \_\_\_\_\_  
Scope of Entity's Contract with District: \_\_\_\_\_

I, Hank A. Galindo [insert name], am the VP of HR [insert "owner" or officer title] for Terraphase Engineering Inc. [insert name of business entity] ("Entity"), which entered a contract on \_\_\_\_\_, 2025 with the District for \_\_\_\_\_.

I certify that (1) pursuant to Education Code section 45125.1(f), neither the Entity, nor any of its employees who are required to submit fingerprints and who may interact with pupils, have been convicted of a felony as defined in Education Code section 45122.1; and (2) the Entity is in full compliance with Education Code section 45125.1, including but not limited to each employee who will interact with a pupil outside of the immediate supervision and control of the pupil's parent or guardian having a valid criminal background check as described in Education Code section 44237.

I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

Date: April 15, 2025

Signature: 

Typed Name: Hank A. Galindo

Title: VP of HR

Entity: Terraphase Engineering Inc.

**Memorandum:**

**Date:** Nov 8, 2024

**To:** Kenya Chatman,

**CC:** David Colbert, Pranita Ranbhise, Ty Taylor, Colland Jang, Juanita Hunter, Victor Manansala, Jorge DeAnda, Shonda Scott, Shonnell Frost-Gibbs, Blake Brown

**From:** Tiffany Knuckles

**Subject:** LBU Recommendation - Scope Specific - CEQA Services

---

Greetings Ms. Chatman and Mr. Jang,

As per the Oakland Unified School District's Local Business Policy Program Requirements Section of AR 7115: Prior to the issuance of a formal invitation for bid, the District shall ensure that there are at least three certified businesses listed in the industry, trade or profession that constitutes a major category of work. If at least three L/SL/SLRBEs are not certified, then the requirement may, subject to the discretion of the District, be waived, or the 50% requirement may be reset from 50% all the way to 0%, depending on the particular circumstances at time of bid.

**Referenced Scope:** CEQA Services

An availability analysis has been conducted for NAICS Code: 541620 (Environmental Consultant Services) with a specialization in CEQA Services, to determine the availability of certified firms to meet local business utilization on projects. Upon review of the City of Oakland, Port of Oakland, and Alameda County certification databases; we conclude that due to the limited number of L/SLBE firms eligible to perform services within the identified scope, a local business waiver is appropriate.

It is recommended that the District waive the entire 50% LBU requirement for the above listed scope.

**LBU Recommendation:**

Full LBU Waiver ▾

Please note that updated analyses may be completed on an annual basis, as needed. If there are any questions, please feel free to contact our team at any time.

Sincerely,

Tiffany Knuckles





TERRENG-02

MLACYMCCLINTOCK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/17/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861 Seattle-Alliant Insurance Services, Inc. 401 Union Street, 31st Floor Seattle, WA 98101	CONTACT NAME: <b>Melanie Kelly</b>	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
	E-MAIL ADDRESS: <b>melanie.kelly@alliant.com</b>	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : <b>Crum &amp; Forster Specialty Insurance Company</b>	<b>44520</b>
INSURED  Terraphase Engineering, Inc. 1300 Clay Street, Suite 1000 Oakland, CA 94612	INSURER B : <b>Continental Insurance Company</b>	<b>35289</b>
	INSURER C : <b>Aspen Specialty Insurance Company</b>	<b>10717</b>
	INSURER D : <b>National Fire Insurance Company of Hartford</b>	<b>20478</b>
	INSURER E :	
	INSURER F :	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		EPK-149149	10/4/2024	10/4/2025	EACH OCCURRENCE \$ <b>10,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b>
							MED EXP (Any one person) \$ <b>10,000</b>
							PERSONAL & ADV INJURY \$ <b>10,000,000</b>
							GENERAL AGGREGATE \$ <b>10,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>10,000,000</b>
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			7063362068	10/4/2024	10/4/2025	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTION \$ <b>0</b>			EX00UFY24	10/4/2024	10/4/2025	EACH OCCURRENCE \$ <b>6,000,000</b>
							AGGREGATE \$ <b>6,000,000</b>
							\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	7040301196	10/4/2024	10/4/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ <b>1,000,000</b>
							E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	Prof Liab/Pollution			EPK-149149	10/4/2024	10/4/2025	Each Claim/Each Occ <b>5,000,000</b>
A	Prof Liab/Pollution			EPK-149149	10/4/2024	10/4/2025	Prof Liab/Pollution <b>5,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

All Other States Workers Compensation Policy #7040301196 | 10.4.24 - 10.4.25 | National Fire Insurance of Hartford | Employers Liability Limits: \$1m/\$1m/\$1m | Statutory Coverage Applies

Project: Garfield Elementary School

All insurers above have an A.M. Best rating of A- or greater.

Oakland Unified School District is Additional Insured with respect to General Liability per form attached.

## CERTIFICATE HOLDER

## CANCELLATION

Oakland Unified School District 955 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

## DIVISION OF FACILITIES PLANNING & MANAGEMENT ROUTING FORM

### Project Information

<b>Project Name</b>	Garfield Elementary School Modernization Project(CEQA)	<b>Site</b>	118
---------------------	--	-------------	-----

### Basic Directions

**Services cannot be provided until the contract is awarded by the Board or is entered by the Superintendent pursuant to authority delegated by the Board.**

Attachment Checklist	<input checked="" type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000 <input checked="" type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider
----------------------	---

### Contractor Information

Contractor Name	Terraphase Engineering, Inc.	Agency's Contact		Alice Hale Price				
OUSD Vendor ID #	004240	Title		Principal Engineer				
Street Address	1300 Clay Street	City	Oakland	State	CA	Zip	94612	
Telephone	510-645-1850	Policy Expires						
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
OUSD Project #	22102							

### Term of Original/Amended Contract

Date Work Will Begin (i.e., effective date of contract)	05-15-2025	Date Work Will End By (not more than 5 years from start date; for construction contracts, enter planned completion date)	12-31-2025
		New Date of Contract End (If Any)	

### Compensation/Revised Compensation

If New Contract, Total Contract Price (Lump Sum)	\$	If New Contract, Total Contract Price (Not To Exceed)	\$81,381.00
Pay Rate Per Hour (If Hourly)	\$	If Amendment, Change in Price	
Other Expenses		Requisition Number	

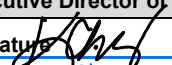
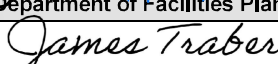

### Budget Information

*If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.*

Resource #	Funding Source	Org Key	Object Code	Amount
9655/9867	Fund 21, Measure Y	210-9655-0-9867-8500-6215-118-9180-9906-9999-22102	6215	\$81,381.00

### Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

	<b>Division Head</b>	<b>Phone</b>	510-535-7038	<b>Fax</b>	510-535-7082
1.	<b>Executive Director of Facilities</b>				
	Signature 	Date Approved	04/18/2025		
	Kenya Chatman (Apr 18, 2025 10:26 PDT)				
2.	<b>Counsel, Department of Facilities Planning and Management</b>				
	Signature 	Date Approved	04/15/2025		
	James Traber (Apr 15, 2025 10:54 PDT)				
	<b>Chief Systems and Services Officer</b>				
3.	Signature 	Date Approved			
	Preston Thomas (Apr 18, 2025 10:54 PDT)				
	<b>Chief Financial Officer</b>				
4.	Signature	Date Approved			
	<b>President, Board of Education</b>				
5.	Signature	Date Approved			

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	25-1018
Introduction Date	05-14-2025
Enactment Number	
Enactment Date	



# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Preston Thomas, Chief Systems and Services Officer  
Kenya Chatman, Executive Director

**Board Meeting Date** May 14, 2025

**Subject** General Services Agreement – Terraphase Engineering, Inc. – Garfield Elementary School Modernization Project- Division of Facilities Planning and Management

**Action Requested** Approval by the Board of Education of General Services Agreement between the District and **Terraphase Engineering Inc., Oakland, CA**, for the latter to provide Environmental Site Assessment Consulting Services for the **Garfield Elementary School Modernization Project** in the amount of **\$10,670.00 which includes a contingency fee of \$970.00**, as the selected consultant, with work scheduled to commence on **May 15, 2025**, and scheduled to last until **December 31, 2025**.

**Discussion** Consultant was selected through an RFP process, using a competitive process consistent with Government Code §§4526-4528 (Education Code §17070.50).

**LBP** (Local Business Participation Percentage) 100.00%

**Recommendation** Approval by the Board of Education of General Services Agreement between the District and Terraphase Engineering Inc., Oakland, CA, for the latter to provide Environmental Site Assessment Consulting Services for the Garfield Elementary School Modernization Project in the amount of \$10,670.00 which includes a contingency fee of \$970.00, as the selected consultant, with work scheduled to commence on May 15, 2025, and scheduled to last until December 31, 2025.

**Fiscal Impact** Fund 21 Building Funds, Measure Y

**Attachments**

- Justification Form
- Agreement and Exhibits
- Insurance Certificate
- Routing Form