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| Board Office Use: <b>Legislative File Info.</b> |               |
| File ID Number                                  | 24-0639       |
| Introduction Date                               | 04-24-2024    |
| Enactment Number                                | 24-0748       |
| Enactment Date                                  | 4/24/2024 CJH |



# Memo

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent;  
Preston Thomas, Chief Systems and Services Officer, Division of Facilities Planning and Management; Kenya Chatman, Executive Director of Facilities Planning

**Board Meeting Date** April 24, 2024

**Subject** General Services Agreement – ACC Environmental Consultants – Urban Promise Academy - Division of Facilities Planning and Management

**Action Requested** Approval by the Board of Education for General Services Agreement by and between the **District and ACC Environmental Consultants**, Oakland, CA, for the latter to provide environmental consulting services, which consist of asbestos, PBC, and other substances for the re-roofing project at the **Urban Promise Academy**, in the not-to-exceed amount of **\$8,749.40**, which includes a not-to-exceed amount of \$795.40 for Additional Services, with the work scheduled to commence on April 25, 2024 through June 30, 2025, pursuant to the Agreement.

**Discussion** Consultant was selected based on a (a) demonstrated competence and professional qualifications (Government Code §4526), and (b) a fair competitive RFP selection process (Government Code §§4529.10 et seq.).

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

**Recommendation** Approval by the Board of Education for General Services Agreement by and between the District and ACC Environmental Consultants, Oakland, CA, for the latter to provide environmental consulting services, which consist of asbestos, PBC, and other substances for the re-roofing project at the Urban Promise Academy, in the not-to-exceed amount of \$8,749.40, which includes a not-to-exceed amount of \$795.40 for Additional Services, with the work scheduled to commence on April 25, 2024 through June 30, 2025, pursuant to the Agreement.

**Fiscal Impact** Fund 21 Building Fund/Measure Y

- Attachments**
- Contract Justification Form
  - Agreement, including Exhibits
  - Certificate of Insurance
  - Routing Form



**CONTRACT JUSTIFICATION FORM**  
**This Form Shall Be Submitted to the Board Office with Every  
Agenda Contract.**

**Legislative File ID No.** 24-0639

**Department:** Facilities Planning and Management

**Vendor Name:** ACC Environmental Consultants

**Project Name:** Urban Promise Academy Re-roofing Project

**Project No.:** 22142

**Contract Term:** Intended Start: 04-25-2024

Intended End: 06-30-2025

**Total Cost Over Contract Term:** \$8,749.40

**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?**

The vendor was selected through the formal RFP process.

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

The vendor is providing hazardous material abatement 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?

The vendor's qualifications and fee proposal were deemed to provide the best value for the requested services.

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:

- The vendor is providing hazardous material abatement consulting services.

## OAKLAND UNIFIED SCHOOL DISTRICT GENERAL SERVICES AGREEMENT

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This general services agreement (“Agreement”) is made and entered into effective **April 25, 2024** (the “Effective Date”), by and between the Oakland Unified School District (“District”) and **ACC Environmental Consultants** (“Contractor” and together with District, the “Parties”).

1. **Contractor Services.** Contractor agrees to provide the following services to District (collectively, the “Basic Services”): consulting services, which consist of asbestos, PBC, and other substances for the Urban Promise Academy Roof Replacement 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 ACC Environmental Consultants 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 be the duration of the Project (“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 **Eight Thousand Seven Hundred Forty-Nine Dollars and Forty Cents (\$8,749.40)**, which consists of a not-to-exceed amount of **Seven Thousand Nine Hundred Fifty-Four Dollars (\$7,954.00)** for performance of the Basic Services, and a not-to-exceed contingency amount of **Seven Hundred Ninety-Five Dollars and Forty Cents (\$795.40)** 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 Paragraph 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 limits not less than **\$1,000,000** each occurrence and **\$2,000,000** in the aggregate, if applicable; and (iii) worker's compensation insurance as required by Labor Code section 3200, *et seq.*, if applicable. 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 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 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.

\* \* \* \* \*

**OAKLAND UNIFIED SCHOOL DISTRICT**

  
\_\_\_\_\_  
Benjamin Davis, President  
Board of Education


4/25/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kyla Johnson-Trammell, Superintendent

4/25/2024

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Preston Thomas, Chief Systems & Services  
Officer, Facilities Planning and Management

Mar 22, 2024

\_\_\_\_\_  
Date

Preston Thomas (Mar 22, 2024 16:40 PDT)  
\_\_\_\_\_  
Preston Thomas, Chief Systems & Services  
Officer, Facilities Planning and Management

Mar 27, 2024

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jenine Lindsey Esq.,  
General Counsel, OUSD

**ACC ENVIRONMENTAL  
CONSULTANTS**

  
\_\_\_\_\_  
Stephen Jackson, Vice President

3/22/2024

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Stephen Jackson, Vice President  
Print Name, Title

**Address for District Notices:**

Preston Thomas, Chief Systems and Services Officer,  
Division of Facilities Planning and Management  
955 High Street  
Oakland, CA 94604

**Address for Contractor Notices:**

Stephen Jackson  
7977 Capwell Drive, Suite 100  
Oakland, CA 94621

**EXHIBIT A**

**Scope of Services**

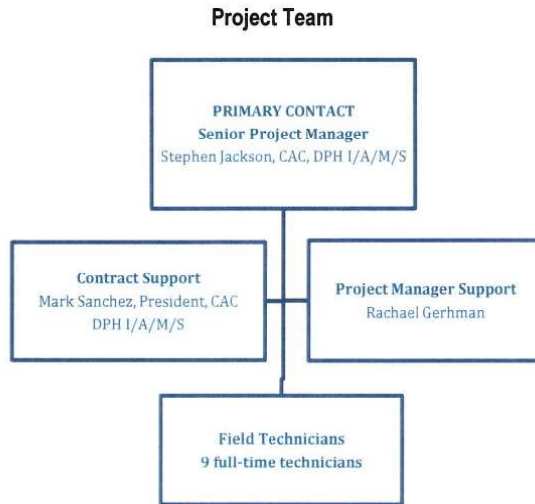


### 2.3 Scope of Work

ACC has surveyed thousands of buildings, including managing and designing over 20,000 hazardous material abatement projects. Our approach to surveys, project design and project management is quality focused, aimed at taking risk out of the equation while providing comprehensive and accurate reporting, design and oversight.

**ACC has provided as-needed environmental consulting services to the OUSD since 1993 and we look forward to being considered for the East Oakland Pride Site Improvement Project.** Past example projects include: hazardous material abatement consulting, asbestos surveys, lead-paint surveys, hazardous material surveys, mold and biological investigations, modernization projects, AHERA reinspections, final clearances and soil sampling.

ACC's Project Managers and field staff members are Certified Asbestos Consultants, Certified Industrial Hygienists, Site Surveillance Technicians, and California Department of Public Health Lead Inspector/Risk Assessors/ Supervisors/Monitors. Our team is National Institute of Occupational Safety and Health (NIOSH) 583 trained and ACC participates in the American Industrial Hygiene Association's (AIHA) Proficiency Analytical Testing (PAT) Program. ACC maintains all the necessary equipment and the facility required to provide Phase Contrast Microscopy on-site or in our laboratory. Our qualified team has extensive experience with the Office of Public School Construction, the California Building Code, the California Green Building Standards Code, and other applicable California Code of Regulations.



**Resumes and our Employee Certification chart are included as Additional Data in the Appendix.**

#### 2.3.1-2.3.5 Approach to Scope of Work

ACC agrees to provide all services as described under “Section B. Basic Services & Section C. Scope of Work”. We understand that the primary role of the selected hazardous material abatement consultant will be to identify all hazardous material for roofing and related roof components to be demolished, produce construction documents for its abatement, removal and management of these materials associated with the construction project. ACC also



understands that the consultant shall provide monitoring services during the construction phase of the project to insure activities comply with the contract documents and applicable laws and regulations. ACC will complete the full scope of work detailed in “Section C. Statement of Work”. ACC understands and is fully qualified to provide the full Scope of Work detailed in this RFP/Q.

**ACC’s dedicated project manager, Steve Jackson will work with the District’s team to develop a detailed approach and work plan for each site and it’s identified project scope of work outlined in the RFQ/P.**

Below is an example narrative of ACC’s general approach, safety and quality control measures to Hazardous Material Abatement Consulting Projects.

**Field Survey Work:** ACC will review existing survey reports and sample results available for each building. If the site inspection confirms that existing sampling is adequate and the data will be included on ACC material data forms as having already been sampled previous and this information will be included in the final report.

Upon the commencement of a hazardous materials survey, ACC will proceed in the following manner; 1) conduct a walk-through of the building take an inventory of all suspect building materials and components that will require testing for asbestos and/or lead and note each suspect material on the ACC’s Material Information Form; 2) While taking inventory of all suspect asbestos and/or hazardous materials or components that will require sampling, ACC will also be filling out the Building Information Form, which provides all the details on the make up of the structure, age, length, width, type of construction, square footage, make up of both interior and exterior walls, floors, ceilings and mechanical systems. Typically this form is used on commercial and more complex structures. 3) Upon completing the inventory of all suspect materials that will require sampling, ACC will inspect the site and determine the presence and number of suspect materials to be sampled at the site. 4) ACC will obtain the appropriate number of samples in accordance with the related material using appropriate methods for sampling. 5) Lastly ACC will construct a floor plan sketch of the property showing all rooms, bathrooms, closets, etc. so that material and sample locations in the report can located more easily by the reader.

The survey of each buildings’ MEP systems and building components will identify all impacted hazardous materials, including, but not limited to:

1. Asbestos
2. Lead
3. Mercury
4. Polychlorinated Biphenyls (PCBs)
5. Refrigerants
6. Chemicals
7. Solvents
8. Heating oils and hydraulic fluids that might be disturbed by the building project
9. Mold (sampling and testing of mold found in areas including but not limited to crawl spaces and concealed ceiling spaces)

#### **Preparation of Survey Reports**

Data collected during the survey is documented on ACC’s Survey Data Forms, including the Material Information Form, Building Information Form and Chain of Custody with Sample Location Form. Quantities of materials, description of material locations and any damaged conditions of materials will be entered into final report. Sample results are entered into the report as soon as they are received from the laboratory.

A draft report is prepared and reviewed by the project manager (CAC and or CIH) and upon completion of the review the final Draft report is generated and provided to OUSD for review and comment. Upon completion and if there are Response to RFQ/P for Hazardous Material Abatement Consulting Services or Urban Promise Academy





no unanswered questions after review of the report, a final report will be issued including five (5) hard copies as well as an electronic version in PDF Format. **The report will contain all requirements listed in the RFQ/P and agreed upon with the District.**

**Project Design:** Design of Asbestos Containing Materials, Lead-Based Paint/Lead-Containing Materials and Other Hazardous Substances Methodologies and Specification and Monitoring Lead-Based Paint/Lead-Containing Materials, Asbestos and Other Hazardous Substances Abatement work will be prepared as needed based on our findings.

**Abatement Design, Specification and Bidding Assistance:** ACC provides cost effective and safe abatement methodologies incorporating the best project management principals in accordance with local, state and federal regulations. ACC will work with the District to develop comprehensive construction documents for the abatement and management process.

#### **Laboratories**

All outside laboratories used by ACC are fully accredited by DOHS and participate in NIOSH (PAT), AIHA, ELPAT, and NAVLAP. ACC selects outside laboratories based on accreditation, timeliness (contracted turn around time) and accuracy of samples submitted for analysis.

ACC works with these labs on a daily basis and is able to negotiate both best costs and services for all forms of sample analysis. All laboratories publish and follow approximately the same time frames for turn around of sample analysis. Ensuring the best service from the lab however requires the consultant to communicate properly with the labs as well as to execute best practices in obtaining samples and transmitting them to the laboratory.

#### **Regulatory Compliance and Safety Observation**

ACC project managers and technicians have all completed their asbestos and lead-based paint certification courses, as well as several other Hazardous Material certification courses (detailed in our Technical Certification chart in the attachments), which require them to possess and demonstrate a thorough knowledge of all applicable regulations. In addition, ACC holds semi-monthly staff meetings where any changes in regulations or enactment of new regulations are discussed.

ACC project management personnel have frequent contact with Air Quality Management District and Cal/OSHA inspectors who often visit our job sites. ACC's project managers always tour the site with the regulator and if requested make any suggested modifications. ACC has never had a project cited by a regulator.

#### **Quality Assurance and Quality Control**

ACC employs methods and tools that assure quality outcomes and quality controls for all of our work. ACC's staff will follow a comprehensive Quality Control Plan to guarantee that all required services are provided to OUSD as specified in this RFQ/P.

ACC has developed proprietary software programs for survey work to assist inspectors in the gathering and recording of information in standardized format. This certifies that our clients receive documentation that is consistent from project to project. Our Field Technicians use tablets in the field and upload project documentation to internal servers daily for review by project managers. Client access to daily documentation is available upon request.

This standardized format also acts as a built in quality assurance mechanism by requiring our staff to be thorough and accurate when gathering project data. Accuracy in data gathering allows for development of precise scopes of work that reflect the true requirements of projects, leading to the best opportunity for fair and accurate bids. This, Response to RFQ/P for Hazardous Material Abatement Consulting Services or Urban Promise Academy



combined with our depth of experience helps us prepare clear and well-defined specifications that minimize the possibility for costly change orders.

#### **2.4 *Litigation***

ACC has no litigation from any projects.

**EXHIBIT B**

**Hourly Rates**



**2.5 Professional Fees**

**Urban Promise Academy – Hazardous Material Abatement Consulting Services Not-To-Exceed Fee Proposal**

Below is ACC’s detailed schedule of hourly billing rates and a breakdown of associated costs for all tasks proposed (including contingency costs per tasks) in the RFQ/P “Section C. Statement of Work”. ACC will follow all project guidelines outlined by the District.

ACC has also included a line item for a 10% contingency to the proposed not-to-exceed fee. The contingency will cover potential additional services and shall be subject to District approval.

**Task 1 – Hazardous Materials Survey (Asbestos, Lead, PCBs and Other Substances)**

**Task 1 – Total Cost: \$7,099.40**

**Initial Survey**

Labor

Survey - \$3,200

Samples

PLM - 50 samples @ \$20 each = \$1,000

Lead - 12 samples @ \$22 each = \$264

PCB - 9 samples @ \$110 each = \$990

**Final Report with Cost Estimates**

Lump Sum \$1,000

10% Contingency: \$645.40

**Task 2 – Abatement Design Phase**

**Task 2 – Total Cost: \$1,650**

Asbestos Specification: \$500

Lead Specification: \$500

PCB Specification: \$500

10% Contingency: \$150

**Not to Exceed Grand Total: \$8,749.40**



## 2024 Annual Fee Schedule

(Effective January 1, 2024)

Cost of labor services shall be as follows:

| Labor Classification  | Hourly         |
|---|----------------|
| Subject Matter Expert / Expert Witness                        | \$ 1.5x hourly |
| Principal   | \$ 350.00      |
| Board Certified Industrial Hygienist                          | \$ 280.00      |
| Professional Engineer   | \$ 285.00      |
| Professional Geologist  | \$ 225.00      |
| Senior Project Manager/Designer                               | \$ 207.00      |
| Senior Project Manager/Technical Oversight                    | \$ 207.00      |
| Project Manager / Project Geologist                           | \$ 185.00      |
| Project Coordinator   | \$ 117.00      |
| Staff Geologist / Engineer                                    | \$ 158.00      |
| Project Scientist, Project Hygienist, or Technician, Level II | \$ 132.00      |
| (Overtime and/or Nights as defined below)                     | \$ 165.00      |
| (Double-time and/or Weekends as defined below)                | \$ 198.00      |
| Project Hygienist, or Technician, Level I                     | \$ 122.00      |
| (Overtime and/or Nights as defined below)                     | \$ 153.00      |
| (Double-time and/or Weekends as defined below)                | \$ 183.00      |
| Trainer   | \$ 225.00      |
| CAD Draftsperson  | \$ 130.00      |

**EXHIBIT C**

**Fingerprinting Notice and Acknowledgement Form**

**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 Vice President *[insert "owner" or officer title]* of ACC Environmental Consultants, Inc.  
*[insert name of business entity]*, have read the foregoing and agree that ACC Environmental Consultants, 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: 5/21/24

Name: Stephen Jackson

Signature: 

Title: Vice President



## 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: ACC Environmental Consultants, Inc.  
Date of Entity's Contract with District: 3/21/2024  
Scope of Entity's Contract with District: Environmental Consulting

I, Stephen Jackson *[insert name]*, am the Vice President *[insert "owner" or officer title]* for ACC Environmental Consultants, Inc. *[insert name of business entity]* ("Entity"), which entered a contract on 3/21/2024, 20  , with the District for Environmental Consulting

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: 3/21/2024, 20        Signature:   
Typed Name: Stephen Jackson  
Title: Vice President  
Entity: ACC Environmental Consultants, Inc.

OUSD - LBU Verification Calculations & Analysis



Oakland Unified School District  
L/SLRBE Verification  
Calculations & Analysis Worksheet (RFQ/P)

Site: Urban Promise Academy  
Project Name: Hazardous Material Abatement Consulting Services  
Project Number: ####

| Prime                             | Sub/Prime         | Proposed SLBE Status | LBP Credit Given | Proposed Contract % | 50% LBU Requirement Met | LBU Preference Points | Notes  |
|-----------------------------------|-------------------|----------------------|------------------|---------------------|-------------------------|-----------------------|--|
| ACC Environmental                 | ACC Environmental | SLBE                 | LBE              | 75.00%              | YES                     | 2 Pts                 | City of Oakland - LBE Confirmed LBE Credit Given   |
|                                   | Tonma             | SLBE                 | SLBE             | 25.00%              |                         |                       |  |
| Total Proposed LBU Participation: |                   |                      |                  | 100.00%             |                         | 2 Pts                 | SLBE % 25% SLRBE % 0.00% LBE % 75.00%<br><b>This firm meets the minimum OUSD LBU requirements.</b> |

LBU Justification

- Full LBU Requirement:** The minimum local business utilization requirement of 50% is applicable for this contract. Firms must meet the entire 25% SLBE/SLRBE or more requirement and can utilize up to 25% LBE participation.
- LBU Modification -** Based on the availability analysis conducted for this specific RFP/Q, the District is waiving the entire 25% SLBE/SLRBE requirement. The minimum local business utilization requirement of 50% is applicable for this RFP/Q and can be met with 50% cumulative local business participation utilization (inclusive of SLBE and/or LBE participation.)
- Complete LBU Waiver -** The District is waiving the entire 50% LBU participation requirement. Firms are not required to meet the 25% SLBE/SLRBE or LBE requirement for this contract.

**Responsive:** Based on the LBU Participation Worksheet, the Compliance Team finds the following firms responsive and eligible for contract award.

ACC Environmental

**Non Responsive:** Based on the LBU Participation Worksheet, the Compliance Team finds the following firms nonresponsive and ineligible for contract award.

*Shonnell Frost-Gibba*  
Approval - LBU Compliance Officer

LBU Calculations - Urban Promise Academy - Hazardous Material Abatement Consulting Services - 2.26.24  
Prepared by 360 Total Concept  
Professional Services



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MMDDYYYY)  
2/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATEHOLDER. 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 CERTIFICATEHOLDER.

IMPORTANT: If the certificateholder is an ADDITIONAL INSURED, the policy(ies) must 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 certificateholder in lieu of such endorsement(s).

|   |  |                                      |       |
|---|--|--------------------------------------|-------|
| PRODUCER<br><b>ISU INS SERV - BC ENV BROKERAGE</b><br>1037 Suncast Ln Ste 103<br>El Dorado Hills, CA 95762      | CONTACT NAME: <b>DINA ATHEY</b>                | FAX (A/C, No): <b>(916) 939-1085</b> |       |
|   | PHONE (A/C, No, Ext): <b>(916) 939-1080</b>    | E-MAIL ADDRESS:                      |       |
| INSURED<br><b>ACC ENVIRONMENTAL CONSULTANTS, INC.</b><br><br>7977 CAPWELL DRIVE, SUITE 100<br>OAKLAND, CA 94621 | INSURER(S) AFFORDING COVERAGE                  |                                      | NAIC# |
|   | INSURER A: <b>ADMIRAL INSURANCE COMPANY A+</b> | <b>24856</b>                         |       |
|   | INSURER B: <b>UNITED FINANCIAL A+</b>          | <b>11770</b>                         |       |
|   | INSURER C: <b>QBE INSURANCE CORPORATION A</b>  | <b>39217</b>                         |       |
|   | INSURER D:                                     |                                      |       |
|   | INSURER E:                                     |                                      |       |

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 (MMDDYYYY) | POLICY EXP (MMDDYYYY) | LIMITS  |
|----------|--|------------------------------|----------|---|-----------------------|-----------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                     |                              |          | FEI-ECC-10782-10<br>CPL RETRO: 03/20/89 | 04/28/23              | 04/28/24              | EACH OCCURRENCE \$ <b>5,000,000</b>                         |
|          | <input checked="" type="checkbox"/> POLLUTION LIAB.<br><input checked="" type="checkbox"/> CLAIMS MADE   |                              |          |   |                       |                       | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>300,000</b> |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER:                               |                              |          |   |                       |                       | MED EXP (Any one person) \$ <b>10,000</b>                   |
| B        | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS                    |                              |          | 02447227                                | 01/13/24              | 01/13/25              | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>     |
|          | <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS   |                              |          |   |                       |                       | BODILY INJURY (Per person) \$                               |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB  |                              |          | FEI-EXS-45085-01<br>INCL. GL,AUTO       | 04/28/23              | 04/28/24              | EACH OCCURRENCE \$ <b>5,000,000</b>                         |
|          | <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE  |                              |          |   |                       |                       | AGGREGATE \$ <b>5,000,000</b>                               |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> Y/N | N/A      |   |                       |                       | PER STATUTE OTH-ER  |
| A        | <input checked="" type="checkbox"/> PROF. LIAB.<br><input checked="" type="checkbox"/> CLAIMS MADE   |                              |          | FEI-ECC-10782-10<br>RETRO: 03/20/89     | 04/28/23              | 04/28/24              | \$ <b>5,000,000 OCCURRENCE</b>                              |
| C        | <input checked="" type="checkbox"/> PROP/EQUIPMENT   |                              |          | 2861463                                 | 05/01/23              | 05/01/24              | \$ <b>5,000,000 AGGREGATE</b>                               |

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

RE: COMMUNITY DAY  
OAKLAND UNIFIED SCHOOL DISTRICT AND ITS DIRECTORS, REPRESENTATIVES, OFFICERS, EMPLOYEES, TRUSTEES, AGENTS AND VOLUNTEERS HAVE BEEN NAMED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY. PRIMARY COVERAGE APPLIES. THIRTY (30) DAY NOTICE OF CANCELLATION APPLIES. (BLANKET ENDORSEMENTS ATTACHED)

|  |   |
|--|---|
| CERTIFICATE HOLDER<br><b>OAKLAND UNIFIED SCHOOL DISTRICT</b><br>955 HIGH STREET<br>OAKLAND, CA 94607 | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|---|



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/26/2024

**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).

|   |   |
|---|---|
| <b>PRODUCER</b><br><br>Marsh Affinity<br>a division of Marsh USA LLC.<br>PO BOX 14404<br>Des Moines, IA 50306-9686  | <b>CONTACT NAME:</b> Marsh Affinity<br><b>PHONE (A/C, No, Ext):</b> 800-743-8130 <b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> ADPTotalSource@marsh.com<br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> AIU Insurance Company <b>NAIC #</b> 19399<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |
| <b>INSURED</b><br><br>ADP TotalSource DE IV, Inc.<br>5800 Windward Parkway<br>Alpharetta, GA 30005<br>L/C/F:<br>ACC Environmental Consultants, Inc.<br><br>7977 Capwell Dr Suite 100<br>Oakland, CA 94621 |   |

**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  |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
|-------------------------------------|---|-----------------------------------|----------|---------------|-------------------------|--------------------------|---|-------------------------------------|-------------|--------------------------|--------|--|--------------------------|--------------------|--|--|--------------|--------------------------|----------------------------|--|--|--------------|--------------------------|-----------------------------|--|--|--------------|
|                                     | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br><hr/> GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC<br>OTHER: |                                   |          |               |                         |                          | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$  |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
|                                     | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                      |                                   |          |               |                         |                          | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
|                                     | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$   |                                   |          |               |                         |                          | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
| <b>A</b>                            | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y / N<br><input type="checkbox"/> | N/A      | <b>X</b>      | WC 034283981 CA         | 07/01/2023    07/01/2024 | <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;"><input checked="" type="checkbox"/></td> <td style="width: 15%;">PER STATUTE</td> <td style="width: 5%;"><input type="checkbox"/></td> <td style="width: 15%;">OTH-ER</td> <td style="width: 60%;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>E.L. EACH ACCIDENT</td> <td></td> <td></td> <td>\$ 2,000,000</td> </tr> <tr> <td><input type="checkbox"/></td> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td></td> <td>\$ 2,000,000</td> </tr> <tr> <td><input type="checkbox"/></td> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td></td> <td>\$ 2,000,000</td> </tr> </table> | <input checked="" type="checkbox"/> | PER STATUTE | <input type="checkbox"/> | OTH-ER |  | <input type="checkbox"/> | E.L. EACH ACCIDENT |  |  | \$ 2,000,000 | <input type="checkbox"/> | E.L. DISEASE - EA EMPLOYEE |  |  | \$ 2,000,000 | <input type="checkbox"/> | E.L. DISEASE - POLICY LIMIT |  |  | \$ 2,000,000 |
| <input checked="" type="checkbox"/> | PER STATUTE   | <input type="checkbox"/>          | OTH-ER   |               |                         |                          |   |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
| <input type="checkbox"/>            | E.L. EACH ACCIDENT  |                                   |          | \$ 2,000,000  |                         |                          |   |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
| <input type="checkbox"/>            | E.L. DISEASE - EA EMPLOYEE  |                                   |          | \$ 2,000,000  |                         |                          |   |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |
| <input type="checkbox"/>            | E.L. DISEASE - POLICY LIMIT   |                                   |          | \$ 2,000,000  |                         |                          |   |                                     |             |                          |        |  |                          |                    |  |  |              |                          |                            |  |  |              |                          |                             |  |  |              |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 All worksite employees working for ACC Environmental Consultants, Inc. paid under ADP TOTALSOURCE, INC.'s payroll, are covered under the above stated policy. WAIVER OF SUBROGATION IN FAVOR OF CERTIFICATE HOLDER AS RESPECTS OF JOB PERFORMED BY ACC Environmental Consultants, Inc. AS REQUIRED BY WRITTEN CONTRACT. COMMUNITY DAY

**CERTIFICATE HOLDER**

Oakland Unified School District  
 955 High Street  
 Oakland, CA 94607

**CANCELLATION**

**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

Jo Phillips

**BLANKET WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT**

This endorsement changes the policy to which it is attached effective on the inception date of the policy unless a different date is indicated below.

(The following "attaching clause" need be completed only when this endorsement is issued subsequent to preparation of the policy).

This endorsement, effective **07/01/2023 12:01 AM** forms a part of Policy No. **WC 034283981 CA**

Issued to

**ADP TotalSource DE IV, Inc.  
5800 Windward Parkway  
Alpharetta, GA 30005  
L/C/F:  
ACC Environmental Consultants, Inc.**

**7977 Capwell Dr Suite 100  
Oakland, CA 94621**

By **AIU Insurance Company**

We have a right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against any person or organization with whom you have a written contract that requires you to obtain this agreement from us, as regards any work you perform for such person or organization.

The additional premium for this endorsement shall be \_\_\_% of the total estimated workers compensation premium for this policy.

**ANY PERSON OR ORGANIZATION TO WHOM YOU BECOME OBLIGATED TO WAIVE YOUR RIGHTS OF RECOVERY AGAINST, UNDER ANY CONTRACT OR AGREEMENT YOU ENTER INTO PRIOR TO THE OCCURRENCE OF LOSS**

**WC 04 03 61  
(Ed. 11/90)**

Countersigned by \_\_\_\_\_



**Authorized Representative**



## DIVISION OF FACILITIES PLANNING AND MANAGEMENT ROUTING FORM

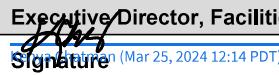
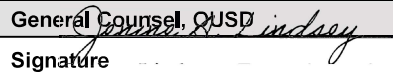
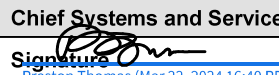
| Project Information  |   |             |     |
|--|---|-------------|-----|
| <b>Project Name</b>  | Urban Promise Academy Re-Roofing Project  | <b>Site</b> | 236 |
| Basic Directions   |   |             |     |
| Services cannot be provided until the contract is awarded by the Board or is entered by the Superintendent pursuant to authority delegated by the Board. |   |             |     |
| <b>Attachment Checklist</b>  | <input checked="" type="checkbox"/> Proof of general liability insurance, including certificates and endorsements, if contract is over \$15,000<br><input checked="" type="checkbox"/> Workers compensation insurance certification, unless vendor is a sole provider |             |     |

| Contractor Information    |   |                         |   |
|---------------------------|---|-------------------------|---|
| <b>Contractor Name</b>    | ACC Environmental Consultants   | <b>Agency's Contact</b> | Stephen Jackson   |
| <b>OUSD Vendor ID #</b>   | 000230  | <b>Title</b>            | Project Manager   |
| <b>Street Address</b>     | 7977 Capwell Drive Suite 100  | <b>City</b>             | Oakland State CA Zip 94621  |
| <b>Telephone</b>          | 510-512-8320  | <b>Policy Expires</b>   |   |
| <b>Contractor History</b> | 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 |
| <b>OUSD Project #</b>     | 22142   |                         |   |

| Term of Original/Amended Contract                              |            |   |            |
|--|------------|---|------------|
| <b>Date Work Will Begin (i.e., effective date of contract)</b> | 04-25-2024 | <b>Date Work Will End By (not more than 5 years from start date; for construction contracts, enter planned completion date)</b> | 06-30-2025 |
|  |            | <b>New Date of Contract End (If Any)</b>  |            |

| Compensation/Revised Compensation                       |    |  |            |
|---|----|--|------------|
| <b>If New Contract, Total Contract Price (Lump Sum)</b> |    | <b>If New Contract, Total Contract Price (Not To Exceed)</b> | \$8,749.40 |
| <b>Pay Rate Per Hour (If Hourly)</b>                    | \$ | <b>If Amendment, Change in Price</b>                         | \$         |
| <b>Other Expenses</b>                                   |    | <b>Requisition Number</b>                                    |            |

| Budget Information  |                       |  |                    |               |
|---|-----------------------|--|--------------------|---------------|
| If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office <u>before</u> completing requisition. |                       |  |                    |               |
| <b>Resource #</b>   | <b>Funding Source</b> | <b>Org Key</b>                                     | <b>Object Code</b> | <b>Amount</b> |
| 9655/9907   | Fund 21/Measure Y     | 210-9655-0-9907-8500-6290-236-9180-9906-9999-22142 | 6290               | \$8,749.40    |

| 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, Facilities Planning and Management</b>  |                      |              |                         |
|   | <br>Signature (Mar 25, 2024 12:14 PDT)                | <b>Date Approved</b> | Mar 25, 2024 |                         |
| 2.  | <b>General Counsel, OUSD</b>   |                      |              |                         |
|   | <br>Signature   | <b>Date Approved</b> | Mar 27, 2024 |                         |
| 3.  | <b>Chief Systems and Services Officer, Facilities Planning and Management</b>  |                      |              |                         |
|   | <br>Signature Preston Thomas (Mar 22, 2024 16:40 PDT) | <b>Date Approved</b> | Mar 22, 2024 |                         |
| 4.  | <b>Chief Financial Officer</b>   |                      |              |                         |
|   | Signature  | <b>Date Approved</b> |              |                         |
| 5.  | <b>President, Board of Education</b>   |                      |              |                         |
|   | Signature  | <b>Date Approved</b> |              |                         |