



**College of the Redwoods
REQUEST FOR PROPOSAL
FOR PROJECT AND CONSTRUCTION
MANAGEMENT SERVICES**

Pursuant to Government Code 4529.10, College of the Redwoods (the “College”) invites proposals from pre-qualified firms to provide Project and Construction Management services to the College for the Del Norte Healthcare Training Center Project.

Interested firms are invited to submit their proposals, which shall include one emailed electronic copy, to Leslie Marshall, Director of Facilities and Planning at the address listed below. If the file is too large to be emailed, the proposal can be submitted on a thumb drive mailed to the address below, or submitted via file share link (Dropbox, Google Drive, Sharepoint, etc.).

Questions regarding this RFP may be directed to Leslie Marshall, Director of Facilities and Planning.

All proposals shall be received on or before: **March 14th, 2025 @ 2:00 PM P.S.T.**

All responses to this RFP received by the specified deadline will be reviewed by the College for completeness, content, experience, and qualifications. For those firms deemed most qualified, further evaluation and interviews may be conducted as part of the final selection process. However, the College reserves the right to complete the selection process without proceeding to an interview process, and may choose to select based on the information supplied in the Statement of Qualifications and Proposal.

This Request does not commit the College to award a contract. The College expressly reserves the right to reject any and all proposals or accept all or part of any proposals. The College reserves the right to select the firm(s) whose qualifications, in the College’s sole judgment, best meet the needs of the College.

RFP DUE DATE AND TIME: **March 14th, 2025 @ 2:00 PM P.S.T.**

DELIVERY LOCATION: Electronically by email to:
Leslie-Marshall@redwoods.edu
Or a thumb drive mailed to:
College of the Redwoods
Attn: Leslie Marshall
7351 Tompkins Hill Rd
Eureka, CA 95501

PURCHASING CONTACT: Julia Morrison

E-MAIL: Julia-Morrison@redwoods.edu

**THIS RFP IS A SOLICITATION FOR PROPOSALS AND NOT A CONTRACT
OR OFFER TO CONTRACT.**

SECTION A - GENERAL INFORMATION

1. INTRODUCTION

College of the Redwoods (CR) is a public community college located on the north coast of California. Serving one of the largest geographical areas in California, the district includes Del Norte and Humboldt counties, and parts of western Trinity County. Home to nearly 280,000 residents, the district covers almost 10,000 square miles. The District has an Educational Center in Crescent City and Instructional Sites in the Hoopa Valley and Downtown Eureka to better serve the needs of the region.

The District was formed on January 14, 1964, by an election of Humboldt County voters. The educational goal of the District is to provide accessible and relevant transfer, career and adult education of the highest quality. Approximately 6,000 students attend CR each year, resulting in about 3,000 full-time equivalent students. CR employs approximately 80 full-time and 250 part-time faculty, while the administrative, managerial and classified staff include roughly 230 employees.

Degree and certificate programs are offered in liberal arts education, career technical fields, and health occupation and first responder fields. The District developed seventeen degrees for transfer to guarantee smooth transfer from CR to the CSU system. Cal Poly Humboldt, which resides within CR's service area, is by far the main 4-year institution to which CR students transfer. The most popular degrees received are liberal arts associate's degrees in *Arts & Humanities* and *Behavioral and Social Sciences*.

The District also has specialized, nationally or regionally accredited programs in Automotive Technology, Drafting and 3D Modeling, Construction Technology, Manufacturing Technology, CAD/CAM Manufacturing, and its Law Enforcement Academy. CR has award-winning paramedic and police academy programs. CR also offers non-credit courses and certificates and workforce and community education. In 2015, CR began to offer instruction to prisoners in the maximum-security Pelican Bay State Prison in Crescent City. CR also offers more than thirty percent of all instruction in an online modality.

CR students are facing the same serious challenges as college students throughout California. The District has recently taken significant actions to address students' food, housing, and mental health challenges. A food pantry and resource center was established to provide students with food, clothing, and other essentials. A room and board scholarship was established so that students facing housing challenges could reside in the residence halls. A mental health professional was contracted from outside the College to provide counseling to students in crisis. These efforts are helping, but the community strives for more support to help students meet basic needs so that they can succeed academically.

The current District physical environment consists of 3 main locations with additional leased facilities for off-site instruction. The main Eureka campus is 268 acres with 27 buildings that total 497,765 of GSF. The Del Norte site in Crescent City is 35 acres with 8

buildings that total 30,598 GSF. Shively Farm is a 36 acre site approx. 20 miles from the main campus and is a working farm with a residence and several out buildings.

Around 2007, the District received information that many of its present buildings posed hazards to students because of their location atop fault lines. With financial assistance from the state, and in response to geological reports, the District opened its new Administration Building and Theater in 2012, Humanities and Science Buildings in 2013. The College also replaced the Creative Arts Building with a new Creative Arts Complex in 2023.

The existing community stadium was upgraded in 2024, including a track, an artificial turf football/soccer field, viewing platforms and bleachers.

In 2025, the District will begin construction of a 39,246 GSF Physical Education Gymnasium and Field House that will replace the existing buildings that sit in an area of the campus identified as seismically insecure. The new buildings are designed to accommodate the needs of the District now and in support of the Education Master Plan in the future. The complex is to be constructed in an area that has been cleared by the California Geological Survey and is currently in the permitting process with the Division of the State Architect.

2. PROJECT DESCRIPTION – Del Norte Healthcare Training Center

The Redwoods CCD passed bond Measure I in December 2024 and this project will be funded through that bond. This project proposes to design and provide a cost estimate for the Del Norte Healthcare Training Center project, including the demolition of 4 existing end-of life-portable buildings, and construction of approximately 12,760 square feet of new and replacement building space on the CR Del Norte Campus:

- Approximately 8,000 square feet to house nursing, LVN, and allied health care programs (Current Nursing Portable: est. 3,590sf – 2 classrooms, 3 Faculty Offices, (2) 2 stall restrooms (M/W)),

with additional space replacement for the other demolished portable buildings:

- Pelican Bay/Teen Clinic Portable: est. 2560sf – large open administrative and library space, one office, one storage room, all gender restroom, 3 offices/exam rooms
- Art Classroom Portable: est. 1200sf – single classroom with sink and storage
- Faculty Offices Portable: est. 1000sf – 6 Faculty Offices

Exterior Improvements including but not limited to: tying into existing path of travel, covered and lighted exterior walkways connecting the new building to the Main Building (potentially solar), and covered canopy area over part of the Main Building courtyard area with outdoor seating.

Reference the College of the Redwoods Facilities Master Plan for further detail. The Del Norte Site may be within the CGS modeled tsunami zone.

The estimated total cost for the project is TBD.

3. PROJECT SCHEDULE

The following schedule has been established by the College for selection of a Project and Construction Management firm:

January 22nd, 2025	Advertising and Transmittal of the RFP to potential firms;
February 28th, 2025 @ 10:30 AM P.S.T.	Mandatory site walk, starting at the existing field/track area
March 5th, 2025	Final questions due;
March 12th, 2025	Responses to questions;
March 14th, 2025 @ 2:00 PM P.S.T.	RFP Responses due;
March 17th, 2025	Evaluation of all applicants and, in the College's sole discretion, development of "short list" of firms to be interviewed;
March 19th, 2025	Notification of firms to be interviewed, if any;
March 21st, 2025	Interviews, if any;
April 1st, 2025	Recommendation of the selected firm(s) and approval by the College's Board of Trustees;
April 2nd, 2025	Notification of RFP award;
TBD	Contract negotiations with the approved firm(s).

This timeline may be revised as needed. Evaluations, selection and recommendation will be based on the firm's response and completeness of required submittal documents. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

4. COLLEGE OF THE REDWOODS GOALS

Goals for the Project include:

- Enhance the campus experience for all students, faculty and staff.
- Promote student equity, access and success, with progression to degree or certificate completion, and/or transfer, by engaging students in an enriching and secure learning

environment.

- Support CR's Education and Facilities Master Plan and College sustainability initiatives, where sustainability includes social equity, economics, and the environment.
- Achieve facility and operational savings through innovative and efficient design and construction, without compromising overall project quality.
- Create substantial programmatic and spatial ties to academic and student services to support student development.
- Provide a sustainable, environmentally appropriate facility that is energy and water efficient.
- Maximize, to the extent reasonably practicable, the utilization of firms located and operating in Humboldt County.
- Seek private sector innovation and efficiencies and design solutions that respond to actual and anticipated environmental concerns, permits and commitments.
- Honor local Native American Architecture.
- Enhance the College's strategic goal of making CR the college of choice; and
- Provide broad based services to keep students on campus.

5. SCOPE OF SERVICES

The selected firm will have current knowledge and experience in construction and computer aided management practices to include construction projects in higher education and specifically within community college campuses.

The Del Norte Healthcare Training Center upgrade design project addresses both short- and long-term needs.

- Master-planning for long term detailed needs including Classroom and Lab space replacement and expansion, as specified in the Facilities Master Plan. Replacement space for other programs and faculty space. Nursing spaces will be specialized per program needs, with other spaces designed as flexible multi-purpose.
- Detailed design and construction support for Immediate Needs Project such as temporary building replacement. The goal will be to replace with structures which are more durable and require less maintenance. Design will also include infrastructure for future improvements and any access path of travel connections required.

Project and Construction Management Services will include but not necessarily be limited to the following:

1. General:
 - a. Understand and represent College's goals and objectives for the project;
 - b. Coordinate project activities with and assist College's Project Inspector;
 - c. Coordinate project activities with College's Architect and consultants;
 - d. Make recommendations, if appropriate, which may be incorporated into plans and

specifications for project; CM Firm comments will be included on Bluebeam Software for consideration by the Architect of Record for incorporation into the plans and specifications. CM firm will provide PDF copy of comments and architect responses.

2. Design Phase:

- a. Remotely participate in design phase and coordinate with College and College's Architect and consultants.

3. Bidding Phase:

- a. Coordinate prequalification of general contractors, if applicable;
- b. Conduct outreach to general contractors to submit prequalification package to College;
- c. Prepare pre-bid conference agenda and conduct pre-bid conferences and advise the College, as needed;
- d. Review lump sum bids submitted by bidders. Conduct post bid meeting with apparent low bidder and Architect of Record to review bid compared to Architect of Record's estimate to help identify if apparent low bidder omitted any major scope of work. Provide College a written summary of post bid meeting;

4. Construction Phase:

- a. Work on-site 20-40 hours per week Monday-Friday, as needed serving as College on-site representative, and coordinate with College on project updates daily.
- b. Schedule and attend construction site meetings at least weekly and prepare complete and accurate meeting minutes for such meetings for distribution;
- c. Attend monthly Board meetings and other College meetings as required;
- d. Advise and assist the College to develop economic, efficient, and desirable design, development and construction procedures. Front end bid documents will include the requirement that the Contractor shall provide the College, Architect of Record and CM Firm selected permissions to access Construction Management software (Procore) during the project duration and Contractor shall turnover selective documentation to the College for its records at project completion;
- e. Review and advise the College concerning submittals, product samples, and specifications provided to Architect by contractor, subcontractors, and material suppliers for the project;
- f. Analyze recommendations from Contractor, Architect, or other consultants which could improve the project or decrease construction time or costs;
- g. Track all preliminary lien notices related to the project that are submitted to the CM Firm;
- h. Track all conditional and unconditional releases submitted with monthly progress payment applications by the Contractor;
- i. Assist College with obtaining Certified Payroll Reports related to the project from Contractor when requested by the College;
- j. Review all change order requests issued by contractors and advise the College about the form and content of such change orders in relation to the plans, specifications, and the contract documents;

- k. Review and make recommendations on all Contractor payment requests pursuant to the contract documents, architect agreement, or other consultant agreements related to the project;
 - l. Perform periodic inspections of project at least once a week, or as often as necessary to verify:
 - i. Materials and labor being furnished are according to plans and specifications;
 - ii. Work billed for in each payment request is completed in accordance with the plans and specifications;
 - iii. Contractor time schedule is provided as required by construction contract documents. CM Firm will review and provide written comments regarding the Contractor's baseline schedule and monthly schedule updates. CM Firm will review and provide comments and recommendations to the College regarding Contractor's suggestions to mitigate schedule delays should they occur during construction;
 - iv. Track and compare Contractor's proposed change order costs against the College's available construction contingency and include monthly status in the CM Firm's status report. Provide recommendations to the College to help keep construction costs within the available construction contingency;
 - m. Provide monthly accounting and Project Status Reports. These reports will track the Contractor's schedule progress, requested change orders compared to available construction contingency, RFIs, submittals, progress in the field, selected photographs, and identify major issues of concern and suggested actions related to said major issues;
5. Close-Out Activities:
- a. Assist Architect in the preparation of punch lists for contractor, subcontractors, and other consultants on the project. Coordinate and assist Architect in scheduling the completion of all such corrective work, and participate in all close-out inspections;
 - b. Assist Architect in coordinating and assembling all warranties and guarantees as required by construction contract documents from the Contractor and submit to the College;
 - c. Coordinate with Architect, DSA, OPSC, and Department of Education for final acceptance of Project;
 - d. Advise the College on project closeout and final Contractor costs;
6. Additional Services:
- a. Develop, assemble, and submit documentation required to support the College position in the resolution of Contractor's claims, if necessary;
 - b. Other activities as requested by the College.

SECTION B – PROPOSAL INSTRUCTIONS

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The College intends to select the firm that best meets the needs to perform the Project and Construction Management Services as described in this Request for Proposal.

1. RECEIPT OF PROPOSALS: All proposals shall be delivered electronically to **Leslie Marshall, Director of Facilities and Planning** of the College by the time and date and in the manner specified in this Request for Proposals.
2. ACCEPTANCE OR REJECTION OF PROPOSALS: The Board of Trustees will accept the proposals or combination of proposals for the projects. The Board of Trustees reserves the right to reject any and all proposals, or any or all items of any proposal.
3. PROPOSAL FORM REQUIREMENTS: All proposals must be typed. No corrections can be made after the time for submitting the proposals.
4. ASSIGNMENT PROHIBITED: No contract awarded under this proposal shall be assigned except with the written approval of the Board of Trustees. Any attempted assignment in violation of the provision shall be voided at the option of the Board.
5. FEDERAL OR STATE REGULATIONS: The Construction Manager's proposal and any contract entered into are subject to all applicable statutes of the United States and of the State of California and all applicable regulations and orders of the Federal and State governments now in effect or which shall be in effect during the period of such contract.
6. NON-DISCRIMINATION: The Architect shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability.
7. INSURANCE: The Architect shall provide evidence of adequate liability and professional liability insurance, as determined by the College.

PROPOSAL REQUIREMENTS:

All materials submitted to the College in response to this Request for Proposal will remain property of the College.

Your firm's Proposal should include the following information:

1. COVER LETTER/LETTER OF INTEREST (5 points)

Maximum of two (2) pages. Must include name of firm, address, telephone and fax

numbers, and name of Principal to contact. The letter must be signed by a representative of the firm with authorization to bind the firm by contract.

2. DESCRIPTION OF FIRM AND KEY SUB-CONSULTANT FIRMS (10 points)

Architectural Firms

- History, number of years in business in California, staff size
- Location of office which will perform the work
- Size of staff, number of licensed architects and/or engineers in the office who will perform the work.

Sub-Consultant Firms

- Describe the relationship of your firm and any sub-consultants.
- For each sub-consultant firm, provide the following information:
 - Description of the services the firm will be providing
 - History, number of years in business, staff size
 - Location of office which will perform the work
 - Size of staff, number of professionals in the office which will perform the work
 - Description of extent and duration of prior working relationship with your firm (number and type of projects, number of years)
 - Fees to be charged.

3. RELEVANT EXPERIENCE (25 points)

List relevant Community College projects and include:

- Project name and location
- Year completed or current status
- Client, contact person, and phone number
- Project size: square feet and student enrollment
- Project cost
- Key consultant firms (structural, mechanical, electrical, civil, etc.)

4. PROJECT TEAM (10 points)

List the following key Team Members:

- Principal-in-Charge
- Construction/Project Manager
- Project Associates

Provide qualifications of the Team Members listed above by including resumes which also list related experience.

5. FIRM TRACK RECORD (40 points)

- A. Has your firm ever been terminated or dismissed by a client or replaced by another firm during any educational and/or related project? If so, explain in detail.
- B. Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
- C. Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
- D. List a completed community college modernization projects and/or a new school construction project and their construction budgets that you have been involved in. You may use a related project type if your firm has not completed relevant community college projects.
- E. Provide a statement of your firm's financial stability.
- F. Does your firm have any current or pending litigation? If so, please describe.
- G. Has your firm ever defaulted on a contract within the past five (5) years or declared bankruptcy, or been placed in receivership within the past five (5) years?
- H. Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

6. DESCRIPTION OF FEE STRUCTURE (10 points)

Describe your typical fee structure for a project of this type and scope. The specific fee for the project will be negotiated with the firm ranked highest in the selection process. If a reasonable fee cannot be agreed upon, the District may elect to consider the next highest ranking firm.

SECTION C – PROPOSAL EVALUATION AND SELECTION

EVALUATION AND SELECTION PROCESS

The College's selection committee will perform the selection process in three phases:

1. **Qualification Phase:** Receive and review Proposals.
2. **Interview Phase:** If deemed necessary and at the sole discretion of the College, interview the finalists and select the preferred Project and Construction Management firm for recommendation to the College Board of Trustees.

3. **Approval Phase:** The College Board of Trustees will vote to approve an Architectural firm(s).

The following criteria, in no particular order, will be used in evaluating and selecting the prospective firm(s):

- A. Clarity of submittal and responsiveness to RFP.
- B. Project Team – Qualifications, education and relevant experience of the key team members.
- C. Project and Construction Management – Project planning, coordination, scheduling, cost control, capabilities and techniques.
- D. Quality Control – Quality of previous projects and record of budget and schedule performance.
- E. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
- F. Comparison of billing rates.
- G. Any other criteria deemed relevant to the selection.

EVALUATION CRITERIA

The College will evaluate each firm's proposals, background, and experience to determine if, in its sole and absolute discretion, a firm is adequately qualified to deliver the Project.

The evaluation criteria to be used in the evaluation process are:

1. Cover Letter/Letter of Interest	5 points
2. Description of Firm and Key Sub-Consultant Firms	10 points
3. Relevant Experience	25 points
4. Project Team	10 points
5. Firm Track Record	40 points
6. Description of Fee Structure	10 points
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Total Possible Points	100 points