



College of the Redwoods
**Request for Proposals for
Constructability and Waterproofing Review
for the Redwoods Students Housing Project**

College of the Redwoods (the “College”) invites proposals from qualified Inspection firms to perform Constructability and Waterproofing Review for **Redwoods Students Housing Project** at the College of the Redwoods Campus.

Interested firms are invited to submit their proposals, which shall include an electronic copy of the requested materials by email or mailed thumb drive to Leslie Marshall, Director, Facilities and Planning at the address listed below.

Questions regarding this RFP may be directed to Leslie Marshall at Leslie-Marshall@redwoods.edu, Director, Facilities and Planning. All proposals shall be received on or before: **October 21st, 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 TIME AND DATE:

October 21st, 2025 @ 2:00 PM P.S.T.

DELIVERY LOCATION:

College of the Redwoods
Facilities and Maintenance Office, Attn: Leslie Marshall
7351 Tompkins Hill Rd, Eureka, CA 95501
-or- Leslie-Marshall@redwoods.edu

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.**

REDWOODS COMMUNITY COLLEGE DISTRICT
Request for Proposals
Constructability and Waterproofing Review
for the Redwoods Students Housing Project

SECTION A - GENERAL INFORMATION

INTRODUCTION

College of the Redwoods (the “College”) 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 College has an educational center in Crescent City and an Instructional Site in the Hoopa Valley 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, 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.

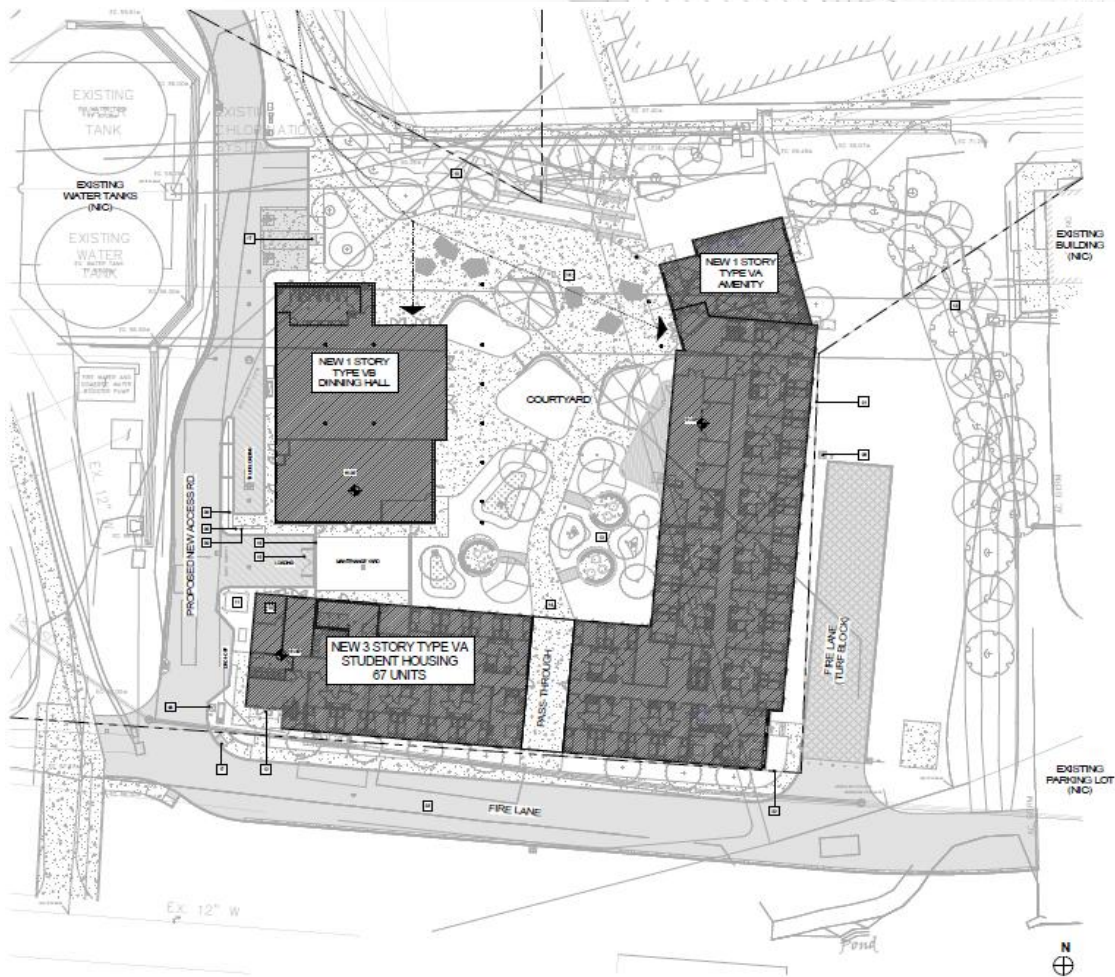
The current College physical environment consists of 3 main locations with additional leased facilities for off-site instruction. The main Eureka campus is 268 acres with 27 buildings that total 497,765 of GSF. The Del Norte campus in Crescent City is 35 acres with 8 buildings that total 30,598 GSF. Shively Farm is a 38 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. A new Creative Arts Complex opened Fall 2023, and the new Physical Education Replace Existing Gymnasium and Fieldhouse Project construction phase started early 2025.

1. Project Description – Constructability and Waterproofing Review for Redwoods Student Housing Project

The Redwoods Student Housing Project will construct a new student housing facility at a new location on the College of the Redwoods Campus at: 7351 Tompkins Hill Rd, Eureka, CA 95501.

The proposed project at College of the Redwoods (CR) will replace Mendocino and Del Norte Hall, two existing residence buildings housing 160 students, with a new student housing complex accommodating 240 students, increasing on-campus capacity by 80 beds. The new development will consist of a 3-story, wood-framed building totaling approximately 66,372 gross square feet, including 58,932 square feet of housing and a 10,000 square foot adjacent 1-story dining hall. The housing facility will feature 67 semi-suite units with fully furnished rooms and in-unit bathrooms, along with amenities such as a student lounge, administration offices, mental health and tutoring spaces, study rooms, and laundry facilities. The project will also feature a 16,000 square foot courtyard, 14 parking spaces, a back-up generator, and solar ready roofs. The complex will be built on the current 2-acre softball field at the Eureka Campus, and the existing dorms will be demolished upon completion of the new buildings.



REQUEST FOR PROPOSALS ANTICIPATED SCHEDULE

The following schedule has been established by the College for selection of a firm:

September 24th, 2025	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms.
October 13th, 2025	Final questions due;
October 16th, 2025	College responses to questions;
October 21st, 2025 @ 2:00 PM P.S.T.	RFP Responses due;
October 27th, 2025	Evaluation of all proposals.
November 4th, 2025	Recommendation of the selected firm and approval by the College's Board Of Trustees;
November 5th, 2025	Notification of RFP award; and
TBD	Contract Negotiations and Notice to Proceed

This timeline may be revised as needed. Evaluations, selection and recommendation will be based on the firm's response, demonstrated competence, experience and overall qualifications as presented in the statement of qualifications.

2. SCOPE OF SERVICES

To proceed with the Redwoods Student Housing Project, a Constructability and Waterproofing Review will need to be completed to assess the design of the Redwoods Student Housing Project to potentially identify and resolve any potential unforeseen obstacles.

The scope should include reviewing Drawings and Specifications for constructability, as outlined below. An alternate for waterproofing penetration analysis should be estimated as a separate line item in the proposal. Firms may sub out the waterproofing portion and so long as they serve as the main firm and are subjected to approval based on procedures.

See attached plan document for preliminary layout. A full set of plans will be issued upon request. Please provide a shared file link to upload documents with the request.

Constructability Review Scope

The Constructability Review aims to identify potential design, coordination, and construction issues prior to bidding and construction. The goal is to enhance project delivery, reduce change orders, minimize delays, and ensure cost-effective construction practices aligned with California building codes and community college standards.

1. Document Review

Evaluate architectural, structural, MEP (mechanical, electrical, plumbing), civil, and landscape drawings. Review specifications, schedules, and narratives for completeness and clarity. Confirm alignment with California Building Code (CBC), Title 24, ADA, and DSA (Division of the State Architect) requirements, and District standards.

2. Coordination Analysis

Identify conflicts between disciplines (e.g., HVAC vs. structural framing). Assess vertical and horizontal system coordination (e.g., plumbing stacks, duct runs). Review site logistics including access, staging, and utility tie-ins.

3. Construction Feasibility

Evaluate constructability of major building systems (e.g., prefabricated components, modular construction). Assess sequencing and phasing strategies for minimal disruption to campus operations. Review material selections for availability, lead times, and installation complexity.

4. Cost & Schedule Risk Identification

Flag design elements that may lead to cost overruns or schedule delays. Recommend value engineering opportunities without compromising program intent. Provide feedback on long-lead items and procurement strategies.

5. Sustainability & Energy Compliance

Review integration of sustainable design features (e.g., solar panels, energy-efficient systems). Confirm compliance with CALGreen and Title 24 energy standards. Assess constructability of LEED or other green building certification goals, if applicable.

6. Accessibility & Life Safety

Verify ADA compliance in dorm layouts, paths of travel, and amenities. Review fire/life safety systems for code compliance and constructability. Confirm egress paths, fire-rated assemblies, and emergency access.

7. Review Meetings & Reporting

Conduct kickoff and milestone review meetings with design team and stakeholders. Provide written reports with annotated drawings, issue logs, and prioritized recommendations. Track resolution of identified issues and provide final constructability certification.

Constructability Review will be conducted in alignment with DSA review and construction document phases.

Estimated durations:

Initial Review: 3–4 weeks

Follow-up Review: 1–2 weeks

Final Report: Within 1 week of last review session

Exclusions

- Does not include cost estimating or full peer code review (unless separately contracted).
- Does not include construction management or inspection services.

Added Alternate Waterproofing Scope:

To evaluate the integrity, detailing, and performance of waterproofing systems at all building envelope penetrations, ensuring long-term moisture protection, code compliance, and constructability. The analysis will focus on identifying vulnerabilities in design and installation that could lead to water intrusion, mold growth, or premature material degradation.

1. Document Review

Analyze architectural and waterproofing drawings, specifications, and details related to envelope penetrations. Review manufacturer installation guidelines for waterproofing products and systems. Cross-check against applicable codes and standards (e.g., CBC, ASTM, AAMA, NRCA).

2. Penetration Inventory & Classification

Identify and categorize all envelope penetrations, including:

- Mechanical, electrical, and plumbing (MEP) penetrations
- Curtain wall anchors and façade attachments
- Roof drains, scuppers, and overflow systems
- Window and door openings
- Balcony and railing connections
- Expansion joints and seismic gaps

3. Detailing & Integration Analysis

Evaluate how each penetration is integrated with adjacent waterproofing systems (e.g., membranes, flashings, sealants). Assess compatibility of materials and sequencing of installation. Identify potential failure points due to thermal movement, differential settlement, or poor workmanship.

4. Risk Assessment & Recommendations

Prioritize penetrations based on risk level and exposure. Recommend corrective actions, revised details, or alternative materials. Provide constructability feedback to reduce installation errors and improve long-term performance.

5. Reporting

Deliver a comprehensive report including:

- Summary of findings
- Annotated drawings and photos
- Penetration matrix with risk ratings
- Recommended revisions or remediation strategies

Estimated durations:

Initial Review: 2–3 weeks

Final Report: Within 1 week of last review session

Exclusions

Does not include destructive testing unless separately authorized.

Does not include full envelope design or third-party inspection unless contracted.

Please include cost estimates for future:

1. Field Investigation : Conduct site visits to inspect installed conditions of waterproofing at penetrations. Perform moisture testing (e.g., infrared scan, probe testing) if signs of intrusion are present. Document deficiencies with annotated photos and field notes.

2. Destructive testing

Example Specs Sections for Waterproofing:

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

<i>Date</i>	<i>Section No.</i>	<i>Title</i>
08/04/23	07 16 16	Crystalline Waterproofing
08/04/23	07 21 00	Thermal Insulation
08/04/23	07 26 16	Under-Slab-On-Grade Vapor Retarder
08/04/23	07 28 00	Building Envelope Underlayment
08/04/23	07 41 13	Standing-Seam Metal Roof Panels
08/04/23	07 42 25	Metal Wall Panels
08/04/23	07 46 40	Fiber Cement Siding
08/04/23	07 53 00	Elastomeric TPO Membrane Roofing
08/04/23	07 62 00	Sheet Metal Flashing and Trim
08/04/23	07 71 00	Roof Specialties
08/04/23	07 72 00	Roof Accessories
08/04/23	07 84 13	Penetration Firestopping
08/04/23	07 84 43	Joint Firestopping
08/04/23	07 92 00	Joint Sealants
08/04/23	07 92 19	Acoustical Joint Sealants

Fee Schedule (Hourly Rates)

Fee Schedules submitted in response to any future contract(s) for services will generally include the position description(s), the hours associated with the particular position, and a detailed staffing plan.

SECTION B – PROPOSAL INSTRUCTIONS

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The College intends to select the firm that best meets the College's needs to perform the planning and design services as described in this Request for Proposal.

1. **RECEIPT OF PROPOSALS:** All proposals shall be delivered 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 Consultant'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 Consultant 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 Consultant 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 (IF APPLICABLE)
(10 points)

Consultant 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 professionals 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 (30 points)

List relevant project inspection experience and include:

- Project name and location
- Year completed or current status
- Client, contact person, and phone number
- Project cost

4. COMPANY TRACK RECORD (45 points)

- 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.
- Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
- Provide a statement of your firm's financial stability.
- Does your firm have any current or pending litigation? If so, please describe.

- 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?
- Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

5. 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 and selection of a "short list" of finalists.
2. **Interview Phase:** Interview the finalists, check backgrounds and select the preferred Testing and Inspection firm(s) for recommendation to the College Board of Trustees.
3. **Approval Phase:** The College Board of Trustees will vote to approve a Testing and Special inspection firm(s).

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

1. Clarity of submittal and responsiveness to RFP.
2. Project Team – Qualifications, education and relevant experience of the key team members.
3. Project Management – Project planning, coordination, scheduling, cost control, capabilities and techniques.
4. Quality Control – Quality of previous projects and record of budget and schedule performance.

5. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
6. 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 Principals (10 points)
3. Relevant Experience (30 points)
4. Company Track Record (45 points)
5. Description of Fee Structure (10 points)
- Total Possible Points (100 points)