

Educational Master Plan and Facilities Master Plan RFP
Questions and Answers

Q: The RFP requests one original of the requested materials. Given the current stay-at-home orders/COVID-19, would the College consider solely accepting an emailed, electronic copy?

A: Due to the current situation the College will accept the proposals emailed electronically.

Q: Given the uncertainties COVID-19, availability of key stakeholders over the summer 2020, and the ability for in-person engagements, what is the target start and end date for this project?

A: This project will start as soon as proposals are received, the selected team is approved by the Board and the final agreement is in place and signed. The end date will be determined during the agreement negotiations with an initial goal to have the final draft by the end of the 20-21 academic year.

Q: What is the contingency plan as it relates to the COVID-19 crisis? Specifically, in terms of flexibility in the timeline, remote facilitation, and availability of resources?

A: The College understands the current state as it relates to the covid-19 situation is very fluid thus requiring the development of the master plans to remain flexible in regards to timelines, remote facilitation and resources.

Q: Did the tentative virtual campus walk on April 24th occur?

A: Yes it did. This was a power point presentation given through a ZOOM meeting.

Q: Is CR currently working with another architecture firm for active projects

A: Yes. We are currently working with tBP Architects

Q: What consultants have been leading recent facility programming and design projects?

A: We have been working with tBP Architects on our recent projects.

Q: The RFP references future projects “Creative Arts Building” and “Physical Education Complex”. Has the design for these buildings been completed?

A: The working drawings for Creative Arts are currently going through the review process for DSA permitting. The Physical Education complex is entering the working drawing phase.

Q: What is the available budget or budget range for the project?

A: There is no published budget in place.

Q: Are there any successes from the current educational master plan or facilities master plan that the College has already identified as continuous for the next plans?

A: The successes and challenges of the current plans will be part of initial discussions with the key stakeholders as there will be many differing thoughts.

Q: What are the current major challenges at the College?

A: As always, funding. Site constraints. Changing teaching modes. Changing enrollments etc.

Q: How does this project tie to other planning efforts at the College?

A: The finalization of these plans will serve as a leading component for other future planning efforts for the College.

Q: What is the makeup of the Planning Committee?

A: The committee will be represented by various constituent groups from throughout the District to include students, Faculty, Staff, Administrators and Community members.

Q: Will finalist interviews be conducted remotely via video conference?

A: As of this time due to the current state related to COVID-19, final interviews, if deemed necessary will be conducted remotely.

Q: What levels of campus and community engagement was used in the 2017 master plan?

A: The committee was represented by various constituent groups from throughout the District that included students, Faculty, Staff, Administrators and Community members.

Q: What is the desired level (breadth and depth) of engagement? i.e., suggested number of interviews, workshops, surveys? Leadership, staff, faculty, students, et. al.?

A: The number of interviews I think will be based off what it will take to meet the goals as outlined in the RFP. This can be determined when an agreement is made.

Q: What is the status of the 2017 FMP? Can you explain the drivers for updating it now?

A: The many unexpected happenings that took place over the last year with power outages and the current pandemic brought to light the need to make some major changes in our academic programming and our facilities. We feel it is time to address and update these concerns with a more global broad perspective.

Q: Do you have a budget for consulting services?

A: There is no published budget in place at this time.

Q: Will this project move forward even if in-person classes are not offered in fall?

A: Yes.

Q: Can you share the most recent educational master plan?

A: Here is a link:

<https://internal.redwoods.edu/Portals/25/Education%20Master%20Plan%202017-2022.pdf>

Q: Page 7, item 1 – Receipt of Proposals: It seems you would like hard copies delivered, although it is not clear how many. With the shelter-in-place edict, will we still need to submit hard copies and if so, how many?

A: Hard copies will not be required due to the COVID situation

Q: Page 8, item 3 – Relevant Experience: The very last item under the heading of Key Consultant Firms seems to be a floating bullet point indicating we should provide two sample master plans. A community college master plan will in most cases be several hundred pages long. How should we include a sample if hard copies are required? Perhaps provide a thumb drive with the MPs on it? Provide a link to an FTP site?

A: Providing a link or thumb drive for sample plan documents will be acceptable.

Q: Question in general – is it the intent that the firm doing the master plan will still remain eligible for architectural commissions that may result from the master plan?

A: This RFP is for master plan development only. No commissions will be paid to the selected firm for projects implemented and completed as a result of the plan. Any future projects that may arise from the plan will be handled under separate contracts.

Q: Page 8, Section 2. DESCRIPTION OF FIRM AND KEY SUB-CONSULTANT FIRMS under Sub- Consultants there is a bullet that requests **fees to be charged** yet Page 9, Section 6. DESCRIPTION OF FEE STRUCTURE states the specific fee for the project will be negotiated with the firm ranked highest in the selection process. Please confirm whether fees for all sub-consultants are to be submitted with our proposals.

A: Yes, if necessary and available.

Q: Page 8, Section 3. RELEVANT EXPERIENCE requests that we provide a list of relevant Community College Education and Facility plans. Can we also include master plans prepared for other state universities and private colleges?

A: Yes you can. My preference would be if they can be from institutions of like size and FTES to use as a baseline comparison.

Q: Page 8, Section 3. RELEVANT EXPERIENCE requests that we provide Project Cost for each relevant Community College Education and Facility plan. Please clarify if you are interested in knowing the fees associated with performing the work for each plan or the overall estimated project costs associated with the master plans.

A: We are interested in knowing the fees associated with performing the work for each previous plan.

Q: Page 8, Section 3. RELEVANT EXPERIENCE requests that we provide two sample Education and Facility Master plans. Do you want two Education Master Plans and two Facility Master Plans or is one of each sufficient? Secondly, do the samples need to be for a community college only or can we submit master plans for other colleges/universities?

A: We would like two of each if possible. You can submit for other colleges/universities. Again, my preference would be if they can be from institutions of like size and FTES to use as a baseline comparison.

Q: The college recently completed both an EMP and an FMP. Why is the college writing a combined document at this time?

A: There will be two separate plans simultaneously developed – one EMP and one FMP.

Q: What are some of educational goals the College wants to achieve through this planning effort?

A: The scope, goals and expectations are shown within the RFP.

Q: Does the College intend to propose a local bond measure in the near future?

A: No, none that the College is planning at this time.

Q: Was an EIR completed after the last master plan? If not, does the College intend to use the new EMP/FMP to support this in the future?

A: No and possibly depending on the outcome and needs of the plan.

Q: Does the College have existing goals for educational or physical programming regarding natural resources/animal habitat/natural systems on the campus or in the vicinity?

A: The College is considering a micro-grid based off renewable resources; some of the vacant land use proposals might relate to animal habitat/natural systems. The intent is to bring a portion of the agriculture program to campus from Shively Farm with further collaboration with the Humboldt Botanical Garden.

Q: What is the intent of measuring air emissions? Would the emissions be measured on campus, off campus, or both?

A: This will not be required.

Q: Our master planning team consists of an educational planning firm and an architecture firm. Does the College have a preference as to which firm serves as prime?

A: This will be at the discretion of the selected team. Thoughts are the educational plan will drive the facilities plan.

Q: What is the anticipated duration of the project? Is there a desired end date?

A: Anticipated completion date will be the end of the 20-21 academic year. Final date to be determined during contract negotiations.

Q: What is meant by a fee structure for prime and subs? Is the College requesting billing rates for prime and subs?

A: Yes, if necessary and available.

Q: What is the total number of meetings anticipated for this effort (campus and stakeholders)? How many will be in person vs. online, given the current COVID-19 protocols?

A: I would estimate between 8-10. Given the current state surrounding COVID -19 several will be online. This might change due to the lifting of restrictions and on-site necessity.

Q: The RFP requests one hard copy of the proposal. Is this still required given COVID-19? **A:**

A: No. This is no longer required.

Q: Is there a page limit for the overall proposal?

A: No.

Q: In Section 2, please provide definition to the requested "Fees to be charged" that would be different than our description of fee structure in Section 6.

A: If you will be using a sub-consultant provide their fee structure as well if it differs from yours.

Q: In Section 6, Description of Fee Structure, do we need to provide billing rates for all firms, including sub-consultants?

A: Yes, if necessary and available.

Q: How does this RFP and planning effort relate to the current Facilities Master Plan in effect for 2019-2029 and the Educational Master Plan in effect for 2017-2022?

A: The many unexpected happenings that took place over the last year with power outages and the current pandemic brought to light the need to make some major changes in our academic and our facilities. We feel it is time to address and update these concerns with a more global broad perspective.