



## College of the Redwoods Facilities Master Plan

College of the Redwoods (the “College”) invites proposals from qualified firms to assist the College in the revision of the facilities master plan (Plan) as described below. The Plan will create the College’s vision for the future, reflecting its mission.

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 Julia Morrison, Vice President, Administrative Services at the address listed below.

Questions regarding this RFP may be directed to Steve McKenzie at Steven-McKenzie@redwoods.edu, Director of Facilities & Planning.

All proposals shall be received on or before: **July 8<sup>th</sup>, 2021 @ 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:  
DELIVERY LOCATION:

July 8<sup>th</sup>, 2021 @ 2:00 PM P.S.T.  
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 (the “College”) is soliciting proposals from experienced educational consultants to assist the College in the revision of the existing facilities master plan (the Project”).

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 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 Redwoods Community College District (RCCD) was formed on January 14, 1964, by an election of Humboldt County voters. The educational goal of the College is to provide accessible and relevant transfer, career and adult education of the highest quality. Approximately 8,000 students attend CR each year, resulting in about 4,000 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 College developed seventeen degrees for transfer to guarantee smooth transfer from CR to the CSU system. Humboldt State University, 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 College 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. The College also offers non-credit courses and certificates and workforce and community education. In 2015, the College began offering instruction to prisoners in the maximum-security Pelican Bay State Prison in Crescent City. CR also offers more than ten percent of all instruction in an online modality.

Around 2007, the College 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 College opened its new Administration Building and Theater in 2012, Humanities Building in 2013, and Sciences Building in 2013.

In the upcoming years, it will also be building a new Creative Arts Building and Physical Education Complex.

CR students are facing the same serious challenges as college students throughout California. The College 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 dorms. 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.

## **2. SCOPE OF PROJECT**

### **Facilities Master Plan**

CR seeks detailed proposals from facilities consultants to assist with the revision of the existing facilities master plan that will be tied to the District's new educational master plan which should be finalized in the next few months. Here is a link to the current facilities master plan: <https://internal.redwoods.edu/Portals/18/Resources/2019-2029%20FMP.pdf?ver=2019-06-18-100034-033>

The current College physical environment consists of 3 main locations and 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 38 acre site approx. 20 miles from the main campus and is a working farm with a residence and several out buildings.

The scope of the project includes the following:

**Project Initiation:** This phase will allow the consultant to become familiar with available information and to assist the College with the establishment of a project schedule. Orientation meetings with the administration, academic departments and staff will be conducted. The consultants shall assist the college with the preparation of a process for involving the campus community in the planning effort. Key stakeholders will be identified and methods for ensuring their participation will be determined.

**Data Gathering and Analysis:** The consultant shall receive, review and synthesize all available studies, reports, publications, data and other pertinent information such as existing and proposed student and faculty FTE, athletics, and housing data, institutional plans, accreditation and self-studies, facilities inventory, classroom and laboratory contact hours, college catalogs, etc. The consultant shall review the assembled materials and identify information gaps.

**Conduct Interviews with CR Representatives:** The consultant shall meet with CR representatives to define current priorities and anticipated changes, and research innovative

opportunities for the future. The consultant will plan meetings, facilitate discussions, and prepare materials for presentation and dissemination. Meetings with groups such as the Facilities Planning Committee and other college-wide committees will be required.

**Facilitate Listening Sessions in the Community Members:** The Consultant may be asked to meet with community members to identify innovative directions the college could take to meet community needs. The Consultant will identify community groups most relevant for this task, and hold at least five sessions with different community stakeholders.

**Field Studies:** The consultant shall participate in a walk-through of all campus facilities. Preliminary assessment of highest and best long-term use of existing facilities will be established. The plan will coordinate, define and determine the following:

- Campus land use patterns;
- Vehicular and pedestrian circulation systems;
- Adjacent and nearby development;
- Natural resources/animal habitat/natural systems on campus or in the vicinity;
- Utilities;
- Stormwater runoff;
- Air emissions;
- Solar orientation of existing and future facilities;
- Parking; and
- Approximate size and location of existing and new buildings or additions

**Data Gathering and Analysis:** The consultant will document the physical environment in the following categories:

- Facility and ground conditions, lifecycles, and operations.
- Campus relation with surrounding community, as well as regulatory and environmental issues, including the opportunity for renewable energy resources, environmental conservation, and minimization of impacts on natural systems.
- In coordination with College personnel, review current building condition surveys. Complete an assessment of all facilities and identify any deficiencies in existing buildings and sites, including program and service areas, utility systems and infrastructure, telecommunications and health and safety concerns
- Define implementation steps necessary to fulfill the needs identified, coordinating the identified scope of work with funding resources and creating a 10 year Planning Schedule for the work to be completed District wide.
- Evaluate compliance with current codes, standards and ADA regulations.

**Master Plan Scenarios:** The consultant shall prepare concept scenarios for the physical development of the College. Assumptions regarding college priorities will be reviewed and adjusted to match academic, strategic and student affairs goals, physical needs and strategic positioning opportunities. Campus representatives and the Planning Committee shall meet with the consultant to review and discuss the alternatives.

### 3. PROJECT SCHEDULE

#### ANTICIPATED SCHEDULE

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

<b>June 7<sup>th</sup>, 2021</b>	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;
<b>June 17<sup>th</sup>, 2021 @ 1:00 PM P.S.T.</b>	Mandatory on-campus walkthrough at College of the Redwoods;
<b>June 28<sup>th</sup>, 2021</b>	Final questions due;
<b>July 1<sup>st</sup>, 2021</b>	Responses to questions;
<b>July 8<sup>th</sup>, 2021 @ 2:00 PM P.S.T.</b>	RFP Responses due;
<b>July 13<sup>th</sup>, 2021</b>	Evaluation of all applicants and, in the College's sole discretion, development of "short list" of firms to be interviewed;
<b>July 15<sup>th</sup>, 2021</b>	Notification of firms to be interviewed, if any;
<b>July 19<sup>th</sup>, 2021</b>	Interviews, if any;
<b>August 2<sup>nd</sup>, 2021</b>	Recommendation of the selected firm(s) and approval by the College's Board of Trustees;
<b>August 3<sup>rd</sup>, 2021</b>	Notification of RFP award; and
<b>TBD</b>	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, demonstrated competence and overall qualifications as presented in the application/letters and statement of qualifications. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

## **PROCEDURAL EXPECTATIONS**

- The Plan will support the mission, vision, and institutional plans of the College.
- Planning process will be inclusive with broad-based input from staff, faculty, students, and trustees.
- The Plan will encompass a time horizon of at least 10 years with a longer look at some issues as necessary.
- The Plan will analyze existing leased locations and identify opportunities and deficiencies at the main campus and the education center and instructional site.
- A mutually-agreed upon set of essential planning information will be developed with the Consultant as the start of the process in order to fully understand demands on CR's staff time.
- The Plan will address community and regional partnerships.

## **GOALS OF THE PLAN**

- The Plan must be effective in guiding decision-making, planning, and implementation.
- The Plan must enable the College to evaluate improvement in institutional effectiveness, student learning, program, service, and/or infrastructure, process and outcomes.
- The Plan must include provisions for systematic monitoring, evaluation, and plan succession. The consultant must provide guidance to achieve that as well as training in order to ensure that CR personnel (co-chairs, committee members) have the capacity to guide the strategic planning process internally once the plan goes into effect.

## 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 **Julia Morrison, Vice President, Administrative Services** 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 (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 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 Facility plans 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.)
  - Please provide two sample Education and Facility Master plans

4. PROJECT TEAM (10 points)

List the following key Team Members

- Principal-in-Charge
- Project Manager
- Project Architect or Engineer

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. Provide a statement of your firm's financial stability.
- E. Does your firm have any current or pending litigation? If so, please describe.
- F. 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?
- G. 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 and selection of a "short list" of finalists.
2. **Interview Phase:** Interview the finalists, check backgrounds and select the preferred Consultant firm(s) for recommendation to the College Board of Trustees.
3. **Approval Phase:** The College Board of Trustees will vote to approve a Consultant 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 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
Total Possible Points	100 points