



College of the Redwoods  
**Request for Proposals for  
HVAC Systems Investigation  
and Report**

College of the Redwoods (the “College”) invites proposals from qualified architectural/engineering firms to perform a comprehensive assessment of the HVAC systems in several of the buildings at the College of the Redwoods Eureka Campus and Del Norte Education Center.

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 26<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 26, 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.**

# **REDWOODS COMMUNITY COLLEGE DISTRICT**

## **Request for Proposals**

### **HVAC System Investigation and Assessment Report**

#### **SECTION A - GENERAL INFORMATION**

##### **1. 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 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 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. The HVAC/Mechanical systems in several buildings on the Eureka campus and the Del Norte location, including those most recently constructed are beginning to show signs of accelerated deterioration. In addition, the investigation and assessment are necessary to optimize air ventilation to help mitigate the spread of COVID-19,

##### **2. COLLEGE OF THE REDWOODS GOALS**

Goals for the Project include:

- Enhance the campus experience for all students, faculty and staff.
- Maximize outdoor air and increase filtrations efficiency, and evaluate the use of additional air cleaning systems to help mitigate the spread of COVID-19.
- 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 a campus location supportive of a 7-day a week campus.
- 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.
- Enhance the College’s strategic goal of making CR the college of choice; and
- Provide broad based services to keep students on campus.

### **3. PROJECT DESCRIPTION – HVAC SYSTEM ASSESSMENT**

The intent of this project is to investigate, evaluate and provide a detailed report and cost estimate to the College on what the needs will be to clean, repair or replace mechanical systems in the below identified buildings:

#### Eureka Campus

- Applied Technology
- Science
- Humanities
- Student Services/Administration/Theatre
- Child Care Center
- Learning Resource Center
- Administration of Justice

#### Del Norte Education Center

- Main Building
- Building DA – Student Lounge

### **4. REQUEST FOR PROPOSALS ANTICIPATED SCHEDULE**

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

**June 29<sup>th</sup>, 2021**

Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;

<b>July 8<sup>th</sup>, 2021 @ 9:00 AM P.S.T.</b>	Mandatory site walk at the Eureka Campus
<b>July 8<sup>th</sup>, 2021 @ 3:00 P.S.T.</b>	Mandatory site walk at the Del Norte Education Center
<b>July 16<sup>th</sup>, 2021</b>	Final questions due;
<b>July 20<sup>th</sup>, 2021</b>	Responses to questions;
<b>July 26<sup>th</sup>, 2021 @ 2:00 PM P.S.T.</b>	RFP Responses due;
<b>July 26<sup>th</sup>, 2021</b>	Evaluation of all proposals.
<b>August 3<sup>rd</sup>, 2021</b>	Recommendation of the selected firm and approval by the College's Board of Trustees;
<b>August 4<sup>th</sup>, 2021</b>	Notification of RFP award; and
<b>TBD</b>	Notice to Proceed

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

## **5. SCOPE OF SERVICES**

The Firm will perform the following project inspection services hereinafter referred to as the "Scope of Services":

The College is seeking to investigate and remediate unacceptable conditions, if such exists, for building HVAC systems in Applied Technology, Science, Humanities, Student Services/Administration/Theatre, Child Development Center, Learning Resource Center, and Administration of Justice on the Eureka Campus and the main Building at the Del Norte Education Center. Overall project tasks can be described as follows:

- Perform a survey of each identified building system to include all ducts, mechanical equipment and associated piping and controls. Identify leaks, damaged areas, mold, airflow impediments, or other damage. Video survey documentation is required.
- Provide recommendations for remedial measures which would address all duct and equipment deficiencies as outlined in the survey. Inclusion of a cost estimate to perform such remedial measures is required.

**A. Review and Understanding of Project**

- 1) Thoroughly review all available construction documents and have a full technical understanding of all the requirements of the project.
- 2) Meet, coordinate and confirm understanding with the College representative on all construction documents, the intent of the scope, and a full understanding of the schedule and areas of potential risk.

**B. Inspection Services**

- 1) Inspect all portions of the agreed identified systems and test for functionality in line with current industry standards and regulations.
- 2) Manage and monitor the work of sub-consultants under the direction of the prime firm.
- 3) Such other inspection and assessment services as the College may, in the exercise of its sole and absolute discretion, determine are reasonably necessary.

**F. Project Deliverables**

Provide a comprehensive assessment of all identified mechanical systems and furnish a detail report to include cost estimates to correct the identified deficiencies.

**G. Fee Schedule (Hourly Rates)**

- 1) Fee Schedules submitted in response to any additional contract requirements for assessment and report 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 **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 REQUIRMENTS:**

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/Engineering 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 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 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. 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
<u>6. Description of Fee Structure</u>	<u>10 points</u>
Total Possible Points	100 points