



**Request for Qualifications (RFQ)**  
**Project Management (PM) and Construction Management (CM) Services**

Redwoods Community College District (the “District”) is soliciting Statement of Qualification proposals from qualified firms to provide comprehensive project and construction management services for the District’s Capital Improvement Program. In preparation, the District is seeking highly qualified, experienced, effective and proactive personnel to assist the District in the execution of the program by providing a full range of professional services for, but not limited to, projects identified in this Request for Qualifications (“RFQ”).

The intent of this RFQ is to create a qualified list of firms for both project and construction management and related services for the District’s Capital Improvement Program. Becoming part of the qualified list is not a guarantee of any work. Qualified firms may still be asked to compete for projects through an additional RFP process. The District will pursue work with firms on the basis of knowledge, experience, best value and with the best interests of the District as a priority.

Interested firms are invited to submit their proposals, which shall include electronic copy of the requested materials by email or mailed thumb drive to Julia Morrison, Vice President, Administrative Services at the address listed below.

All proposals shall be received on or before: **November 13<sup>th</sup>, 2020 @ 2:00 PM P.S.T.**

All responses to this RFQ received by the specified deadline will be reviewed by the District 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 District 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.

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

RFQ DUE TIME AND DATE: November 13<sup>th</sup>, 2020 @ 2:00 PM  
P.S.T.  
DELIVERY LOCATION: By Email or Thumb Drive  
delivered to  
7351 Tompkins Hill Road  
Eureka, CA 95501  
PURCHASING CONTACT: Julia Morrison  
E-MAIL: Julia-Morrison@redwoods.edu

Please submit all questions in regards to this RFQ in writing or by email in accordance with the deadline noted above. All questions must be received by the close of business of the due date. Resulting addenda will be in the question/answer format posted to the District website.

**THIS RFQ 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 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 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 District 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 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 ten 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 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.

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 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 ideal firm and individual managers will have experience with design and construction projects on active higher education and specifically community college campuses. Projects and project types identified for program support, project and construction management assignments include, but are not limited to:

Creative Arts Complex – This \$25M project has currently completed design and is at the Division of the State Architect for approval. Construction is expected to start in early 2021.

Physical Education/Field House – This \$60M project is currently in the working drawing phase and is expected to start construction in early 2022.

Potential future projects –

Student Resource Center Drop and Replace - \$30M

AR Classroom Drop and Replace - \$5M

Administration of Justice Drop and Replace - \$20M

## **2. OVERVIEW AND SCOPE OF SERVICES UNDER THIS RFQ**

It is the intention of the District to have selected firm(s) personnel provide comprehensive project and/or construction management services for specific projects. The District is seeking the highest level and quality of comprehensive project and/or construction management for the overall Capital Improvement Program with ongoing collaboration and coordination with the District internal program management teams, College leadership and all applicable stakeholder groups.

General: The scope of services is intended to provide general requirements and will include, but not necessarily be limited to the following:

1. Understand and effectively represent the District's mission and vision for each project; understand and comply with state and community college contracting guidelines and compliance requirements and effectively work to move projects forward within a culture of participatory governance in a higher education setting.

2. Provide professional project and construction management services in support of District program management staff including district design, operations, project procurement/purchasing, sustainability team, fiscal and document controls management and staff.

3. Become knowledgeable and understand District standards and educational program requirements for each project and apply these standards to project scopes, and across campus projects to ensure consistency and efficiency in cost management of ongoing maintenance.

4. On all assigned projects, coordinate work with all District architects and consultants; be a point of contact for all stakeholders and provide communication reporting as required by the District.

### **3. PROCEDURAL EXPECTATIONS**

#### **A. Planning and Design Phases:**

1. Develop and maintain a comprehensive strategic plan for each campus that accounts for construction schedules, logistics, required resources, swing space, academic schedules; an organization chart to establish and maintain organizational structure; and a communications plan to promote accountability and coordinate access of construction.

2. Review of available programming documents for assessment of scope, schedule and budget. Assist the District in evaluation of project delivery methods and critical milestones in achievement of project goals.

3. Assist the District in schedule and cost estimates development, including a cost estimate at the end of programming, at the end of schematics, design development and at 50% of construction documents and at DSA submittal (90% CDs). At the end of each phase, in collaboration with project architects, lead a value engineering and cost reconciliation process with other cost estimators as provided by the architect (or others).

4. At the 50% and 90% completion milestones of the construction documentation phase, provide a constructability review.

5. Assist the District with CEQA approval and coordinate the work of the hazardous materials consultant and any other project required secondary impacts.

6. Assist in the packaging of the specifications and bid set and coordinate the work with the architect for projects of varying delivery methods.
7. Advance District's overall sustainability commitment towards carbon neutrality by supporting the implementation of various districtwide initiatives.
8. Actively manage all stakeholders as part of the planning and design phases, lead the design management phases including scheduling of meetings, meeting agendas, review and distribution of meeting minutes prepared by others. Manage architects and engineers part of assigned project(s).

**B. Bid and Construction Phase:**

1. Prepare and review bid schedules with the District staff. Assist the District staff in developing solicitations and/or bid documents for the selection of construction firms for various delivery methods.
2. Coordinate prequalification, if applicable. Prepare and participate in pre-bid and/or pre-proposal conferences along with site visits if required.
3. Actively market the project during bid phase. Review bids, schedule and materials submitted by bidders and assist district staff in technical requirements in approval of the contracts.
4. In construction phase, provide construction management services from construction contract approval to project close out. Provide comprehensive construction management services including, but, not limited to:
  - a. Attend site meetings at least weekly and prepare complete and accurate meeting minutes for such meetings for distribution;
  - b. Attend monthly Board meetings and other District meetings as required;
  - c. Review and comment on the construction logistics plan provided by the contractor, assist the District in review for safety, compliance and efficiency;
  - d. Prior to distributing the listed submittals and materials to the architect, review all submittals, product samples, shop drawings and specifications for completeness, accuracy and compliance to the bid set, as provided by the general contractor, subcontractors, and material suppliers for the project;
  - e. Analyze recommendations from contractor, architect, or other consultants which might lead to a quality improvement or decrease construction time or costs;
  - f. Track all preliminary lien notices related to the project and coordinate with District purchasing;
  - g. With District purchasing team, track all necessary conditional and unconditional liens, and keep the District informed of the status of lien releases;
  - h. Review all change order requests issued by contractors and advise District about the form and content of such change orders in relation to the plans, specifications, and the contract documents, and negotiate with the contractor as necessary to provide the District with the best value;
  - i. Review schedule of values as proposed by contractor and make recommendations on completeness and format, sign-off on all payment requests pursuant to the contract documents, architect agreement, or other consultant agreements related to the project;
  - j. Identify possible payment defaults on the part of contractors, subcontractors, material suppliers, or any party who may have lien rights against the project;

- k. Provide quality construction management oversight via onsite field staff to ensure materials and labor being furnished are according to plans and specifications; work billed for each payment requested is completed in accordance with the plans and specifications; contractor's time schedule is being maintained, as required by the construction contract documents; costs are within project budget; when needed manage the contractor in recovery schedules;
- l. Provide accurate, timely and effective communication to campus community related to any construction issues in an effort to minimize construction impacts on an active community college campus;
- m. Coordinate and implement temporary signage and assist in the creation of temporary pathways around the construction site in order to create a safe environment on an active campus;
- n. Provide weekly project status reports to the satisfaction of the owner, including but not limited to budget status, financial expenditures, projected cost, risk forecast, and encumbrances;
- o. Coordinate and procure commissioning phase oversight in collaboration with District sustainability team leaders;
- p. Provide detailed, comprehensive furniture, fixtures and equipment and move management oversight services if needed in order to provide fully transitioned and occupied building project.

C. Close Out Phase:

- 1. Assist architect with punch list development and other close out work;
- 2. Assist IOR with final inspections; ensure as-built set (and/or electronic set) is provided to District with all relevant field changes noted in the drawing set; provide review and acceptance of the as-built documents for district final acceptance;
- 3. Work with the contractor to assemble warranties, manuals and other relevant materials and submit to the District;
- 4. Coordinate with DSA and other relevant agencies to ensure that the project is closed out in a timely manner;
- 5. Coordinate training sessions to review M & O manuals and other operational procedures with Facilities Operations staff.

**4. PROJECT SCHEDULE**

**ANTICIPATED SCHEDULE**

The following schedule has been established by the District for selection of a Project/Construction Management Team:

- |   |   |
|---|---|
| <b>October 5<sup>th</sup>, 2020</b>                       | Announcement of the request for qualifications and transmittal of the RFQ to potential firms;   |
| <b>October 16<sup>th</sup>, 2020<br/>@ 1:00 PM P.S.T.</b> | Mandatory virtual walkthrough; please email Steve McKenzie at <a href="mailto:steven-mckenzie@redwoods.edu">steven-mckenzie@redwoods.edu</a> by October 14 <sup>th</sup> , 2020 to participate. |

<b>October 20<sup>th</sup>, 2020</b>	Final questions due;
<b>October 23<sup>rd</sup>, 2020</b>	Responses to questions;
<b>November 13<sup>th</sup>, 2020 @ 2:00 PM P.S.T.</b>	RFQ Responses due;
<b>December 4<sup>th</sup>, 2020</b>	Evaluation of all applicants and, in the District’s sole discretion, development of “short list” of firms to be interviewed;
<b>December 4<sup>th</sup>, 2020</b>	Notification of firms to be interviewed, if any;
<b>December 7<sup>th</sup>, 2020</b>	Interviews, if any;
<b>December 17<sup>th</sup>, 2020</b>	Recommendation of the selected firm(s) and approval by the District’s Board of Trustees;
<b>December 18<sup>th</sup>, 2020</b>	Notification of RFQ 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.

## **SECTION B – PROPOSAL INSTRUCTIONS**

### **INSTRUCTIONS FOR SUBMITTING PROPOSALS**

**GENERAL:** The District intends to select the firm that best meets the District’s needs to perform the project and construction management services as described in this RFQ.

1. **RECEIPT OF PROPOSALS:** All proposals shall be delivered to **Julia Morrison, Vice President, Administrative Services** by the time and date and in the manner specified in this RFQ.
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 Architect'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 project/construction management firm 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 project/construction management firm shall provide evidence of adequate liability and professional liability insurance, as determined by the District.

PROPOSAL REQUIREMENTS: All materials submitted to the District in response to this RFQ will remain property of the District.

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)

Project/Construction Management Firms

- History, number of years in business in California.
- 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.
  - 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)

Provide a list of relevant California Community College Capital Projects and include:

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

4. PROJECT TEAM (10 points)

List the following key Team Members

- Principal-in-Charge
- Project Manager

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 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 District’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 firm(s) for recommendation to the District Board of Trustees.
3. **Approval Phase:** The District Board of Trustees will vote to approve a list of qualified 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 RFQ.
- 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 District 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

## SECTION D - GENERAL INFORMATION/CLARIFICATION

### ADDITIONAL INFORMATION

A. The District shall not be responsible for, nor accept as a valid excuse for late submittal delivery, any delay in mail service or other method of delivery used by the submitter. Neither the District nor its representatives shall be responsible for any expense entailed in the delay of late submittal delivery.

Notice of interest: This RFQ will be distributed via multiple channels, including being posted on the District website at: <https://www.redwoods.edu/businessoffice/Purchasing>

B. RFQ Contact/Addenda/Clarification. Submit notice of interest, questions/requests for clarification IN WRITING VIA EMAIL ONLY to:

Julia Morrison – Vice President, Administrative Services

E-Mail: [Julia-Morrison@redwoods.edu](mailto:Julia-Morrison@redwoods.edu)

C. If it becomes necessary for the District to revise any part of this RFQ, or to provide clarification or additional information after this document is released, a written addendum will be posted on the District website and will be sent to each firm that provides a Notice of Interest. Recipients of record are those parties which obtained a copy of the RFQ directly from the District, (District website). Addenda will be sent by E-mail and will be posted to the District Website at: <https://www.redwoods.edu/businessoffice/Purchasing>

D. Evaluation of Submittals. The District may reject any or all submittals and may waive any immaterial deviation from the RFQ. The District's waiver of an immaterial defect shall in no way modify the RFQ documents or excuse the proposer from compliance with other provisions of the RFQ. The District's evaluation is solely for the purpose of determining which consultants are deemed qualified. Statements of Qualification will be reviewed and a determination made by the District based upon the submitted information

and any other information available to the District. The District may request that a firm submit additional information pertinent to the submittal. The District also reserves the right to investigate other available sources in addition to any documents or information submitted by the firm.

E. The District shall not, under any circumstance, be liable for any pre-contractual expenses incurred by submitters, and submitters shall not include any such expenses as part of their submittals.

F. No Commitment to Award. Issuance of this RFQ and receipt of submittals does not commit the District to award a contract for services. The District expressly reserves the right to postpone the submittal opening for its own convenience, to accept or reject any or all submittals received in response to this RFQ, to negotiate with more than one proposer concurrently, or to cancel all or part of this RFQ without obligation in any manner for proposal preparation, interview, fee negotiation, marketing costs, or any other costs associated with this RFQ.

G. Joint Offers. Where two or more firms desire to submit a single submission in response to this RFQ, they should do so on a prime-subconsultant basis rather than as a joint venture or informal team. The District intends to contract with a single firm and not with multiple firms doing business as a joint venture.

**END OF DOCUMENT**