



Pursuant to Government Code 4529.10, College of the Redwoods (the “College”) invites proposals from qualified contractors for carpet replacement at the College of the Redwoods Eureka, CA campus.

Interested firms are invited to submit their proposals, which shall include one emailed electronic copy, to Johanna Helzer, Manager of Maintenance and Operations at the address listed below. If the file is too large to be emailed, the proposal can be submitted on a thumb drive mailed to the address below.

Questions regarding this RFP may be directed to Johanna Helzer, Manager of Maintenance and Operations.

All proposals shall be received on or before: **October 16th, 2024 @ 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 DATE AND TIME: October 16th, 2024 @ 2:00 PM P.S.T.

DELIVERY LOCATION: Electronically by email to: Johanna-helzer@redwoods.edu
Or a thumb drive mailed to:
College of the Redwoods
Attn: Johanna Helzer
7351 Tompkins Hill Rd
Eureka, CA 95501

PURCHASING CONTACT: Johanna Helzer

E-MAIL: johanna-helzer@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 (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 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 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 Center in Crescent City is 35 acres with 8 buildings that total 30,598 GSF. Shively Farm is a 36 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, and Creative Arts Complex in 2023.

2. PROJECT DESCRIPTION – Learning Resource Center (LRC) Carpet Replacement

Remove existing and install Interface carpet squares on raised steel access floor panels within the Learning Resource Center (LRC). The college will only be re-carpeting sections of the LRC, not the entire building.

3. PROJECT SCHEDULE

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

September 3, 2024	Transmittal of the RFP to potential firms;
September 25, 2024 @ 10:00am P.D.T. Learning Resources Center (LRC)	Mandatory site; please email Johanna Helzer at johanna-helzer@redwoods.edu for the details
October 4, 2024	Final questions due;
October 9, 2024	Responses to questions;
October 16, 2024 @ 2:00 PM P.S.T.	RFP Responses due;
October 23, 2024	Evaluation of all proposals and, in the College’s sole discretion
November 5, 2024	Recommendation of the selected firm(s) and approval by the College’s Board of Trustees;
November 6, 2024	Notification of RFP award;
December 23, 2024	Estimated Start Date

This timeline may be revised as needed. Evaluations, selection, and recommendation will be based on the firm's response and completeness of required submittal documents. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

4. COLLEGE OF THE REDWOODS PURPOSE

This Request for Proposal ("RFP") is being issued to solicit pricing carpet replacement in the Learning Resource Center (LRC)

5. SCOPE OF SERVICES

Remove existing and install Interface carpet squares on raised steel access floor panels within the Learning Resource Center (LRC).

Provide a per square foot price. The amount of square footage to be replaced is determined by budget.

Work must be completed while classes are not in session. The first available time would be December 23, 2024 thru January 15, 2025

All work must be paid at prevailing wage

SECTION B – PROPOSAL INSTRUCTIONS

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The College intends to select the firm that best meets the needs to perform the contracted work as described in this Request for Proposal.

1. RECEIPT OF PROPOSALS: All proposals shall be delivered electronically to **Johanna Helzer, Manager of Maintenance and Operations** 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 Contractor'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. (Prevailing wage)
6. NON-DISCRIMINATION: The Contractor 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 Contractor 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 (10 points)

- History, number of years in business in California, staff size
- Location of office which will perform the work
- Size of staff, number of contractor staff who will perform the work.

3. RELEVANT EXPERIENCE (30 points)

List relevant Community 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

4. FIRM TRACK RECORD (30 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. Provide a statement of your firm's financial stability.
- D. Does your firm have any current or pending litigation? If so, please describe.
- E. 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?

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

5. DESCRIPTION OF FEE STRUCTURE (25 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. **Approval Phase:** The College Board of Trustees will vote to approve a qualified contractor.

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. Qualifications, education and relevant experience.
- C. Coordination, scheduling, cost control, capabilities and techniques.
- D. Quality of previous projects and record of budget and schedule performance.
- E. Comparison of billing rates.
- F. 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	10 points
3. Relevant Experience	30 points
5. Firm Track Record	30 points
6. Description of Fee Structure	25 points
Total Possible Points	100 points