



**College of the Redwoods  
Request for Proposals for  
DSA Inspection Services –  
Assistant Inspector of Record**

College of the Redwoods (the “College”) invites proposals from qualified Inspection firms to perform DSA Assistant Inspector of Record Services on the new **Physical Education Replace Existing Project** at the College of the Redwoods Eureka Campus.

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 Leslie Marshall, Director of Facilities and Planning at the address listed below.

Questions regarding this RFP may be directed to Leslie Marshall, Director of Facilities and Planning at: [Leslie-Marshall@redwoods.edu](mailto:Leslie-Marshall@redwoods.edu).

All proposals shall be received on or before: **October 21, 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 TIME AND DATE: October 21, 2024 @ 2:00 PM P.S.T.

DELIVERY LOCATION: 7351 Tompkins Hill Rd,  
Eureka, CA 95501

PURCHASING CONTACT: Julia Morrison

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

### DSA Inspection Services - Assistant Inspector of Record

#### 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 and Downtown Eureka 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 College 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 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. A new Creative Arts Complex was opened in Fall 2023, and a new Physical Education Replace Existing Project construction phase should start late 2024.

## **2. PROJECT DESCRIPTION – Physical Education Replace Existing**

This project proposes to construct a new 39,246 GSF Physical Education Gymnasium and Field House to replace the existing buildings that sits in an area of the campus identified as seismically insecure. The new buildings are designed to accommodate the needs of the College now and in support of the Education Master Plan in the future. The complex is to be constructed in an area that has been cleared by the California Geological Survey and is currently bidding. The new buildings will be completed and occupied prior to demolition of the existing building, which will be part of this project. The estimated total cost of construction is \$64.887 million.

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

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

<b>September 12<sup>th</sup>, 2024</b>	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;
<b>October 4<sup>th</sup>, 2024</b>	Final questions due;
<b>October 11<sup>th</sup>, 2024</b>	Responses to questions;
<b>October 21<sup>st</sup>, 2024 @ 2:00 PM P.S.T.</b>	RFP Responses due;
<b>October 29<sup>th</sup>, 2024</b>	Evaluation of all proposals;
<b>November 5<sup>th</sup>, 2024</b>	Recommendation of the selected firm and approval by the College’s Board of Trustees;

**November 6<sup>th</sup>, 2024**

Notification of RFP award; and

**TBD**

Contract Negotiations and 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.

#### **4. SCOPE OF SERVICES**

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

##### **A. Review and Understanding of Project**

- 1) Thoroughly review all construction documents and have a full technical understanding of all the requirements of the project across all disciplines.
- 2) Meet, coordinate and confirm understanding with Architect of Record (AOR), and Lead Inspector of Record (IOR) on all the construction documents, the intent of the design, and a full understanding of the schedule.
- 3) Thoroughly understand the Design-Bid-Build and other project delivery methods.

##### **B. Inspection Services**

- 1) Inspect all portions of the construction for compliance with the requirements of the DSA approved construction documents.
- 2) Identification, documentation, and reporting of deviations in the construction from the requirements of the DSA approved construction documents.
- 3) Submittal of Project Inspector Verified Report (form DSA 6-PI) per DSA requirements. In addition, at the conclusion of the project any outstanding deviations must be noted on the form DSA 6-PI.
- 4) Manage and monitor the work of specialty inspectors under the direction of the AOR and Engineer of Record (EOR), and Lead IOR.
- 5) Monitor the work of material testing laboratories under the direction of the AOR/EOR.
- 6) Verify Contractor maintains "as-builts" (record) drawings as work progresses.
- 7) Such other inspection services as District may, in the exercise of its sole and absolute discretion, determine are reasonably necessary and that are of a type customarily provided by project inspection firms conducting business in the Northern California area.

**C. Duties and Responsibilities** (In addition to the above items)

- 1) The duties and responsibilities outlined in DSA Construction Oversight Process (PR 13-01) revised August 21, 2017, may be updated from time to time.
- 2) The duties described in DSA IR A-8 “Project Inspector and Assistant Inspector Duties and Performance, as may be updated from time to time.
- 3) Provide daily reports per DSA-approved construction documents. These reports will record the general status and specific progress of construction. In addition, they will note the weather conditions at the site, meetings, incidents of significance, etc. and provide a history of the project. The Project Inspector’s Daily Reports are recognized by the courts as legitimate Contract recording documents and will be submitted for reference pursuant to any litigation.
- 4) It is the responsibility of Firm to check and remain informed of current updates to the above mentioned documents.
- 5) The duties and responsibilities that DSA may enact and/or issue during the life of this contract, even if issued after award of this contract.

**D. Meetings**

- 1) Inspection Firms and/or assigned Inspectors will be required to meet with the District’s designated management officer to discuss existing projects, progress of work, issues, challenges, and other matters related to the project and work.

**E. Project Inspector (PI) Technology Skills**

- 1) Proficient in the DSABox procedures.
- 2) Proficient in Excel, Word, and Adobe.
- 3) Proficient in scanning, uploading, and sending documents.
- 4) Proficient in and have a current email system.
- 5) Proficient with all DSA forms for construction and the DSABox.

**F. Project Deliverables**

- 1) As specified in each specific project; IOR services shall be prepared in accordance with the applicable codes, regulations, and District standards.

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

- 1) Fee Schedules submitted in response to any future contract(s) for IOR 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 **Leslie Marshall, Director of Facilities and Planning** 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 (IF APPLICABLE) (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 (30 points)

List relevant project inspection experience and include:

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

### 4. COMPANY TRACK RECORD (45 points)

- 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.
- Describe by example your experience in meeting schedules and timelines. Describe an approach you have taken to expedite a schedule.
- Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
- Provide a statement of your firm's financial stability.
- Does your firm have any current or pending litigation? If so, please describe.
- 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?
- Name of the prime professional license holder exactly as on file with the requisite licensing authorities.

### 5. 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 Contracting firm(s) for recommendation to the College Board of Trustees.
3. **Approval Phase:** The College Board of Trustees will vote to approve a Contracting 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. 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 Principals	10 points
3. Relevant Experience	30 points
5. Company Track Record	45 points
<u>6. Description of Fee Structure</u>	<u>10 points</u>
Total Possible Points	100 points