



College of the Redwoods (the “College”) invites proposals from qualified contractors to perform Library Roof Replacement and Skylight Repair at the College of the Redwoods Del Norte Campus in Crescent City, CA.

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 & Planning at: Leslie-Marshall@redwoods.edu.

All proposals shall be received on or before: **February 22nd, 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: **February 22nd, 2024 @ 2:00 PM P.S.T.**

DELIVERY LOCATION: Electronically by email to:
Leslie-Marshall@redwoods.edu
Or a thumb drive mailed to:
College of the Redwoods
Attn: Leslie Marshall
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 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.

2. SCOPE OF PROJECT

Del Norte Library Roofing Replacement and Skylight Repair

- Removal and disposal of existing roof
- Furnish and install new membrane roof
- Furnish and install new pipe jacks and attic vents; adding additional attic vents to upgrade ventilation
- Repair existing skylights

3. PROJECT SCHEDULE

ANTICIPATED SCHEDULE

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

January 17, 2024	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;
February 6, 2024 @ 1:30 pm	Site walk at the Del Norte Campus 883 W. Washington Blvd, Crescent City, CA 95531 <i>(please bring proper equipment to access roof)</i>
February 9, 2024	Final questions due;
February 16, 2024	Responses to questions;

February 22nd , 2024 @ 2:00 PM P.S.T.	RFP Responses due;
February 27, 2024	Evaluation of all proposals;
March 5, 2024	Recommendation of the selected contractor and approval by the College’s Board of Trustees;
March 6, 2024	Notification of RFP award; and Notice to Proceed
TBD	Contract Negotiations with the approved firm

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.

SECTION B – PROPOSAL INSTRUCTIONS

INSTRUCTIONS FOR SUBMITTING PROPOSALS

GENERAL: The College intends to select the contractor that best meets the College’s needs to perform the window replacement 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 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.

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 general liability, professional liability, and automobile 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)

Contractor Firms

- History, number of years in business in California
- Location of office which will perform the work
- Size of staff 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 (35 points)

List relevant experience and include:

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

4. AVAILABILITY OF TEAM AND TIMELINE (15 points)

Provide information about the availability of the Project Team and an estimated timeline from design through construction commencement. How readily available is the team to do the work?

5. COMPANY TRACK RECORD (35 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.

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. Availability of Team and Timeline.
- D. Project Management – Project planning, coordination, scheduling, cost control, capabilities and techniques.
- E. Quality Control – Quality of previous projects and record of budget and schedule performance.
- F. Project Approach – The techniques, procedures and tools used in other similar projects applicable to this project.
- 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	35 points
4. Availability of Team and Timeline	15 Points
<u>5. Company Track Record</u>	<u>35 points</u>
Total Possible Points	100 points