

## PRE-RFP JOB WALK AGENDA

**Project Name:** Re-roof and Skylight Repair Project  
**Campus:** College of the Redwoods – Del Norte Campus  
**District Project Number:** \_\_\_\_\_  
  
**Date:** February 6, 2024  
**Time:** 1:30 PM  
**Location:** College of the Redwoods – DN15, LRC & Main Building

### Leslie Marshall – Project Introduction

#### 1. Introductions – Project Team Members:

Leslie Marshall	CR – Director, Facilities and Planning
Johanna Helzer	CR – Manager of Maintenance and Operations
Charles Reed	Carpenter III
Travis Ammer	Plumber III

#### 2. Project Scope and Description:

**Scope** - In general, the Work consists of, but is not limited to: remove and dispose of existing roof, furnish and install new membrane roof over Library and attached portable to the southeast with a minimum of a new 20-year TPO or PVC (no torch down) roof. Furnish and install new pipe jacks and attic vents; adding additional attic vents to upgrade ventilation. Repair all existing skylights in the main building and LRC roof areas. If necessary for roof work, remove and re-install existing HVAC units in the work area. Provide Cost schedule in RFP. It is unknown if Lead and Asbestos is present. If found, it will be considered additional work.

**3. Campus Safety** – This is an active Campus with students present, please be mindful during work. Campus is alcohol and tobacco free. Please coordinate with Johanna Helzer at 707-476-4380 with any questions and site coordination. If you need immediate assistance, call the Campus Safety line at: 707-465-2311.

### Leslie Marshall – General Construction Bid Information

#### 4. Communication During RFP and Contract Award Phase

- All questions, clarifications, and requests for information (RFI) shall be directed to Leslie Marshall in writing via email messages at: [leslie-marshall@redwoods.edu](mailto:leslie-marshall@redwoods.edu). Include the question in the body of the email. Additional information can be added as an attachment.
- All responses to RFIs shall be included in the Addendum to be issued by the District.

#### RFP Schedule

- Last Day for RFI: February 9, 2024 4:30 PM
- Last Addendum Issued: February 16, 2024 EOB
- RFIs due – February 22, 2024, by 2:00 PM.
- Board approval on March 5, 2024
- Anticipated Contract award and NTP start date – March 6, 2024

[www.redwoods.edu](http://www.redwoods.edu)

**Eureka**  
7351 Tompkins Hill Rd  
Eureka, CA 95501  
(707) 476-4100

**Del Norte**  
883 W. Washington Blvd  
Crescent City, CA 95531  
(707) 465-2380

**Eureka Downtown**  
525 D Street  
Eureka, CA 95501  
(707) 476-4500

**Klamath-Trinity**  
65 Orchard St.  
Hoopa, CA 95546  
(530) 625-4821

**5. Addendum**

- RFI's
- Certification of Site Visit Form – provide by College via email request.

**6. Contractor Job Site Coordination:**

**A. Work hours**

- Interruptions to utility service conducted off hours, unless otherwise approved by the District
- Work may be performed during the daytime work shift hours of 7AM – 5PM Monday through Friday that do not disrupt or impact occupied areas.

**B. Site clean up**

- Contractor is responsible for keeping the site clean and safe during and after hours.

**7. Documents:**

- Available at [www.redwoods.edu/businessoffice/Purchasing](http://www.redwoods.edu/businessoffice/Purchasing) See RFP and Addendums for additional information.

**8. RFP DEADLINE**

- **RFP must be received at the Redwoods Community College District (Boardroom Room SS 202A), 7351 Tompkins Hill Rd., Eureka, CA 95501 by February 22, 2024, prior to 2:00 PM, RFP's may be submitted Electronically by email to: [Leslie-Marshall@redwoods.edu](mailto:Leslie-Marshall@redwoods.edu); Or a thumb drive mailed to:**

**College of the Redwoods  
Attn: Leslie Marshall  
7351 Tompkins Hill Rd,  
Eureka, CA 95501**

- Any RFP received after the RFP opening time will be rejected.

**9. Field Walk (Following the meeting)**

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