



College of the Redwoods DEVELOPMENT SERVICES FOR STUDENT HOUSING

College of the Redwoods (the “College”) invites proposals from qualified firms to provide the design, development, and possibly finance and operation of new student housing as described below.

Interested firms are invited to submit their proposals, which shall include three (3) originals of the requested materials and one emailed electronic copy, to Julia Morrison, Vice President, Administrative Services at the address listed below.

Questions regarding this RFP may be directed to Steve McKenzie, Director of Facilities & Planning.

All proposals shall be received on or before: **January 17th, 2020 @ 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:	January 17 th , 2020 @ 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

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”, or the “College”) is soliciting proposals from experienced Development Teams for the design, development, and possible financing of new student housing (the “Project”).

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. With a population of more than 27,000, Eureka is the largest city in the service area and is home to CR’s largest campus. The nearest metropolitan centers are more than 260 miles to the south (San Francisco) and 420 miles to the north (Portland, Oregon).

The Redwoods Community College District (RCCD) was formed on January 14, 1964, by an election of Humboldt County voters. A bond issue of \$3,600,000 was passed for initial construction of what is now the district’s Eureka main campus. From 1965 to 1967, the district offered courses and programs on the campus of Eureka High School. Initially, 45 degree and certificate programs were offered, 15 of which were technical/vocational. More than 1,800 students registered at the College in 1965–1966. The initial staff of the College consisted of 31 full-time faculty, 85 part-time faculty and administrative support staff. Today there are approximately 80 full-time and 250 part-time faculty, while the administrative, managerial and classified staff include roughly 230 employees. In May 1975, the residents of coastal Mendocino voted for annexation into the RCCD. In July 1978, Del Norte County also joined the district.

The College has an outdated 150 bed residence hall on the Eureka Campus—Mendocino Hall and Del Norte Hall. Residential life programming is an important part of the student experience of the proposed CR student housing. These programs transition students into the College environment, foster academic success, and improve retention and success rates. In addition to developing the Project, CR is interested to understand how responding firms would meet the residential life and operations aspect of this new student community.

2. STUDENT HOUSING PROJECT DESCRIPTION

CR seeks detailed proposals from development teams, to plan, design-build, and possibly finance or operate / maintain the Project through a public-private partnership (joint occupancy lease) mechanism or other arrangement. The College will consider an array of financial, operating and management approaches that will be determined at a later point.

Prior to the design phase, the selected firm will contract with a third party vendor to provide a feasibility study. Results of the feasibility study that shall be reported to the College may include, but not be limited to:

- Number and type of rooms
- Furnishings
- Additional rooms
- Common lounge areas for social gatherings, meetings, group events, etc.
- Activity Rooms/Recreation Areas
- Informal learning spaces/Study Facilities for students to work individually, in groups, with tutors, etc.
- Suite Arrangements (unit types and unit mix)
- Rental Rates
- Laundry Facilities
- Ice Machines/Vending Areas and/or dining facilities
- Internet/Wi-Fi for rooms/building
- Location
- Suite Arrangements, unit type and unit mix which may or may not include kitchenette
- Proposed security plan
- Need for new sidewalks and parking lots or if existing ones can be used
- Repurposing of existing residence hall buildings

If it's determined that it's not feasible to build new residence hall facilities, then the District will not move forward with the Project.

This Project is viewed as an extension of the academic environment of the campus – a living laboratory to support student's co-curricular learning, student development and academic success. Integration of spaces and services that support that vision are required and may include joint use spaces, living-learning programs, or other housing programs commonly found at two-year institutions. Due to this vision, the College is expecting to maintain a high level of control over the project through the design, construction, and financing structure.

The College is interested in the development of a residence hall complex that may contain a mix of studio, one-, two-, and four-bedroom units to replace the two residence halls on the Eureka Campus. It is anticipated that a mix of single- and double-occupancy configurations will be needed. Some beds may be for revenue generation through academic year leases, while others may be may be leased for free to eligible students. Other beds will be required for resident assistants, and it is anticipated that a professional live-in staff would be provided a 2-bedroom apartment within the Project. Opportunities to create other spaces such as a convenience store or other retail that will support the student residents should be investigated. The Development Team should consider a potential increase in the number of RAs and maintaining open rooms for room assignment or other requirements for room changes.

Parking for residents is anticipated to be provided on-site as a part of this Project. Opportunities to find cost effective solutions to reduce the space dedicated to surface parking should be investigated.

3. PROJECT SCHEDULE

ANTICIPATED SCHEDULE

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

November 25th, 2019	Announcement of the request for qualifications/proposal and transmittal of the RFQ/P to potential firms;
December 13th, 2019 @ 1:00 PM P.S.T.	Mandatory walkthrough at College of the Redwoods;
December 17th, 2019	Final questions due;
December 20th, 2019	Responses to questions;
January 17th, 2020 @ 2:00 PM P.S.T.	RFP Responses due;
January 24th, 2020	Evaluation of all applicants and, in the College's sole discretion, development of "short list" of firms to be interviewed;
January 24th, 2020	Notification of firms to be interviewed, if any;
January 27th, 2020	Interviews, if any;
February 4th, 2020	Recommendation of the selected firm(s) and approval by the College's Board of Trustees;
February 5th, 2020	Notification of RFP award; and
TBD	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.

4. COLLEGE OF THE REDWOODS GOALS

Goals for the Project include:

- Enhance the campus experience for all students, faculty and staff;
- Achieve housing affordability for students in a quality on-campus residential

environment. When determining relative affordability, such comparison shall include the comprehensive cost of housing including rent, utilities, internet, furniture and other direct and indirect costs of housing;

- Promote student equity, access and success, with progression to degree or certificate completion, and/or transfer, by engaging student residents in an enriching and secure living/learning environment;
- Support CR's Facilities Master Plan and sustainability; where sustainability includes social equity, economics, and the environment;
- Achieve facility and operational savings (to further promote affordable rent) through innovative and efficient design and construction, without compromising overall Project quality;
- Provide reliable positive cash flow for CR to support the indirect costs of housing as well as the overall educational mission of the District;
- Create a campus location supportive of a 7-day a week campus;
- Achieve completion of new student housing with a tentative opening by Fall 2021;
- Create substantial programmatic and spatial ties to academic and student services to support student development;
- Maintain student housing affordability within the local market;
- Provide a sustainable, environmentally appropriate facility that is energy and water efficient;
- Minimize the cost and funds required to develop, design, construct, finance, operate and maintain the Project;
- Maximize, to the extent reasonably practicable, the utilization of firms located and operating in Humboldt County;
- Seek private sector innovation and efficiencies, and encourage financing and design solutions that respond to actual and anticipated environmental concerns, permits and commitments;
- Honor local Native American Architecture;
- Enhance the College's strategic goal of making CR the college of choice; and
- Provide broad based services to keep students on campus.

5. SCOPE OF WORK

The project includes but is not limited to plan, design, build, and possibly finance the Project through a public-private partnership (joint occupancy lease) mechanism.

Development team responsibilities for the Project shall include without limitation, the following:

- Adherence to Project criteria (program, scope, quality, schedule, etc.);
- Management of development processes established for public construction in California geared toward supporting the strategic goals established in the College's Campus Master Plan;
- Feasibility study;

- Design (architectural, structural, civil, MEP, etc.);
- Complete and submit to the Division of the State Architect (DSA)/Authority having jurisdiction all required inspections, commissioning and close out documents and provide the necessary oversight through project close;
- Obtain DSA approval for the project;
- Administer the bidding process; and
- Provide assistance and consultation during construction of the Project.

The College reserves the right to request that the selected firm perform other tasks and projects not described above or College may choose one firm for one project and another firm for a separate task.

6. PROJECT DESIGN STANDARDS

The following represents some of the standards that should be considered for the Project:

- The plumbing and mechanical equipment of the residence halls must be accessible for ease of servicing to facilitate installation of updated systems;
- The project must be designed to meet all applicable codes including local, state and national codes;
- The project must meet all Americans with Disabilities (ADA) requirements. Handicapped accessible units should be dispersed throughout the project. The accessibility of the complex must be reviewed and approved before construction begins;
- The project must be designed to maximize the use of space, while meeting the demands of today's students. All Ethernet cabling within the residence halls should be included as part of the construction. Wireless/WI-FI should be included throughout the facility ;
- The project must be designed in such a manner as to enhance the safety and security of residents; and
- All interior and exterior materials and finishes should be durable and as maintenance-free as possible.

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 Qualifications/Proposal.

1. RECEIPT OF PROPOSALS: All proposals shall be sealed and delivered to **Julia Morrison, Vice President, Administrative Services** 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 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 Architect 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 Architect 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 (10 points)

Architectural 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 (25 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
- Key consultant firms (structural, mechanical, electrical, civil, etc.)

4. PROJECT TEAM (10 points)

List the following key Team Members for each primary discipline (structural, mechanical, electrical, civil)

- Principal-in-Charge
- Project Manager
- Project Architect or Engineer

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 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. Describe by example your experience in meeting budgets. Describe by example an approach you have taken to bring a project back into budget.
- D. List a completed community college modernization projects and/or a new school construction project and their construction budgets that you have been involved in. You may use a related project type if your firm has not completed relevant community college projects.
- E. Provide a statement of your firm's financial stability.
- F. Does your firm have any current or pending litigation? If so, please describe.
- G. 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?
- H. 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 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 Architectural firm(s) for recommendation to the College Board of Trustees.
3. **Approval Phase:** The College Board of Trustees will vote to approve an Architectural 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. Comparison of billing rates.
- 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	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