



College of the Redwoods
REQUEST FOR PROPOSAL
FOR PLANNING SERVICES

**College of the Redwoods
Educational Master Plan and Facilities Master Plan
Amendment #1**

Amended Schedule

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

April 13th, 2020	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;
April 24th, 2020 @ 1:00 PM P.S.T.	Virtual walkthrough of College of the Redwoods facilities – Contact Steve McKenzie at Steven-McKenzie@redwoods.edu to register;
April 28th, 2020	Final questions due;
May 1st, 2020	Responses to questions;
May 13th, 2020 @ 2:00 PM P.S.T.	RFP Responses due;
May 18th, 2020	Evaluation of all applicants and, in the College’s sole discretion, development of “short list” of firms to be interviewed;
May 22nd, 2020	Notification of firms to be interviewed, if any;
May 25th, 2020	Interviews, if any;
June 2nd, 2020	Recommendation of the selected firm(s) and approval by the College’s Board of Trustees;
June 3rd, 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.