



## College of the Redwoods Tree Removal Services

College of the Redwoods (the “College”) invites proposals from qualified contractors to perform tree removal services 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 Julia Morrison, Vice President, Administrative Services at the address listed below.

Questions regarding this RFP may be directed to Steve McKenzie at Steven-McKenzie@redwoods.edu, Director of Facilities & Planning.

All proposals shall be received on or before: **June 23<sup>rd</sup>, 2021 @ 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:  
DELIVERY LOCATION:

June 23, 2021 @ 2:00 PM P.S.T.  
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**

**Tree Removal Services**

The College of the Redwoods Eureka Campus has 6 tennis courts that are surrounded by several trees. The trees pose a threat to safety and can cause property damage. In an attempt to mitigate the risk, the College plans to remove the trees that are posing a potential risk.

**A. Base Bid**

College of the Redwoods (the "College") is soliciting base bid proposals from experienced contractors for the removal of trees identified as a critical risk of failure surrounding the tennis courts on the Eureka Campus.

**B. Alternate One**

Removal of trees on the Eureka Campus identified as having a moderate risk of failure posing a threat to safety and property.

**C. Alternate Two.**

Removal or maintenance of trees on the Eureka Campus identified as having a low risk of failure.

The scope of services of the project shall include the following:

The Contractor shall remove trees deemed necessary for removal by the College.

- Felling of specific trees. All trees shall be limbed out using appropriate rigging techniques to protect public safety and prevent unnecessary damage to surrounding turf, trees, shrubs, and landscape plantings. Sidewalks, curbs, streets, manhole structures, and associated hardscape shall be protected from the impact of falling wood.
- Stump removal consists of the removal of the tree root crown and tree roots to a depth of 18” or until roots are no longer encountered and distances of at least 24” from the outer circumference of the tree stump or until roots are no longer encountered.

### **Job Performance Requirements**

- Log and Debris Disposal: The Contractor is responsible for the disposal of all logs, limbs, and debris generated by work described.
- All chipped material can be left on-site at a location designated by the College.
- Access: Bucket/chipper truck access is limited to service and site access roads designated by The College, parking lots, and public streets. . If deemed necessary, Contractor shall notify the College in writing of intent to access adjacent private property to cut overhanging limbs a minimum of 3 days in advance.
- Site Clean-Up: The site should be restored, as close as reasonably practical, to conditions existing prior to work commencing. The Contractor shall chip all trees limbs and tree debris from sites and dispose of debris. The Contractor shall clean up the site and remove and dispose of all debris at the end of each day’s operation. Limbs and trunks temporarily placed awaiting pick-up shall be placed in such a manner as to eliminate any obstruction to motor vehicles and/or pedestrians. Logs left lying on the ground awaiting pick-up shall be sufficiently blocked to prevent movement. Site cleanup shall include removal of sawdust, small twigs, chips, leaves, trunks, and limbs from the street, curb, parkway, sidewalk, lawn areas, and driveways with appropriate tools for the job.
- Protection of Property: The Contractor shall take all necessary precautions to eliminate damage to adjacent trees and shrubs, lawns, curbs, walks, or other real and/or personal property.
- Contractor shall follow all State and County regulations regarding bird migration and nesting moratorium dates.
- Contractor shall develop all required plans and obtain necessary permits as part of this proposal.

## **3. PROJECT SCHEDULE**

### **ANTICIPATED SCHEDULE**

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

<b>June 7<sup>th</sup>, 2021</b>	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;
<b>June 16<sup>th</sup>, 2021 @ 1:00 PM P.S.T.</b>	Mandatory on-campus walkthrough at College of the Redwoods;
<b>June 17<sup>th</sup>, 2021</b>	Final questions due;
<b>June 18<sup>th</sup>, 2021</b>	Responses to questions;
<b>June 23<sup>rd</sup>, 2021 @ 2:00 PM P.S.T.</b>	RFP Responses due;
<b>June 28<sup>th</sup>, 2021</b>	Evaluation of all applicants and, in the College's sole discretion, development of "short list" of firms to be interviewed;
<b>June 28<sup>th</sup>, 2021</b>	Notification of firms to be interviewed, if any;
<b>June 29<sup>th</sup>, 2021</b>	Interviews, if any;
<b>July 6<sup>th</sup>, 2021</b>	Recommendation of the selected firm(s) and approval by the College's Board of Trustees;
<b>July 7<sup>th</sup>, 2021</b>	Notification of RFP award; and
<b>TBD</b>	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.

## **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 **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 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 tree removal 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?

- G. 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 Consultant firm(s) for recommendation to the College Board of Trustees.
3. **Approval Phase:** The College Board of Trustees will vote to approve a Consultant 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	30 points
5. Firm Track Record	45 points
6. Description of Fee Structure	10 points
Total Possible Points	100 points