



College of the Redwoods (the “College”) invites proposals from qualified contractors to perform window removal and replacement 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: **July 16th, 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:	July 16, 2021 @ 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 (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

Window Removal and Replacement Services

The College of the Redwoods Eureka Campus has 3 newer buildings that were constructed with several windows that do not open. These buildings include Student Services/Administration, Humanities, and Sciences. In order to increase the airflow in these buildings and to assist with mitigating the spread of COVID-19, the College is seeking proposals from qualified contractors to replace windows identified by the College with an awning style operational window to match the existing same style windows in the Student Services Building and as per the approximate quantiles, sizes, specifications, details, and pictures noted in EXHIBIT A.

**3. PROJECT SCHEDULE
ANTICIPATED SCHEDULE**

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

June 21st, 2021	Announcement of the request for qualifications/proposal and transmittal of the RFP to potential firms;
July 7th, 2021 @ 1:00 PM P.S.T.	Mandatory on-campus walkthrough at College of the Redwoods;
July 9th, 2021	Final questions due;

July 12th, 2021	Responses to questions;
July 16th, 2021 @ 2:00 PM P.S.T.	RFP Responses due;
July 19th, 2021	Evaluation of all proposals;
August 3rd, 2021	Recommendation of the selected contractor and approval by the College's Board of Trustees;
August 4th, 2021	Notification of RFP award; and
TBD	Notice to Proceed.

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 **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 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 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

3. RELEVANT EXPERIENCE (40 points)

List relevant 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)

- 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. 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. 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 Principals	10 points
3. Relevant Experience	40 points
<u>5. Company Track Record</u>	<u>45 points</u>
Total Possible Points	100 points

EXHIBIT A

PROJECT SPECIFICATIONS

Student Services/Administration

4 @ 37" x 16"
4 @ 38 ½" x 18 ¾"
2 @ 35 ¾" x 19 ¼"
2 @ 34 ½" x 19 ¼"
4 @ 31" x 17"

Humanities

82 @ 31 ¾" x 14 ½"
4 @ 32 ¾" x 14 ½"

Science

82 @ 31 ¾" x 14 ½"

PART 1 – GENERAL

1.1. PERFORMANCE REQUIREMENTS

- A. General: Provide aluminum windows capable of complying with performance requirements indicated, based on testing manufacturer's windows that are representative of those specified, and that are of minimum test size required by AAMA/WDMA 101/1.S.2/NAFS.
- B. Structural Performance: Provide aluminum windows capable of withstanding the effects of the following loads, based on testing units representative of those indicated for Project that pass 101/1.S.2/NAFS, Uniform Load Structural Test:
1. Design Wind Loads: Determine design wind loads applicable to Project from basic wind speed indicated in miles per hour at 33 feet above grade, according to ASCE 7, Section 6.5, "Method 2wAnalytical Procedure," based on mean roof heights above grade indicated on Drawings.
 - a. Basic Wind Speed: 85 mph (40 m/s).
 - b. Importance Factor: 1.5
 - c. Exposure Category: C.
 2. Deflection: Design glass framing system to limit lateral deflections of glass edges to less Than 1/175 of glass wedge length or ¾ inches, whichever is less, at design pressures based on testing performed according to AAMA/WDMA 101/I.S.2/NAFS, Uniform Load Deflection Test or structural computations.
- C. Windborne-Debris Resistance: Provide glazed windows capable of resisting impact from wind-borne debris, based on the pass/fail criteria as determined from testing glazed windows identical to those specified, according to AAMA 506 and requirements of authorities having jurisdiction

D. Thermal Movements: Provide aluminum windows, including anchorage, that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

1. Temperature Change (Range): 120°F, material surfaces.

1.2 QUALITY ASSURANCE

A. Installer: A qualified installer, approved by manufacturer to install manufacturer's products.

B. Glazing Publications: Comply with published recommendations of glass manufacturers and with GANA's "Glazing Manual" unless more stringent requirements are indicated.

C. Pre-Installation Conference: Conduct conference at Project site.

1.3 WARRANTY

A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace aluminum windows that fail in materials or workmanship within specified warranty period.

1. Failures include, but are not limited to, the following:

- a. Failure to meet performance requirements.
- b. Structural failures including excessive deflection, water leakage, air infiltration, or condensation.
- c. Faulty operation of movable sash and hardware.
- d. Deterioration of metals, other materials, and metal finishes beyond normal weathering.
- e. Failure of insulating glass.

2. Warranty Period

- a. Window: 2 years from date of Substantial Completion.
- b. Metal Finish: 15 years from date of Substantial Completion

PART 2 – PRODUCTS

2.1 MANUFACTURERS – OPERABLE WINDOWS

- A. Moduline Signature Series, Awning Style Aluminum Windows or equal.

2.2 FABRICATION

- A. Fabricate aluminum windows that are reglazable without dismantling sash or ventilator framing.
- B. Weather Stripping: Provide full-perimeter weather stripping for each operable sash and ventilator.
- C. Weep Holes: Provide weep holes and internal passages to conduct infiltrating water to exterior.
- D. Provide water-shed members above side-hinged ventilators and similar lines of natural water penetration.
- E. Mullions: Provide mullions and cover plates as shown, matching window units, complete with anchors for support to structure and installation of window units. Allow for erection tolerances and provide for movement of window units due to thermal expansion and building deflections, as indicated. Provide mullions and cover plates capable of withstanding design loads of window units.
- F. Sub-frames: Provide sub-frames with anchors for window units as shown, of profile and dimensions indicated but not less than 0.062-inch-thick extruded aluminum. Miter or cope corners, and weld and dress smooth with concealed mechanical joint fasteners. Finish to match window units. Provide sub-frames capable of withstanding design loads of window units.
- G. Glazing Stops: Provide snap on glazing stops coordinated with Division 08 Section "Glazing" and glazing system indicated. Provide glazing stops to match sash and ventilator frames.

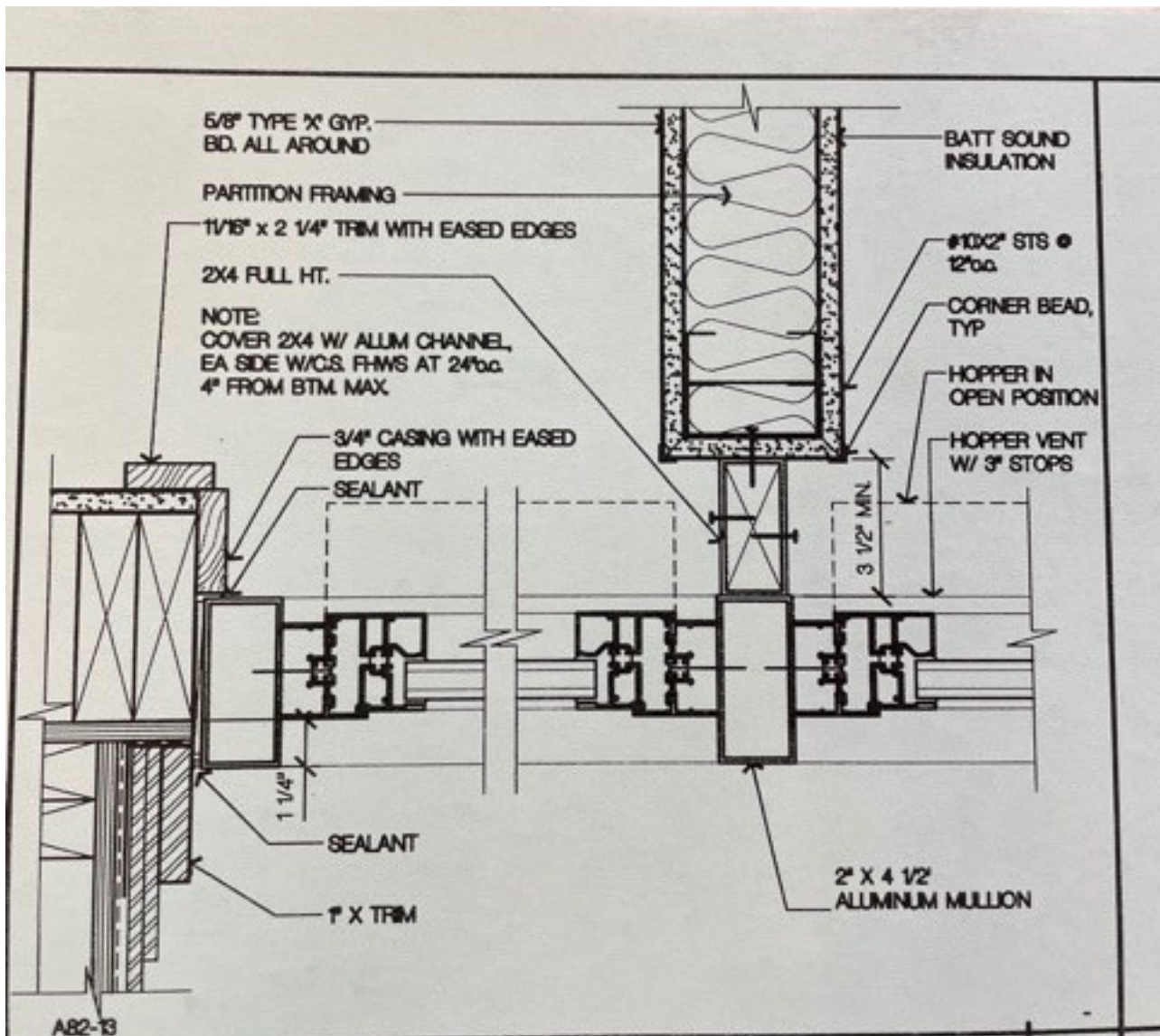
2.3 INSTALLATION

- A. Install windows level, plumb, square, true to line, without distortion or impeding thermal movement, anchored securely in place to structural support and in proper relation to wall flashing and other adjacent construction.
- B. Set sill members in bed of sealant or with gaskets, as indicated, for weather tight construction.

- C. Install windows and components to drain condensation, water penetrating joints, and moisture migrating within the windows to the exterior.
- D. Separate aluminum and other corrodible surfaces from sources of corrosion or electrolytic action at points of contact with other materials.
- E. Adjust operating sashes and ventilators, screens, hardware, and accessories for a tight fit at contact points and weather stripping for smooth operation and weather tight closure. Lubricate hardware and moving parts.
- F. Clean aluminum surfaces immediately after installing windows. Comply with manufacture's written recommendations for final cleaning and maintenance. Remove non-permanent labels, and clean surfaces
- G. Remove and replace glass that has been broken, chipped, cracked, or damaged during construction period.

END OF SECTION





**OPERABLE STOREFRONT
MULLION AT WALL INTERSECTION**

SCALE: 3/8"=1'-0"

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