

## College of the Redwoods Facilities Master Plan RFP Question Response

- A. Item 3, page 8: The last bullet point, indented, requests two samples of EDUCATION and Facility Master plans”. As this is an RFP for Facility Master Plans, is it the intent of the District to receive samples of Facility Master Plans that may not have an educational master plan component?

The District is looking to receive examples of Facilities Master plans only.

- B. Item 4, page 8: Project Team section requests team members. The requested titles/roles are those more typical of design and building projects; Is the District okay with our providing our planning team titles that have equivalent roles, but different titles for this master planning (non-construction) project?

This will be acceptable to the District.

- C. Item 5C, page 9: For this master planning, what budget(s) is/are the District interested in knowing how we meet, or bring back into budget? As this is not a construction project, clarification is requested.

Provide examples of previous facilities master plans you have completed where you were working on a hard bid price and you maintained your costs. How was this accomplished and what steps were taken to maintain schedule and possible cost over runs.

- D. Item 5G, page 9: While the project is for planning, not design or construction, is the District still interested in a license holder being named? If so, is this required for both our architect(s) and consultant planning team?

Not required for facilities master plan development. Provide as an option if available.

- E. Item 6, page 9: Confirmation: The provided document is entitled as a Request for Proposal (RFP). Item 6 on page 9 asks for a Description of Fee Structure. Please confirm that a fixed fee proposal is not required, only the noted description of “typical fee structure for a project of this type and scope”. We appreciate that the District is not yet seeking a final fee, realizing the difficulty in preparing a fee without greater consultation with the selected Firm.

The description of Fee Structure is a requirement of the RFP. The consultant firm has the option to provide a fixed fee proposal that defines in detail what all is included.

- F. Similar to the above question (E), Section 2, Sub-Consultants requests “Fees to be Charged”. Is this also intended to only provide a description of Fee Structure?

Yes. The description of Fee Structure is a requirement of the RFP.

- G. During the mandatory site walk, it was stated that the District is in need of updating student housing; renovating and/or replacing the existing facilities and seeking a potential increase in bed count to around 300 beds. Does the District already have adequate, supportive data in support of the increased housing, or will this study also be part of the master planning efforts?

The District has already performed a market study analysis for the student housing project and has that information available.

- H. Official Question:

“ Please confirm that the instructions indicate that proposals are to include a total of two sample Facilities Master Plans by the lead consultant only, and not from each of the subconsultant firms (structural, mechanical, electrical, civil, etc.)”

Reference RFP page 8:

"3. RELEVANT EXPERIENCE (25 points)

List relevant Community College Facility plans 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.)

Please provide two sample Education and Facility Master plans

The requirement of two sample Facilities Master plans is only required of the lead consultant and not from any of the sub-consultants working under their direction.