



Request for Qualifications (RFQ) For the Provision of Project Management Services

Date Released: August 18, 2026

Statement of Qualifications Due: September 18, 2026 received by 4 p.m.

Humboldt Children and Families Foundation

325 2nd Street, Ste. 201

Eureka, CA 95501.

Project Name: The Belonging Project

Response Deadline: September 18, 2026

Project Location: 902 E St., Eureka, CA

Owner: Humboldt Children and Families Foundation Contracting Authority: Board of Directors

Prevailing Wages: Yes

Number of paper copies requested: 2

Number of electronic copies requested in PDF: 1

Submit the requested number of Statements of Qualifications to:

Aaron Wythe, awythe@co.humboldt.ca.us, Humboldt Children and Families Foundation at 325 2nd Street, Ste. 201, Eureka, CA 95501.

Submit all questions regarding this RFQ via email to awythe@co.humboldt.ca.us with "902 E St. RFQ" in the subject line.

Questions will be answered and posted to the Opportunities page on at the website

<http://first5humboldt.org> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Description & Schedule

The Humboldt County Children and Families Commission (dba First 5 Humboldt, hereafter referred to as the Commission), jointly with the Humboldt Children and Families Foundation (HCFF), a 501(c)3 supporting foundation of First 5 Humboldt, is seeking the services of a professional Project Manager to provide project management services in support of the remodel and restoration of the building at 902 E Street, Eureka. The building and property are intended to provide an accessible office and family support services space for the local, independent government entity doing business as First 5 Humboldt, which serves the children and families of Humboldt County. Additionally, the project will include an outdoor garden and playspace available to children and families from the public at designated times. The project may also include the construction of a separate building on the property for use as public meeting space. At this time, the Commission and HCFF (hereafter referred to as the Project Team) are seeking a Project Manager to lead the organizations in 1) determining the scope, scale, and phasing of the project, 2) financing and capital procurement for construction, 3) architectural and engineering design, 4) construction procurement, management and administration, 5) commissioning and systems reporting, and 6) project closeout and post-construction analysis.

The Project Manager will work directly with the Project Team, contractors, and local and state agencies. The Project Manager will report directly to the Project Team and will be sufficiently

experienced and technically proficient to satisfactorily perform the tasks enumerated herein. The responsibilities of the selected Contractor will include "start to finish" completion of all phases of the project.

Contract Award Schedule:

Issue RFQ for distribution	August 18, 2026
Non-Mandatory Informational Meeting at the project site	September 1, 2026
Deadline for Questions	September 8, 2026
Q&A posted on First 5 Humboldt website	September 15, 2026
Qualifications Submission Deadline	September 18, 2026
Tentative interviews with Finalists	October 5, 2026
Tentative Notification to Finalists	October 7, 2026
Tentative Contract Development period	October 8-30, 2026
Tentative Scoping Meeting	October 14
Tentative Cost Proposal Deadline	October 28, 2026
Tentative Contract Approval	November 4, 2026

Tentative Project Schedule:

Notice to Proceed	November 5, 2026
Design Phase	November and December, 2026
Bid Phase	January and February, 2027
Construction Phase	June, 2027-January, 2028
Close-out Phase	February, 2028

Project Overview

In the planning phase, work with the Project Team to determine final scope and scale of the project.

Work with Project Team on capital procurement and financing.

Renovate and remodel the building at 902 E St. to be compliant for office and public meeting use, according to required accessibility standards, while preserving the historical character of the building where possible.

Design and construct a separate building to the south of the existing building for public meetings and community workshops.

Design and construct a sensory garden and playspace for child and family use, to be publicly accessible during designated times.

Project scope will include design and construction of parking as necessary.

Project includes mitigation of potential hazards and/or development of resources.

Project Description

1. Planning and Design Phase:

- 1.1. Work with the Project Team to develop a phased Project Plan to be approved by the HCFF Board and the Commission, including scope, design, renovation/remodel, garden playspace, and potential additional building construction. The Master Project Plan should include objectives, success criteria, timeline, deliverables, role/responsibilities/contact information, communication protocols, document management methodology, cost management, schedule management and quality management.
- 1.2. Provide dedicated Project Management personnel to accomplish proposed requirements of the project. Serve as Project Team representative in coordinating all activities of the project, providing overall team leadership and guidance throughout the entire process. Program Manager will provide program management representation and administrative support during this phase and throughout the balance of the program, including periodic reporting to the Commission, HCFF Board, and fiscal committee.
- 1.3. Develop and maintain the overall project milestone schedule, and review and verify the integration of the services & deliverables, Project Team responsibilities, permitting requirements, and anticipated construction schedules (including long-lead-time items).
 - 1.3.1. Develop and maintain a Project Risk Management Plan throughout the project life.
 - 1.3.2. Engage and Coordinate with Regulatory Authorities.
- 1.4. Manage design phase oversight and manage technical services providers (Architect, Engineer, other Design Phase Contractors).
 - 1.4.1. Verify site conditions, scope to budget, conceptual planning and feasibility analysis.
 - 1.4.2. Correlate scope to budget and schedule, and/or Master Plan in coordination with the Project Team.
 - 1.4.3. Review the design documents for compliance with the scope to budget and other program requirements.
 - 1.4.4. Review drawings and specifications for compliance with Project Team. Upon receipt of required deliverables, alert the Project Team so that payment for design phase contractors can be issued promptly.
 - 1.4.5. Coordinate reviews of design documents and construction documents by the Project Team. Assist these personnel in understanding the underlying requirements, challenges and proposed solutions.
- 1.5. Maintain the detailed Master Project Budget to address all projected costs. The Master Project Budget is intended to capture all costs of the project and serves as a reporting tool to the HCFF fiscal committee and Project Team, enabling control and visibility of project

costs. Project Manager will maintain data on approved budget changes, commitments, expenditures to date and remaining budget amounts in a format consistent with Commission and HCFF reporting formats.

- 1.5.1. Work with Project Team to create and execute a capital procurement plan, including working with financing agencies.
 - 1.5.2. Coordinate with the Project Team to make certain that budget, schedule, document coordination and congruency are achieved, and that necessary integration with contractor processes occurs in a quality manner. If requested by the Project Team, assist in negotiations of any proposed service contracts.
 - 1.5.3. When design or programmatic changes are made and approved by Project Team, these changes will be logged and the cost effect will be documented in the form of an updated Master Project Budget and in the weekly reports to the Project Team.
- 1.6. Maintain the Master Project Schedule and a short-term look-ahead schedule to facilitate the overall project decision-making process. Identify key milestones for the design team and coordinate decision-making processes necessary to achieve all milestones. The Master Schedule will be continually updated to add and track sub tasks to be performed by contractors and Project Team staff.

2. Construction Phase:

- 2.1. Assist the Project Team in qualifying, selecting, retaining, and coordinating additional professional services, which may include but not be limited to architects, construction managers, general contractors, engineers, surveyors, and testing laboratories.
 - 2.1.1. Prepare and issue RFPs, evaluate proposals, and make recommendations to the Project Team.
 - 2.1.2. Recommend packaging of the work and methods to optimize bidder interest.
 - 2.1.3. Assure all required permits are obtained for the project.
 - 2.1.4. Review professional service bids and make recommendations to the Project Team.
 - 2.1.5. Assist the Project Team in preparing the Construction and professional services contracts in accordance with Commission and HCFF procurement policies, prevailing wage guidelines, and associated requirements.
- 2.2. Establish and manage a document control solution, including document structure, file types, access and security.
- 2.3. Manage and oversee the Project Budget (including construction costs, soft costs, furniture/fixtures/equipment costs, and contingency) and provide a weekly report to the Project Team.
 - 2.3.1. During the construction phase, advise the Project Team regarding the status of budget, schedule and quality by issuance of a weekly report. Schedule and conduct weekly progress meetings involving the Project Team, Project Manager, and contractor representative(s) to review, resolve and plan in areas such as budget, schedule and quality. Meeting Minutes will be recorded and distributed by the Project Manager,

- including an Outstanding Action Item Log, detailing the status of key decisions, responsibility and required timing.
- 2.3.2. The Project Manager will advise the Project Team, in a timely manner, of situations which have increased, or may increase the cost of the Project; may cause a delay in the completion of the project; or may result in the installation of work or material which is not acceptable and in accordance with plans and specifications developed for the Project.
 - 2.3.3. Coordinate dispute resolution and claims avoidance services. Process and monitor the review by the design team of submittals, product samples, shop drawings, requests for information and clarifications.
 - 2.3.4. Monitor Requests for Information (RFIs) to ensure timely responses by all parties.
 - 2.3.5. Identify potential liabilities in the RFIs, which could develop into future requests for change orders.
 - 2.3.6. Review requests for changes, submit written recommendations to the Project Team and negotiate change orders, with final terms and price subject to approval by the Project Team.
 - 2.3.7. Review all applications for payment by Contractors and Trade Contractors for progress, recommendations of revisions and/or payments. However, should it later be found that a contractor has failed to comply with the provisions of the contract in any way or detail, such failures and subsequent remedies will be the sole responsibility of the contractor.
 - 2.3.8. Review the Construction contractor's Master Project Schedule and advise the Project Team on issues potentially impacting timely completion.
 - 2.3.9. The Project Manager will establish and maintain a project Change Management System that will provide for the control, tracking, and documentation of all changes to the project.
- 2.4. The Project Manager will review, analyze, and make recommendations regarding cost, schedule, and quality impacts of all changes in scope submitted for consideration by the Project Team and/or contractors.
- 2.4.1. The Project Manager will analyze and negotiate both the scope and costs of all changes for Project Team approval, and on a monthly basis, will report to the Project Team on the impact of all changes on project cost, schedule, and quality.
 - 2.4.2. Establish an IT platform for the exchange of real-time project information between the Project Team, Project Manager, and Construction contractor(s).
 - 2.4.3. Maintain at the Project site, for the Project Team, one PDF electronic record copy of Contracts, Drawings, Specifications, Addenda, Change Orders and other modifications, in good order, and in addition, approved Shop Drawings, Product Data, Samples and similar required submittals. The Project Manager will make such records available to the Project Team during the performance of the work and upon completion of the Project will deliver them to the Project Team in electronic form.

- 2.5. With the designated Project Team representative, the Project Manager will observe the Construction/Trade Contractors' final testing and start-up of utilities, operational systems and equipment.
- 2.5.1. Assist the Project Team and Contractors in developing an appropriate punch list of outstanding items to be corrected at the time of substantial completion.
- 2.5.2. Coordinate all inspections to determine whether the Work is substantially complete, including review and feedback regarding the punch list and monitoring all corrective work.
- 2.5.3. Ensure that Operations and Maintenance Manuals are assembled on an on-going basis during construction to facilitate training and final complete compilation. Receive and review for completeness all manuals, warranty information, record drawings for delivery to the designated Project Team representative.

3. Post-Construction Phase

- 3.1. Schedule and facilitate a Lessons Learned meeting at the conclusion of the project, including recording and documenting the meeting activities and submitting a report to the Project Team.
- 3.2. Provide Post Construction phase oversight and manage Construction and Technical Services Providers (architectural/engineering agencies, contractors) and other participants.
 - 3.2.1. Coordinate such items as furniture and equipment (delivery, assembly and installation), systems testing, training sessions, etc.
 - 3.2.2. Participate in regular Move-in Team coordination meetings to ensure all deadlines are met.
 - 3.2.3. Review Operations and Maintenance manuals for each project to make sure they meet specified requirements.
- 3.3. Assist the Project Team in obtaining Occupancy Permit, including preparation of relevant documents for governmental agencies, as well as facilitating inspections by governmental agencies.
- 3.4. Verify that all warranties have been received and are properly executed by the Project Team. Coordinate six and eleven-month warranty completions, as applicable.

4. Financing:

- 4.1. Work with the Project Team to procure capital for construction, including financing and capital campaign advisement, to augment already allocated funds.

Proposal Format

The Project Manager's Proposal will provide, in the following order, required information in order to demonstrate that the company has the experience, knowledge, personnel and equipment needed to successfully complete its services.

It is the sole responsibility of submitting agencies to ensure timely receipt of the RFQ response and to properly label the box/envelope as indicated on the cover of this RFQ.

When preparing your response, emphasis shall be on the quality, completeness, clarity of content, responsiveness to requirements, and an understanding of the project. Responses shall include acknowledgment that the professional has reviewed and understands the information provided in the RFQ. The principal of the submitting agency must sign the completed response and affirm that the information provided is true, complete and accurate.

The proposal should be clearly tabbed for each part of the requirements listed below and will be limited to 30 pages, single sided, minimum 11-point font. Up to a total of four (4) of the 30 total pages may be 11x17" fold out. The cover page shall be excluded from the 30-page count, must be bound along the left margin in a manner such that the completed document will lie flat when open.

The required submittals are:

1. Cover Letter: Provide a cover letter introducing your agency (hereafter referred to as Contractor) and proposal. Letterhead should indicate the address of the performing office.
2. Contractor Overview: Provide an overview of the Contractor, detailing the total number and discipline breakdown of professional staff, their professional credentials (i.e. CCM, PMP), and the history of the company.
3. Project Management Experience / Project Profiles: Provide a maximum of 10 project profiles. Preferred projects presented should demonstrate experience with the following attributes: non-profit-organization led projects, projects that maintained historical characteristics, outdoor space design, prevailing wage requirements, multi-use spaces, phased projects, capital fund development, and reuse and sustainability experience. For each project, include the client name, project name, project location, size and type of project, summary of services performed, and overall budget.
4. Key Project Personnel / Project Organization: Provide detailed resumes for the Project Manager and supporting professionals who will be performing the services. Resumes should include years of experience, summary relevant experience, education, professional registrations & certifications and awards / industry recognition. Briefly describe your commitment to provide and maintain professionally qualified personnel throughout the duration of the program.
5. Project Organization: Provide an organization chart. Identify roles and responsibilities, reporting relationships and use of subcontractors. Identify whether project management services will be self-performed or utilize subcontractors. Identify each subcontractor.
6. Project Approach: Present your understanding of the Project and the scope of the services required. Include how your agency provides Project Management Services in the Design, Construction and Project Close-Out Phases. Discuss the reasons why your agency is especially qualified to undertake this assignment.

7. References: Provide name, address, telephone number, e-mail addresses of five (5) references that will attest to Contractor's and/or staff abilities to deliver the work as contracted. It is the Commission's and HCFF's intent to have their designated selection committee contact at least three of the Contractor's references listed to help assess the experience, expertise, and capabilities of the Contractor.
8. Insurance: The Contractor will provide evidence of professional liability and business insurance, with a minimum of:
 - a. Commercial General Liability Insurance, written on an "occurrence" basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, blasting, explosion, collapse of buildings or structures, damage to underground structures and utilities, liability for slander, false arrest and invasion of privacy arising out of construction management operations, blanket contractual liability, broad form endorsement, a construction management endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, subject to a deductible of not more than Fifty Thousand Dollars (\$50,000.00) payable by Project Manager. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
 - b. Business Automobile Liability Insurance with limits not less than One Million Dollars (\$1,000,000.00) for each occurrence including coverage for owned, non-owned and hired vehicles, subject to a deductible of not more than Ten Thousand Dollars (\$10,000.00) payable by Project Manager.
 - c. Workers' Compensation Insurance, as required by the California Labor Code, with statutory limits and Employers' Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against the Commission and HCFF and their agents, officers, officials, employees and volunteers. In the event the project manager is self-insured, a Certificate of Permission to Self-Insure, signed by the California Department of Industrial Relations – Administration of Self-Insurance, shall be filed with the Commission and HCFF.
 - d. Professional Liability Insurance – Error and Omission Coverage, including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate), subject to a deductible not to exceed Fifty Thousand Dollars (\$50,000.00) payable by Project Manager. Said insurance shall be maintained for the statutory period during which Project Manager may be exposed to liability regarding the work performed pursuant to the terms and conditions of this Agreement. Such coverage shall be incorporated into Project Manager's agreements with any other entities.

- e. Coverage afforded under the policies will not be canceled, allowed to expire, or in any way changed, including alterations to conditions of the policy, until at least 30 day written notice has been given to the Owner.

Selection Process

1. Sealed Statements of Qualifications will not be read in public and will be “under evaluation” until final selection is determined. Results will become available after approval by Commission and the HCFF Board.
2. Each response will be reviewed by the designated joint Commission and HCFF selection committee to determine if it is complete and submitted in accordance with the outline provided in this document prior to actual evaluation of its contents. The selection committee designee may contact respondents for clarification or additional information at its sole discretion, but the selection committee reserves the right to eliminate from further consideration any Statement of Qualifications deemed to be substantially or materially non-responsive to this RFQ.
3. The selection committee will conduct a reasonable inquiry into respondents' past performance, financial stability, and ability to perform on schedule and within budget. By submitting a response, Contractor expressly authorizes the Commission, HCFF, and their representatives to contact all named references by phone, email, correspondence, or other means regarding the past performance of the Contractor and any of the proposed team members identified in the Statement of Qualifications.
4. The Commission and HCFF may contact respondents for clarification or additional information at its sole discretion but reserves the right to eliminate from further consideration any Statement of Qualifications deemed to be substantially or materially non-responsive to this RFQ.
5. The evaluation/selection process shall be based on the written Statement of Qualifications. The weighting of each item by the points shown below indicates the relative importance of each item and shall be used in the ranking of RFQ responses:
 1. Relevant and Comparable Experience (30 points): the Contractor's experience in providing services equivalent to those set forth in this RFQ for government agencies or non-profits of comparable size.
 2. Staffing (20 points): the Contractor's ability to provide key personnel familiar with providing services equivalent to those set forth in this RFQ.
 3. Local Presence (10 points): Contractor's staff familiarity with Humboldt County and ability to meet on-site, with local project experience.
 4. Ability to Provide High-Quality Services (30 points): Evaluation of the Contractor's ability to provide high-quality services includes, but not limited to, the following: strength of Contractor's staff qualifications; understanding of the services provided by the Commission; knowledge of varied funding sources, including philanthropic sources and government sources; ability to meet RFQ requirements, including but not limited to

- audit, prevailing wage, and non-discrimination requirements; and responsiveness of the statement of qualifications to the requirements of the RFQ.
5. References (10 points): At least 5 references that attest to Contractor's and/or staff abilities to deliver the work as contracted. It is the selection committee's plan to contact at least three of the Contractor's references listed to help assess the experience, expertise, and capabilities of the Contractor.
 6. After the receipt of proposals, the selection committee will review the credentials of each Contractor. The Commission and HCFF reserve the right to select based solely on the strength of the proposals. Agencies may be shortlisted and selected for an interview. Selected agencies will make presentations to and will be interviewed by a combined Commission and HCFF committee which will evaluate, select, and recommend the agencies deemed best qualified to undertake a project of this size and scope, based on quality of work as judged from previous experience, references, and staff capabilities. Key staff members are expected to participate in the interview. The Commission and HCFF committee will first select the most highly qualified provider of requested services on the basis of demonstrated competence and qualifications and attempt to negotiate a contract with that provider at a fair and reasonable price. The Commission and HCFF committee, at its sole discretion, may elect to waive the interview and enter into contract negotiations with the Contractor it believes to be the most qualified.
 7. The evaluation criteria published herein and as modified by any addenda represent the best effort of the Commission and HCFF to establish in advance the evaluation criteria to be used for this RFQ. The Commission and HCFF joint committee reserves the right to modify, change, add or delete items within these criteria if it determines that modifications, changes, additions or deletions will be in the joint best interest of the Commission and HCFF.

Contract Development Process

1. Once the highest-ranking submission has been identified, a Commission and HCFF representative will contact the identified Contractor. The selected Contractor will participate in good faith negotiations in accordance with direction from the Commission and HCFF representatives. Any delay caused by the Contractor's failure to participate in good faith negotiations may lead to rejection of the proposal. The contract negotiation process shall include:
 - a. Scoping meeting. The highest-ranking Contractor will be notified and invited to attend a scoping meeting within one (1) week after receiving notification, to ensure that the contractor has a full understanding of the terms and conditions of Services Agreement and the types of services that will be required of the project. The scoping meeting will provide the highest-ranking contractor representative(s) with an opportunity to ask technical questions regarding the project.

- b. Cost proposal. The highest-ranking contractor will be asked to submit a sealed Cost Proposal for the types of services set forth in this RFQ, within three (3) weeks after receiving notification of the final rankings. Cost Proposals should include an itemized list of the hourly rates that will be charged for each type of service set forth in this RFQ. All subcontractors providing services equivalent to those set forth in this RFQ will be required to submit proposals in the same format as the selected Project Manager. It should be noted that compensation paid pursuant to this project will be based on the rate schedules incorporated into the final Services Agreement.
2. Award of Final Services Agreement. If the Commission and HCFF committee determines, after the completion of the contract negotiation process, to award a contract for services set forth in this RFQ, an agreement will be sent to the Contractor for signature. Once signed copies have been returned, the agreement will be submitted to the Commission and HCFF Board for approval. The Commission and HCFF Board reserve the right to award a Services Agreement to the Contractor which, in the judgement of the Commission and the HCFF Board, will best serve the interests thereof. No statement of qualifications shall be binding upon the Commission and HCFF Board until a final Services Agreements has been signed by authorized representatives of the Commission, the Board, and the selected contractor.
3. If negotiations with the Contractor cannot be consummated to the satisfaction of HCFF, then the Contractor will be so notified in writing, and negotiations may be initiated with other respondents recommended by the committee.

Contractual Requirements

The Contractor will comply with all applicable state laws governing contracting and procurement.

1. Contract Audit and Review Process Requirements. The final Services Agreement resulting from this RFQ process, and any subcontracts associated therewith, are subject to audit or review by the Commission's independent auditor and any other duly authorized local, state and/or federal agencies. The Contractor, and any subcontractors, shall be responsible for complying with any and all local, state and federal laws, regulations, policies, procedures, standards and contract requirements related to audits and reviews.
2. Cost Certification Requirements. The Contractor must certify the accuracy of the costs associated with the provision of the services equivalent to those set forth in this RFQ. All documentation supporting the cost certification, including, without limitation, must be retained by the Commission and the HCFF Board and the Contractor for the applicable retention period in the event an audit or review is performed by the Commission's auditor or any other duly authorized local, state or federal agencies.
3. Prevailing Wage Requirements. The Contractor, and any subcontractors with subcontracts exceeding Twenty-Five Thousand Dollars (\$25,000.00), shall be responsible for complying with the applicable State of California Prevailing Wage Rate requirements set forth in California Labor Code, Sections 1770, et seq., as well as all other applicable local, state and

federal wage requirements. California State Prevailing Wage information is available at the following California Department of Industrial Relations websites:

- a. http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
 - b. <http://www.dir.ca.gov/oprl/DPreWageDetermination.html>
4. Financial Management and Accounting System Requirements. The Contractor must have an adequate financial management and accounting system as required by Title 49 of the Federal Code of Regulations ("C.F.R.") Part 18 and 48 C.F.R. Part 31.
 5. Non-Discrimination Requirements. The Contractor, and all subcontractors, shall be responsible complying with all of the following non-discrimination requirements:
 - a. The Contractor, and all subcontractors, shall certify under penalty of perjury under the laws of the State of California that the Contractor, and all subcontractors, unless exempt, have complied with the non-discrimination program requirements of California Government Code Section 12990 and Section 8103 of Title 2 of the California Code of Regulations ("C.C.R.").
 - b. During the performance of project specific Task Orders issued under the final Services Agreement resulting from this RFQ process, the Contractor, and all subcontractors, shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over forty (40) years of age), marital status, and denial of family care leave. The Contractor, and all subcontractors, shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Contractor, and all subcontractors, shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Sections 12990(a-f), et seq.) and the applicable regulations promulgated thereunder (2 C.C.R. Sections 7285, et seq.). The Contractor, and all subcontractors, shall give written notice of their obligations under this provision to labor organizations with which they have a collective bargaining or other agreement.
 - c. The Contractor, and all subcontractors, shall act in accordance with the regulations relative to Title VI of the Civil Rights Act of 1964 (nondiscrimination in federally-assisted programs of the Department of Transportation – 49 C.F.R. Part 21 – Effectuation of Title VI of the Civil Rights Act of 1964). Title VI of the Civil Rights Act of 1964 provides that the recipients of federal assistance will implement and maintain a policy of non-discrimination in which no person in the State of California shall, on the basis of race, color, national origin, religion, sex, age or disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

- d. During the performance of project specific Task Orders issued under the final Contractor Services Agreement resulting from this RFQ process, the Contractor shall act in accordance with Title VI of the Civil Rights Act of 1964. Specifically, the Contractor shall not discriminate on the basis of race, color, national origin, religion, sex, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by local, state and federal laws.
6. Disclosure of Confidential Information. During the performance of project specific Task Orders issued under the final Services Agreement resulting from this RFQ process, the Contractor may receive information that is confidential under local, state and/or federal law. The Contractor will be required to protect all confidential information in conformance with any and all applicable local, state and federal laws and regulations.
7. Indemnification Requirements. To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, the Contractor will be required to hold harmless, defend and indemnify the County and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages and liabilities of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, the Contractor's negligent performance of, or failure to comply with, any of the obligations contained in the final Services Agreement resulting from this RFQ process, or any project specific Task Orders issued thereunder, except such loss or damage which was caused by the sole negligence or willful misconduct of the Commission and/or HCFF Board.
8. Insurance Requirements. The Contractor will be required to satisfy the insurance requirements set forth in this RFQ. The Contractor shall furnish the Commission and HCFF with certificates and original endorsements affecting the required insurance coverage prior to the execution of the final Contractor Services Agreement resulting from this RFQ process. In addition, the Commission and HCFF may require additional insurance requirements dependent upon the scope of the Services that will be provided by the Contractor pursuant to the terms and conditions of project specific Task Orders.
9. Assignment. The final Services Agreement resulting from this RFQ process, and any project specific Task Orders issued thereunder, shall not be assignable by the Contractor without prior approval by the Project Team.
10. Jurisdiction and Venue. The final Services Agreement resulting from this RFQ process, and any project specific Task Orders issued thereunder, shall be governed in all respects by the laws of the State of California. Any disputes regarding the final Contractor Services Agreement, or any project specific Task Orders issued thereunder, shall be litigated in the State of California and venue shall lie in the County of Humboldt unless transferred by court order pursuant to California Code of Civil Procedure Sections 394 or 395.

Cancellation of RFQ Process

1. The Commission and HCFF Board hereby reserve the right to cancel this RFQ process at any time after the issuance of this RFQ, but prior to the award of a final Consultant Services Agreement, if the Commission and HCFF Board determine, in their joint discretion, that cancellation is in the Commission's and HCFF Board's best interests for reasons, including, but not limited to, the following: the types of Services set forth in this RFQ are no longer required; the statements of qualifications did not independently arrive in open competition, were collusive or were not submitted in good faith; or the Commission and HCFF Board determine, after review and evaluation of the statements of qualification, that the Commission's and HCFF Board's needs can be satisfied through an alternative method.
2. The Commission and HCFF Board reserve the right to amend or modify the preliminary scope of services set forth in this RFQ prior to the award of a final Consultant Services Agreement, as necessity may dictate, and to reject any and all statements of qualifications received in response hereto. This RFQ does not commit the Commission and HCCF Board to award a Consultant Services Agreement for the provision of Services equivalent to those set forth in this RFQ, or to award project specific Task Orders to any Contractor.

SUBMITTAL REQUIREMENTS

1. All questions regarding this RFP should be submitted by September 8, 2026, in writing via email with "902 E St. RFQ" in the subject line, to:

Aaron Wythe, awythe@co.humboldt.ca.us

2. A Q&A document will be posted at first5humboldt.org by September 15, and will include any addenda to the RFQ.
3. Number of paper copies requested: 2
4. Number of electronic copies requested in PDF: 1
5. Submit the requested number of Statements of Qualifications to:

Humboldt Children and Families Foundation, Attn. Aaron Wythe, 325 2nd Street, Ste. 201, Eureka, CA 95501, and awythe@co.humboldt.ca.us.

6. All submissions must be received by **HCFF by 4:00 PM on September 18, 2026**. Responses received after this date and time may not be considered. All proposals in response to this RFQ should be clearly marked "Humboldt Children and Families Foundation, 902 E St. RFQ: Project Management Services".

Available Resources for Review upon request via email to awythe@co.humboldt.ca.us:

Original Blueprints

Feasibility report

Inspection reports: home, roof, mold & pest

First 5 Humboldt Strategic Plan

First 5 Humboldt Community Report