

Mattole Restoration Council

Request for Qualifications

Engineered Architectural Design Plans for the Mattole Resilience, Education and Research Center

1. Project Description

The Mattole Restoration Council (MRC) holds a two-year planning grant from the CA Strategic Growth Council (SGC) to plan for the Mattole Resilience, Education and Research Center (the Center) - a rural Community Resilience Center (CRC) to be built on a small parcel directly adjacent and linking to 76 acres of recently conserved and publicly accessible open space owned by MRC.

As part of said planning grant, MRC seeks to obtain finalized, engineered architectural plans for the Center's new construction, to be located at 29295 Mattole Road, Petrolia CA; APN 105-051-013-000.

After extensive community planning to envision the Center, initial architectural concepts were recently obtained by: 1) Jim Groeling, the site's previous owner/builder and a highly regarded local builder, and 2) a team of University of San Francisco Architecture 400 students, whose fall 2025 work products were overseen by Seth Wachtel, USF Professor and Program Director of the Architecture & Community Design program.

2. Scope of Work

Task 1: Work with MRC staff to review existing architectural concepts and discuss needed adjustments. A project walk-through will take place on October 8, 2026.

Task 2: Produce 100% engineered architectural design plans for the Mattole Resilience, Education and Research Center, including Site Plan as per Humboldt County permit requirements, compliant with local building code, zoning, land use designation, and meeting required features and functions of Community Resilience Centers as per CA Strategic Growth Council's [Round 2 CRC Program Guidelines](#) (see also Additional Information, below.) Licensed architect to ensure provision of final, structurally engineered plans, including CA Title 24 compliance, geotechnical (Risk Level III per California Building Code 2025, Title 24, Part 2 Section 1604.5), electrical and plumbing.

3. Project Information

Project Name: Mattole Resilience, Education and Research Center Planning Project

Project Location: This project is centrally located in the community of Petrolia, Humboldt County, CA, at 29295 Mattole Road, Petrolia CA 95558. APN 105-051-013-000.

Project Dates: Tasks 1-2 work will take place between 11/13/2026 – 04/01/2027.

Project Proposal Timeline

8/24/2026: Request for Proposals

10/08/2026: Project Walk-Through on site at 10am.

10/12/2026: Questions due

10/19/2026: Answers to all questions publicly posted

10/26/2026: Proposals are due at 9:00 AM on 10/26/2026. Email completed proposals to:

erp@mattole.org

11/02/2026: Award Notification

11/13/2026: Contract Execution

11/13/2026 – 04/01/2027: Scope of Work for this RFP

4. Bidding Information

. Project and Proposal Questions

Please email project and proposal questions to: erp@mattole.org by 10/12/2026.

All questions and answers will be posted on the Mattole Restoration Council website.

Bid Proposal

The proposal must include the following information in one PDF document:

- **General Qualifications:** Business Name, address, email, and phone number. Provide a brief description of the Respondent's firm, including the number of years in business and size of the firm. Describe how and why Respondent is qualified to provide the Services, including demonstration of current licenses and certifications required in the state of California.
- A completed bid and estimated timeline:
 - **Experience:** Identify services Respondent has provided in the last five (5) years that are similar in scope and nature to the Services required by this RFP.
 - **Staffing:** Identify by name and title Respondent's key personnel that will be assigned to provide the Services and for each, include a resume with their education, licenses, certifications, and experience.
 - **Price:** Provide a lump sum price, and a pricing schedule, for the Services that lists the costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, etc.
 - **Proposed Approach:** Briefly describe Respondent's proposed approach to providing the Services. Provide a work plan and proposed schedule for the tasks described in the Scope of Work. Provide details on how licensed architect may subcontract to licensed engineer for provision of finalized, structurally engineered plans.

The proposal must be signed by a representative that is authorized to bind Respondent by Agreement and must state name, title, and email address.

Bid Selection

Contractor will submit a complete proposal. After reviewing proposals, the contract will be awarded to the Contractor that a) provides the most cost-effective pricing b) demonstrates past experience and c) is available to complete the project in a timely manner. Specific bid selection criteria will include:

Provided all requested documents for the solicitation – 10 points possible

Demonstrates all required licenses/certifications are current and active – 10 points possible
 Demonstrates experience with projects of similar scope – 10 points possible
 Reputation, history with organization, and ease of working with – 20 points possible
 Personnel working on the project are qualified – 10 points possible
 Total estimated cost compared to other bids – 20 points possible
 References – 5 points possible
 Minority/Women owned – 5 points possible

The awarded contract will be between the Mattole Restoration Council and chosen Contractor.
 Contractor will be paid upon completion of project tasks.

The issuing party reserves the right to award or not award a contract in response to this bid, at its sole discretion.

5. Bid Sheet

Bid Item	Item Description and Instructions
1	Review existing concept designs and meet with MRC staff to discuss needed adjustments.
2	Produce 100% engineered architectural design for the Mattole Resilience, Education and Research Center, including Site Plan as per Humboldt County permit requirements, and compliant with local building code, zoning, land use designation, and meeting required features and functions of Community Resilience Centers as per CA Strategic Growth Council's Round 2 CRC Program Guidelines. Licensed architect to subcontract to licensed engineer for provision of final, structurally engineered plans, including CA Title 24 compliance, geotechnical, electrical and plumbing.

6. Additional Information

Required Features of Community Resilience Centers

By the end of the Implementation Phase, the CRC Facility must have capabilities and features that enable the site to be activated for a range of climate and other emergencies. Partner Sites should aim to have as many of these features as possible. These include:

- ADA-compliant facilities (See ADA Checklist for Emergency Shelters)
- Gender-neutral restrooms
- Heating, Ventilation, and Air Conditioning (HVAC) System
- Air filtration system (MERV 13 at minimum)
- Broadband access*
- Non-fossil fueled Backup power generation and/or battery storage and/or islanded microgrid with storage*
- Device charging capabilities for cell phones, personal communications devices, medical devices, power wheelchairs, and other assistive devices and technology*
- Drinking water stored on-site with a plan for re-supply

Required Functions of CRCs:

- Space and supplies needed for people to sleep
- Pet-sheltering*
- Food distribution or space for food preparation and storage
- Showers and ADA-compliant showers*
- Refrigeration for medicines
- Laundry*
- Portable restrooms in the event of water disruptions*

Copies of existing concept designs are available upon request.