REQUEST FOR PROPOSAL

FOR

Child Development Center
Tenant Improvements
at ECCDC Ruth Clothier Campus

RELEASE DATE:

February 12, 2020

DUE DATE:

March 18, 2020

RFP #: HS - 2020 - 01

The responsibility for submitting a response to this RFQ at the offices of MAAC on or before the stated time and date will be solely and strictly the responsibility of the Respondent. MAAC will in no way be responsible for delays caused by the United States Postal Service or any other occurrence.
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REQUEST FOR PROPOSAL:
RFP - HS-2020 - 01 – Child Development Center Tenant Improvements at ECCDC

MAAC is soliciting design/build proposals from an Architect and General Contractor team to provide design and construction services to an existing facility, complying with all terms and conditions described in this document.

Project Description: The project involves tenant improvements to two existing modular classroom buildings known as Bella and Callie (each approx. 1,440-square foot) and an existing, attached modular storage building (approx. 336-square foot).

- Scope: The project scope will include tenant improvements to two existing modular classrooms buildings with installation of outdoor shade and play equipment. Modular One (Bella) will reconfigure the existing classrooms and restrooms area to create three new child development classes with bathrooms. Modular Two (Callie) improvements will create a laundry and utility room with room for food storage, and extra storage space. The project also includes an exterior shade structure with play equipment. Finally, all improvements need to comply with California Build Codes and federal ADA guidelines.

- Schedule: City final inspection is to be achieved no later than September 30, 2020. Please note that childcare services will take place during the duration of the project with one four-week exception (June 1-26) for significant construction. All other work should be scheduled, and project managed during the nights and weekends.

- Budget: The expected construction cost for the project construction and other services to be performed under the contract is $418,817.00.

Proposals will be accepted by 2:00 p.m., pacific standard time, March 18, 2020. Proposals received after this time will not be accepted. Mark all documents with “RFP - HS-2020 - 01 – Child Development Center Tenant Improvements at ECCDC.” Mail or deliver all proposals and accessory documents to:

MAAC - Administration  
c/o Laura Camou, Procurement Coordinator  
1355 Third Avenue  
Chula Vista, CA 91911

Proposals must be manually signed on this MAAC form in the space provided below.

Please submit 2 paper sets of your proposal and an electronic version. Clearly mark the original copy as "ORIGINAL" on the cover.

MAAC reserves the right to accept or reject any or all proposals and to award a contract in the best interests of MAAC. Proposals should be complete on their face. However, after opening of responses, MAAC reserves the right to waive irregularities in any proposal and/or, to request clarifying information it deems appropriate from one or more respondents.

I have read the terms and conditions of this RFP and submit for consideration the attached proposal and exhibits, if any. I also affirm that I am authorized to offer this proposal on my behalf of my company, and may bind the company under contract if selected.

The fees and costs in this proposal have been arrived at independently, and have not been divulged, discussed, or compared with the proposals of other respondents. No attempt has been made nor will be made to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

By signing, below, Contractor agrees to the Terms and Conditions for this Request for Proposal.

Company Name________________________ Telephone Number_______________________

Company Address____________________ Fax Number______________________________

City, State, Zip_______________________ Email_______________________________

Authorized Signer’s Full Name and Title________________________ Authorized Signature________________________ Date________________________
SECTION A: INTRODUCTION

1. MAAC

MAAC is a 501(c)(3), multi-purpose social service agency with a successful 53-year history of serving various communities throughout San Diego County. In 1965, MAAC opened its doors to serve San Diego’s disadvantaged. One million-plus clients later, MAAC is still acting as a catalyst to help individuals and families become self-sufficient. MAAC provides a spectrum of unique programs designed to assist clients by engaging them in the enhancement of their own lives through lifestyle changes. The programs strive to improve clients’ economic standing as well as their ability to access resources available to them.

As one of the most successful social service agencies in the county, MAAC has continuously assisted low-income clients in achieving a higher level of self-sufficiency. Our clients want what everyone wants, a sense of security, viability, and self-reliance. MAAC exists to help them achieve it.

Employing over 550 personnel, MAAC staffs 35 sites bringing to its clients empowering social services, health components, a state-of-the-art charter school, technology centers, economic development, affordable housing, and community building. MAAC maintains and continues to instill in every program under its umbrella the object of its mission: Maximizing self-sufficiency with families and individuals through high-quality programs and advocacy in our communities.

For more information regarding MAAC please visit our website: www.maacproject.org

2. MAAC Child Development

MAAC Head Start readies children for success in school while helping their families meet their early childhood education, health and well-being, nutrition, and social services’ needs.

MAAC Head Start, Early Head Start, and State Preschool programs deliver the national school readiness program to economically disadvantaged children and their families. Our highly individualized programs integrate a developmentally appropriate curriculum reflecting the diverse ethnic, cultural and linguistic backgrounds of participating families. Currently, MAAC Head Start serves over 1,227 economically disadvantaged children and their families throughout north San Diego County in the communities of Oceanside, Vista, San Marcos, Escondido and Carlsbad.

SECTION B: INSTRUCTIONS TO CONTRACTORS

1. Submission of Proposal

MAAC reserves the right in its sole discretion to reject any or all proposals in whole or in part, without incurring any cost or liability whatsoever. All proposals are reviewed for completeness of the submission requirements. If a proposal fails to meet the minimum requirements of the RFP, is incomplete, or if it contains irregularities, the proposal may be rejected by MAAC.

To ensure a fair and competitive process, questions regarding the RFP will only be allowed via email by the deadline noted in the Schedule of Events below – no phone calls please. All questions and responses will be posted on the MAAC website.
2. **Communication/Question:**

Any questions or requests for clarifications must be directed via email to Ms. Laura Camou lcamou@maacproject.org by the deadline noted in the Schedule of Events below.

The subject line of the email shall be labeled "RFP-HS-2020-01 – Child Development Center Tenant Improvements at ECCDC." All questions will be emailed to contractors.

3. **Mail your Proposal**

Proposals shall be mailed or delivered to the address below. Proposals must be submitted in a sealed envelope (or box/container) with the RFP - HS-2020 - 01 – Child Development Center Tenant Improvements at ECCDC clearly written on the outside of the package.

MAAC - Administration  
C/o Laura Camou, Procurement Coordinator  
1355 Third Avenue  
Chula Vista, CA 91911

4. **Schedule of Events**

MAAC intends to finalize the contractor selection process according to the following schedule. The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

<table>
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<tr>
<th>No.</th>
<th>Schedule of Events</th>
<th>Key Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>RFP Released to public</td>
<td>February 12, 2020</td>
</tr>
<tr>
<td>2</td>
<td>Job Walk at 9 am</td>
<td>February 19, 2020</td>
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<tr>
<td>3</td>
<td>Contractor questions due (RFI)</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>4</td>
<td>MAAC response to contractor questions</td>
<td>February 26, 2020</td>
</tr>
<tr>
<td>5</td>
<td>Design/Build team Proposal Due</td>
<td>March 18 by 2:00 PM (PST)</td>
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<td>6</td>
<td>MAAC analysis of proposals. Interviews, if required.</td>
<td>March 19 -25, 2020</td>
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<td>7</td>
<td>Notice of Award</td>
<td>March 26, 2020</td>
</tr>
<tr>
<td>8</td>
<td>Pre-Construction kickoff meeting with the selected team and all sub-contractors.</td>
<td>April 2, 2020</td>
</tr>
<tr>
<td>9</td>
<td>Job start date</td>
<td>April 2, 2020</td>
</tr>
<tr>
<td>10</td>
<td>Job completion date</td>
<td>September 30, 2020</td>
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*Failure to comply with any of the above shall be a reason for rejection of the proposal*

3. **Evaluation Elements**

The elements that will be used to evaluate each proposal include:

1. **Pricing:** Please submit a proposal in response to the “Scope of Work” outlined in Section C. The bidder will furnish a proposal in response to this RFP that responds to the following description: Respondents should clearly state their firm's pricing structure in response to this RFP. All fees, charges, billing rates, etc. should be explained in detail. Charges must be tied to deliverables, which must be identified.
2. **Davis-Bacon Prevailing Wage**: This job includes Davis-Bacon Prevailing Wage, which requires weekly certified payroll forms to be submitted. Please describe your experience with PW and include the PW rates and classifications in your proposal.

3. **Quality**: Quality will be determined by checking current professional references. Please submit no less than three (3) organizations with which your company currently has contracts and/or has previously provided goods and/or services of equal type and scope, as requested herein, within the last five (5) years. The reference list must include company name, contact person, telephone number, project description, and length of the business relationship.

4. **Veteran/Women/Minority Business or Section 3 Enterprise**: Please indicate whether you are a Veteran, Women, or a Minority-owned business or a Section 3 Enterprise. See attached – Vendor Questionnaire.

5. **Evaluation Criteria**: Although cost is a significant criterion for selection, MAAC will evaluate based upon several critical approaches in the proposal. Responses shall be reviewed and scored on these critical factors with the indicated relative importance factors:

Proposals will be assessed based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Cost</td>
<td>Pricing of proposed services.</td>
<td>40%</td>
</tr>
<tr>
<td>Qualification/ Experience</td>
<td>Experience in providing requested services to similar entities. Experience with Prevailing Wage projects.</td>
<td>20%</td>
</tr>
<tr>
<td>Project Management</td>
<td>Include a schedule for the design, permit, construction, highlight progress milestones, and final inspections.</td>
<td>25%</td>
</tr>
<tr>
<td>Responsiveness</td>
<td>Clarity, completeness, and relevance of the firm’s response.</td>
<td>10%</td>
</tr>
<tr>
<td>References</td>
<td>Satisfaction of previous clients or employers.</td>
<td>5%</td>
</tr>
</tbody>
</table>

4. **MAAC Required Documentation**

If selected for this contract, the following documents will be required from Contractor and Sub-Contractors before contract execution:

- W-9
- Contractors State Licensing Board License
- Certificate of Worker’s Compensation Insurance
- Waiver of Subrogation
- Bond
SECTION C: SCOPE OF WORK

Task 1 – Design Construction Architectural Package including Schematic Design and Site Plan, Accessibility Plan, Means of Egress and Floor Plan, Structural Plan, Title 24 and Electrical Plan, Plumbing and Mechanical Plan, and Civil Plan.

Task 2 – Obtain building permit from regulatory agency.

Task 3 – Provide Project Management tasks, schedule and cost, milestone meetings, design/build hierarchical organizational structure.

Task 4 – Deliver materials, equipment, and labor.

Task 5 – Execute and finish construction.

Task 6 – Provide construction as-built plans.

Task 7 – Install finishes, fixtures, door hardware, emergency exit signage, etc.

Task 8 – Install playground and shade structure.

Task 9 – Deliver City final inspections and certificate of occupancy.

Task 10 – Provide construction labor cost option for night and weekend.

Task 11 – Provide construction labor cost option for daytime.

SECTION D: AWARD

MAAC reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

This solicitation does not commit MAAC to pay any costs in the preparation or presentation of a submittal.

Thank you for your participation!

Sincerely,

Laura Camou