REQUEST FOR PROPOSAL

FOR

Child Development Center
Tenant Improvements at MAOF San Ysidro

RELEASE DATE:
February 12, 2020

DUE DATE:
March 18, 2020

RFP #: HS - 2020 - 02

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 - 02 – Child Development Center Tenant Improvements at MAOF San Ysidro

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

Project Description: The project involves improvements to approximately 1,500 square feet of existing classroom space on the first floor at the southern end of the MAOF building. The MAOF building is an existing 21,000-square foot, 3-story building used for day care, community center and housing rental administration.

- Project Scope: The proposed improvements to the space will reconfigure existing classrooms to create five classrooms. Existing restrooms will be demolished and replaced with new restrooms for better classroom access and the addition of changing table stations. Work also involves exterior improvements that add play equipment, poured-place approved surface, shade structures and garden areas to the existing playground area on the east side of the building.

- Schedule: Substantial completion of the project 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 $228,625.00.

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 - 02 – Child Development Center Tenant Improvements at MAOF San Ysidro.” 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. All of 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 will be 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 competitive and fair 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, lcamatou@maacproject.org, by the deadline noted in the Schedule of Events below.

The subject line of the email shall be labeled "RFP-HS-2020-02 – Child Development Center Tenant Improvements at MAOF San Ysidro." All questions will be emailed to contractors.

3. Mail your Proposal

Proposals shall be mailed/delivered to the address below. Proposals must be submitted in a sealed envelope (or box/container) with the RFP-HS-2020-02 - Child Development Center Tenant Improvements at MAOF San Ysidro 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>
<thead>
<tr>
<th>No.</th>
<th>Schedule of Events</th>
<th>Key Dates</th>
</tr>
</thead>
<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 responses 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>
</tr>
<tr>
<td>6</td>
<td>MAAC analysis of proposals. Interviews, if required.</td>
<td>March 19-25, 2020</td>
</tr>
<tr>
<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 3, 2020</td>
</tr>
<tr>
<td>9</td>
<td>Job Start Date</td>
<td>April 3, 2020</td>
</tr>
<tr>
<td>10</td>
<td>Completion Date</td>
<td>September 30, 2020</td>
</tr>
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</table>

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 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 criteria for selection, MAAC will be awarding based upon a number of criteria evaluated based upon the proposal. Responses shall be reviewed on these critical factors with the indicated relative importance factors:

Proposals will be evaluated based on the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<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 inspection.</td>
<td>25%</td>
</tr>
<tr>
<td>Responsiveness</td>
<td>Clarity, completeness, and relevance of 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 prior to 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 hierarchal 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
**Contractor Questionnaire**

This section must be completed, signed and returned with the Contractors’ proposal. Failure sign and return this form will result in rejection of the proposal.

Please submit a complete response to each of the items below. Responses requiring additional space should be submitted as an attachment to your proposal package.

Please reference each response by its item number indicated below.

1. A brief description of the firm or business entity, including firm history, number of employees, organization structure, ownership structure and expertise;

2. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or either party? If yes, specify date(s), details, circumstances and prospects for resolution;

3. Does any relationship exist whether by relative, business associate, capital funding agreement or any other such kinship between your company and MAAC?

4. Describe your company’s quality assurance program. What are your company’s requirements and how are they measured?

5. A copy of the Respondent’s last three (3) annual financial statements reviewed by an independent Certified Public Accountant;

6. Is your company a Veteran, a Woman, or a Minority owned business or a Section 3 Enterprise?

__________________________________________

Authorized Signature

__________________________________________

Title