



**Child Start**  
incorporated

CHILD AND FAMILY SERVICES

**REQUEST FOR QUALIFICATIONS (RFQ)  
AND PROPOSAL  
FOR  
ARCHITECTURAL SERVICES**

**Issued by:**

**Child Start, Inc.**

**Due Date:**

**Tuesday, July 16, 2019 by 3:00 p.m.**

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## **Child Start, Incorporated**

439 Devlin Road

Napa, Ca 94558

### **RFQ & Proposal for Architectural Services**

Child Start, Inc. is seeking Statements of Qualifications and Proposal (SOQ/P) from qualified architects to provide professional architectural design, and engineering services needed to display the architectural intent for the permitting and the construction renovation purposes of its newly acquired existing school building approximately (126' X 69'), the accessory playgrounds and parking areas located at **579 Couch Street, Vallejo CA 94590**

### **No Obligation**

This is not an offer by Child Start, Inc. to contract with any party responding to this request. This RFQ/P does not commit Child Start, Inc. to award a contract or to reimburse any applicant for costs incurred in submitting a proposal. In its sole discretion, Child Start, Inc., reserves the right to: open the RFQ responses publicly or privately; refuse and reject any or all responses submitted; to waive any and all formalities or technicalities; to choose or accept any combination of individuals/forms or qualifications; to create a panel to review the responses and to interview any, all, or none of the respondents; to determine the best qualified respondent to provide the services at reasonable and acceptable expense; to negotiate with any respondent on a proposal; or to amend or cancel any part of the RFQ/P; or to take no action.

### **RFQ/P Submission Time and Place**

Please submit responses to this RFQ/P by mail. Place the words "**Architectural Services**" in the bottom right corner of the sealed envelope and address it to:

Attn.: Ahmad Eriqat  
Child Start, Incorporated  
439 Devlin Road  
Napa, Ca 94558

Qualified firms are invited to submit three (3) copies of the firm's qualifications and written proposals no later than **Tuesday, July 16, 2019 by 3:00 p.m.**

### **Request for Information (RFI) Submission Time and Place**

Tuesday July 9, 2019 is the last day to submit questions and RFIs.

Questions or RFIs to be directed to Ahmad Eriqat, project director, by mail or email:

Ahmad Eriqat  
Child Start, Incorporated  
439 Devlin Road

Napa, Ca 94558  
Cell: (707) 639-3936  
[ahmadereiqat@gmail.com](mailto:ahmadereiqat@gmail.com)

Ahmad Eriqat, J.D. Law, Arch. Eng.  
Child Start, Incorporated  
439 Devlin Road  
Napa, Ca 94558  
Cell: (707) 639-3936  
[ahmadereiqat@gmail.com](mailto:ahmadereiqat@gmail.com)

## **STATEMENT OF QUALIFICATIONS**

Statement of Qualifications shall include:

### **LETTER OF INTEREST**

Include Firm name, address, name and email address of principal contact, telephone and fax numbers. Signed by a representative with authority to bind the Firm by contract.

### **FIRM CREDENTIALS**

- a. Brief of the Firm's credentials.
- b. Years in business.
- c. Professional services provided by the Firm.

### **EXPERIENCE**

List relevant experience of similar projects:

- a. Project Name/Location.
- b. Project Status.
- c. Client Name and Contact Information.
- d. Contractor Name and Contact Information.
- e. Project anticipated budget and Actual Cost.
- f. Total Change Order.

### **PROJECT TEAM**

- a. List Team Members to be assigned to the project. Provide their qualifications, experience and responsibility to the project. Personnel identified for these positions are expected to be involved through the life of the project.
- b. List any proposed consultants, their qualification, experience and scope.

### **DESIGN SERVICES**

- a. Describe Scope of Services.
- b. The concept by which the project will be accomplished.

### **FEES**

- a. Describe proposed method to charge fees.
- b. Identify reimbursable expenses.
- c. Provide work hours schedule and hourly rates for all positions.

## **INSURANCE REQUIREMENT**

Consultant shall have all the required and appropriate insurance(s) written by an insurer authorized to transact insurance in the State of California. Consultants shall provide proof of insurance coverage during the life of the contract in the following forms:

- a. General liability policy with a minimum of one million dollars (\$1,000,000) coverage which shall be in effect throughout the term of the contract. Such policy shall be on “an occurrence” basis.
- b. The Consultant shall provide errors and omissions insurance with minimum coverage of \$1,000,000. Such policy shall be on “an occurrence” basis. Consultant shall show proof that the firm can obtain an errors and omission policy if one is not already in effect.
- c. Consultant shall carry Business Automobile liability insurance in an amount not less than \$1,000,000.
- d. Certificates of Insurance, as required herein above, shall be filed with Child Start, Inc. upon execution of Agreement. Such Certificate shall state that the coverage evidenced thereby may not be canceled or modified without at least thirty (30) days prior written notice to Child Start, Inc. Insurance required under items (a) and (c) should name Child Start its employees and agents as additional insured.

**PROJECT DESCRIPTION  
AND  
SCOPE OF WORK**

**Project Description**

Child Start, Inc. is seeking firms to provide the following design and engineering services in Vallejo, California for the:

- Construction renovation of a newly acquired existing early childhood education center located at **579 Couch Street, Vallejo CA 94590;**
- The Consultant shall be responsible to obtain, prepare and file all necessary project plans and documentations for permitting and construction purposes required by the City, County, and State.
- The Consultant shall work with Child Start, Inc. and its project management team throughout the bidding process, as well as contract management including the site punch list and sign off.

**Initial Classrooms Requirements (subject to change):**

1. Targeting at least 700 square feet for toddler classrooms, 750 square feet for infant classroom.
2. New vinyl flooring throughout the classrooms. (Use of non-skid flooring).
3. Double barriers/doors for each classroom – i.e.: gate and ½ door before exiting building.
4. Toilet and diaper changing stations in each classroom- Diaper stations will consist of a diaper table measuring height: 37”, Depth: 22”, and Length: 44”. The toilet should be a child size toilet. We require an adult hand-washing sink to be located within arm’s reach of each diaper changing table. (This is a state requirement)
5. Children’s hand-washing sink must have temperature controls for hot water. Also needs to be labeled hot and cold. (Cannot go above 105 degrees.)
6. (2 Classrooms) Food service counter/area in infant classroom- Consists of lower cabinets with counter top. The lower cabinets must have tot locks. There needs to be enough electrical outlets on the top of the counter for bottle warmers, microwave, mini fridge plugs.
7. Upper storage cabinets within classrooms to store items, but not at children’s level or taking up floor space
8. Tamper resistant plugs throughout the classrooms.
9. Infant classroom – easy access to evacuation cribs must be wheeled outside. (State requirement)
10. (2) Total Hand-washing sinks at child level inside of the toddler classrooms (separate from bathrooms) in each classroom.

11. Two exits per classroom as required by fire code.
12. Easy egress to outdoors and within the center (laundry/kitchen/offices) from each classroom.
13. (1) Child restroom near door to outside (toilet access from playground). The rest room should have 3 child size hand-washing sinks, and 3 child size toilets. No partitions required.
14. Cot storage for all classrooms- Cots can be stacked and each classroom will have a **total of 9 cots**. Individual cots measure at Height 5 ½ “, Depth: 23 ½” , and Length: 55 ¼ “
15. Each classroom must have a dedicated phone line.
16. Each classroom must have its own thermostat to control the temp inside of that classroom.
17. Entry way/cubby space for each classroom for parents that is not included in the minimum area requirements.
18. Easy access to all classrooms from kitchen and laundry facility.

### **Conceptual Phase**

The Consultant shall meet with Child Start, Inc. as needed to discuss project goals, processes, recommendations and revisions or changes to the schematic designs, and prepare construction schedule.

Consultant shall prepare accurate cost estimates for the proposed work, for Child Start planning purposes and consider options, additions, changes, and or alternative work to complete the project within the budget limitation. The total estimated cost should include all applicable project costs.

### **Plans Development & Specification Phase**

Plans and specifications shall include estimated quantities of materials, method of installation, specification, compliance with all applicable local, state and federal regulations.

The Consultant will be required to submit progress plans and specifications at 50%, 90% and 100% completion, during which time Child Start, Inc. staff and project management team will review such submittals and hold meeting with the Consultant accordingly.

Project plans shall consist of all required plans including the construction drawings, detailed sketches with measurement and notes to help the constructability of the project.

### **Submittals**

The successful Consultants shall be required to furnish, along with the plans and specifications, grading, engineering and structural calculations, quantity takeoff, material and construction schedules, cost estimates and other documentation as may be required or directed by Child Start, Inc.



Child Start, Inc. shall prepare the general conditions and front-end documents to complete the bid specification package.

Child Start, Inc. will administer and review the contract with the successful bidder to assure that the plans and specifications are adhered to and the work is completed in a timely manner.

The Consultants shall provide assistance to Child Start, Inc. as needed before project bid openings and during construction of the project with regards to interpretation of the plans and specifications.

The Consultant shall conduct on-site inspections and attend progress meetings as may be required under the contract and provide final plans for As-Built drawings in Auto-CAD as per marked up plans from the contractor.

## **SELECTION PROCESS**

All responses received by the deadline will be reviewed by Child Start, Inc. for completeness. Responses may be opened privately to assure confidentiality. But, to the extent that the responses are public records under California law, responses may be subject to release to members of the public if requested under applicable law.

Child Start, Inc. reserves the right to complete the selection process without proceeding to an interview process and may choose to select a Firm based on the information supplied in the response, including the Statement of Qualifications. Child Start, Inc. reserves the right to select the firm, which, in its sole judgment, best meets the needs of Child Start, Inc.

Child Start, Inc. will enter into negotiations with the successful Firm to develop a contract for the project. If such negotiations are not successful, Child Start, Inc. may negotiate with any other Firm responding to this Request for Qualifications or reject all responses.

## **SELECTION CRITERIA**

The following items will be considered by Child Start, Inc.:

1. Responsiveness to RFQ.
2. Experience in school project design and construction.
3. Experience in design of early childhood education facilities.