



# TERRA

realty advisors inc

## MEMORANDUM

**To:** Construction Managers

**From:** Scott Sheldon, Terra Realty Advisors, Inc.  
on behalf of Child Start, Inc.

**Cc:** Juan Cisneros, Child Start, Inc.  
Susan Smith, Child Start, Inc.  
Rob Henley, A2R Architects  
Bob Karn, RAK and Associates  
Michelle Hightower, Terra Realty Advisors, Inc.

**Date:** February 8, 2024

**Re:** RFQ/P for the Child Start, Inc. Early Learning Center  
Renovation Project - Mandatory Site Walk

The Mandatory Site Walk will be held on Thursday, February 22, 2024, 11:00 am - 1:00 pm  
at the project site, 1450 Coronel Avenue, Vallejo, CA 94591.

Also, please see updated cover page for the RFQ/P with the correct email address for the electronic submittals and date for submitting questions.

**UPDATED**

**CHILD START, INC.**



**February 5, 2024**

**REQUEST FOR QUALIFICATIONS/PROPOSAL**

**RENOVATION OF AN EXISTING ELEMENTARY SCHOOL BUILDING FOR USE AS  
AN EARLY LEARNING CENTER**

Child Start, Inc. (“**Child Start**”) invites responses from qualified firms, partnerships, corporations, associations, persons, or professional organizations to enter into an agreement with Child Start for the following project (“**Project**”):

**Renovation of an existing elementary school site and buildings for a new Early Learning Center Campus located at 1450 Coronel Avenue, Vallejo, CA 94591**

Interested firms or persons are invited to submit their qualifications and proposal as described below, with one (1) original and five (5) copies of requested materials to:

**Child Start, Inc.  
Attn: Juan Cisneros, Executive Director  
439 Devlin Road  
Napa, CA 94558**

**Also send an electronic version of the response to: Michelle Hightower  
([mhightower@tra-inc.net](mailto:mhightower@tra-inc.net))**

Written questions regarding this Request for Qualifications/Proposal (“**RFQ/P**”) may be directed to the Project Manager: Terra Realty Advisors, Inc. Attention: Michelle Hightower, Phone: (707) 639-1000; Fax: (707) 312-5200; e-mail [mhightower@tra-inc.net](mailto:mhightower@tra-inc.net). All requests must be in writing and e-mailed to Michelle to assure all participants have access to the same information and submitted no later than 3:00 pm on Friday, March 1, 2024.

**All RFQ/P responses must be received by March 22, 2024, no later than 3:00 p.m.**

This RFQ/P is not a formal request for bids or an offer by Child Start to contract with any party responding to this document. Child Start reserves the right to reject any and all responses. Child Start also reserves the right to amend this RFQ/P as necessary. All materials submitted to Child Start in response to this RFQ/P shall be the property of Child Start.