

## **Kings Community Action Organization (KCAO)**

Request for Proposal of Project Management to Install Modular Building

For the Classroom Expansion of the KCAO Early Head Start – Child Care Partnership Program

Inquiries and proposals should be directed to:

Angelina Soper, Facilities Director

Address: 1130 N. 11<sup>th</sup> Avenue, Hanford, CA 93230

Phone: 559-741-6090

Email: [ASoper@kcao.org](mailto:ASoper@kcao.org)

# **Table of Contents**

## **General Information**

- A. KCAO Information
- B. Who May Respond
- C. Instructions on Proposal Submissions
  - a. Closing Submission Date
  - b. Inquiries
  - c. Conditions of Proposal
  - d. Instructions to Prospective Contractors
  - e. Electronic Submissions
  - f. Right to Reject
  - g. Small and/or Minority-Owned Businesses
  - h. Notification of Award

## **Specification Schedule**

- A. Project Description
- B. Scope of Work
- C. Delivery Schedule

## **Technical Qualifications**

- A. Company Information
- B. Project Experience
- C. Cost Effective Design
- D. Fee Proposal
- E. Licensure
- F. Legal Proceedings
- G. Project Approach
- H. References
- I. Unique Qualifications
- J. Certifications

## **Proposal Evaluation**

- A. Submission of Proposals
- B. Nonresponsive Proposals
- C. Proposal Evaluation
- D. Review Process

**Certifications**

## KCAO Information

### A. Background

KCAO is a private, non-profit 501(C)(3) organization that has been serving the communities of Kings County since 1965. The organization is governed by a fifteen member Board of Directors and the daily operations are overseen by the Executive Director. KCAO serves approximately 12,000 individuals a year and operates 22 service locations. Programs of KCAO include Head Start, Child Development, Food Assistance, Weatherization, Barbara Saville Women's Shelter, Nutrition Education, and Child Care Assistance. More information about KCAO services can be found at [www.kcao.org](http://www.kcao.org).

### B. Who May Respond

Firms that are licensed to do business in the State of California and are not listed on the federal and state debarment lists.

### C. Instructions on Proposal Submission

- a. Closing Submission Date: Proposals must be received no later than 5:00pm on March 16, 2018.
- b. Inquiries: Inquiries concerning this RFP should be directed to Angelina Soper at [ASoper@kcao.org](mailto:ASoper@kcao.org) or (559) 741-6090 by 5:00 p.m. Friday March 9<sup>th</sup>, 2018. A questions and answers form will be provided on the KCAO website as needed.
- c. Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by KCAO.
- d. Instructions to Prospective Contractors:

Your proposal should be addressed as follows:

Name: Angelina Soper  
Title: Facilities Director  
Entity: Kings Community Action Organization (KCAO)  
Address: 1130 N. 11<sup>th</sup> Avenue, Hanford, CA 93230

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal – Architectural Services  
5:00pm March 16, 2018  
Sealed Proposal

- e. Electronic Submissions: Proposals can be submitted electronically to the following email address: [ASoper@kcao.org](mailto:ASoper@kcao.org), by the closing submission date noted above.

It is the responsibility of the Offeror to ensure that the proposal is received by KCAO by the date and time specified above.

Late proposals will be considered nonresponsive.

- f. Right to Reject: KCAO reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.
- g. Small and/or Minority-Owned Businesses: Effort will be made by KCAO to utilize small businesses and minority-owned businesses. An Offeror qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration.
- h. Notification of Award:
  - i. It is expected that a decision selecting the successful firm will be made within two (2) weeks of the closing date for the receipts of proposals.
  - ii. Upon conclusion of final negotiations with the successful firm, all Offerors will be informed in writing.
  - iii. It is expected that the contract shall be for the classroom expansion of the Early Head Start – Child Care Partnership Program with the option for additional future projects that commence within five years of selecting the successful firm.

## **Specification Schedule**

### **A. Project Description**

KCAO seeks proposals from firms to oversee the installation of one modular building. The classrooms within the building will provide child care services to a total of 16 children. Classroom one will provide services to eight children, ages 0-17 months and classroom two will provide services to eight children, ages 18-36 months. There will be approximately two employees per classroom. The modular building will be located on existing land owned by KCAO at the Margaret Crawford Early Head Start Center, 10918 S. 12<sup>th</sup> Avenue, Hanford, CA 93230.

The firm shall coordinate and cooperate with the personnel of KCAO and all other contractors associated with the building project.

### **B. Scope of Work**

Work with the City of Hanford to complete the existing site plans for the project and bring them to a complete/approved status.

Use completed site plans, and building plans from modular vendor to assist in the writing of the RFP for the General Contractor that will complete the site work.

Coordinate the installation of the modular building with the existing modular vendor.

Coordinate the design and securing of contractor to construct appropriate parking spaces at the center.

Follow the procurement policies of KCAO when securing contractors. This project is subject to Davis-Bacon requirements.

Coordinate the use of safety barricades during the construction activities.

Labor and materials to connect the modular classrooms to utilities conforms to technical specifications and drawings and all city, county and government codes.

Coordinate the construction/erection of decks, stairs and ramps all of which meet applicable Federal, State and Local Handicapped Accessibility Code Requirements.

Obtain all necessary state and local permits and approvals and obtain a final Certificate of Occupancy.

Coordinate the installation of lighting on the facility.

Coordinate any other activities associated with this project through its completion.

### **C. Delivery Schedule**

All expenses associated with the installation of the modular building and parking spaces must be encumbered by July 31, 2018.

## **Technical Qualifications**

The Offeror, in its proposal, shall, as a minimum, include the following:

### **A. Company Information**

1. Name of Firm
2. Address of Firm
3. Telephone Number
4. Brief History of Firm
5. Key Members of Firm

### **B. Project Experience**

Provide a summary of the last three construction projects that have been managed and completed. Include experience with and/or understanding of compliance with the Davis-Bacon Act.

### **C. Cost Effective Design**

For the last three construction projects please list the cost estimate, final costs, and difference. Please list any changes in scope if appropriate and if this change in scope resulted in an increase in your fee.

### **D. Fee Proposal**

Proposed costs necessary to oversee the construction project to its completion, as specified in the scope of work. Please include a detailed breakdown of what your fee proposal includes.

### **E. Licensure**

Has the firm or key members of the firm had their license suspended within the past five years?

**F. Legal Proceedings**

Identify any on-going legal proceedings or pending legal proceedings (arbitration, complaint, or court action) filed by an owner or contractor against your firm or key members of your firm, for any project in the past five years.

**G. Project Approach**

Describe your firm's management approach to these types of projects. Include any unique aspects your firm may employ in the management of the project.

**H. References**

Provide a minimum of three references to contact.

**I. Unique Qualifications**

Describe why your firm should be selected by KCAO.

**J. Certifications**

The Offeror must sign and include, as an attachment to its proposal, the Certifications enclosed with this RFP.

**Proposal Evaluation**

**A. Submission of Proposals**

All proposals shall include the Offeror's technical qualifications and pricing information. These documents will become part of the contract.

**B. Nonresponsive Proposals**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not include all of the items listed in this RFP.

**C. Proposal Evaluation**

Evaluation of each proposal will be scored using the following criteria:

Prior experience	0-25 Points
Staff experience and qualifications	0-25 Points
Fee Proposal	0-25 Points
Project Approach	0-25 Points
Positive References	0-10 Points
Minority/Small Business	0-5 Points

Total	0-115 Points
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**D. Review Process**

KCAO may, at its discretion, request presentations by, or meetings with, any or all Offerors to clarify or negotiate modifications to the Offeror’s proposal.

KCAO reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

KCAO contemplates award of the contract to the responsible Offeror with the highest total points.

## Certifications

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
7. The individual signing certifies that the Offeror, and any individuals to be assigned to the construction project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government. (If the Offeror or any individual to be assigned to the construction project has been found in violation of any state or professional standards, this information must be disclosed.)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Offeror's Firm Name)

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(Signature of Offeror's Representative)

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(Printed Name and Title of Individual Signing)

