



Pacific Asian
Consortium
in Employment

February 3, 2017

To: Qualified Architect or Contractor

From: Kellie Konysky, Program Director of Early Childhood Education 

Subject: Request for Qualification and Cost Proposal for Bethesda Presbyterian Church (Bethesda) Early Head Start Renovation Project

Your firm is invited to submit a qualification and cost proposal for the renovation of an existing Head Start classroom into two (2) Early Head Start Classrooms (one for infants and one for toddlers) located in the South Bay. The newly renovate classrooms will be located at Bethesda Presbyterian Church in the city of Gardena.

Background Information

Pacific Asian Consortium in Employment (PACE) is a not-for-profit community development organization founded in 1976. The organization provides services in the areas of workforce development, business development, energy and environmental services and housing services. PACE is also an operator of a Head Start/Early Head Start program with fourteen (14) preschool centers under its management. PACE is seeking to renovate an existing Head Start classroom and office space into two (2) Early Head Start classrooms that will meet current codes, licensing requirements for infants/toddlers, and ADA requirements. PACE intends to operate two (2) classrooms of 10-16 children each; capacity will then be a maximum of 26 children.

Scope of Work

The scope of work shall include, but is not limited to, architectural and engineering services for the renovation of an existing Head Start classroom and office space into two (2) Early Head Start classrooms, completing a permit application, preparing architectural or site plans, working with City and fire department inspectors, timeline for project completion, all costs associated with the project, zoning applications, parking lot, space for outdoor playground, installation of new utilities, etc. The scope of work shall be for the renovations of the existing indoor and outdoor space that will be operate by PACE Early Childhood Education.

See attachment below for more detail scope of work

Bethesda Presbyterian Church (Bethesda) Early Head Start Classroom Renovation Project

The space is located at Bethesda Presbyterian Church at 14420 S. Crenshaw Blvd., Gardena, CA 90249. PACE is seeking to renovate an existing Head Start classroom and office space into two (2) Early Head Start classrooms that will meet the current codes, licensing requirements, and ADA requirements.



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Requirements for the Qualification and Cost Proposal

See attached for a list of requested information and documents. This center will be operated using Federal funds. The cost proposal must incorporate Davis Bacon Wage compliance where applicable.

Submission of Qualification and Cost Proposal

For inquiries and a pre-proposal tour of the facilities, please contact Romel Rhone by email at RRhone@pacela.org or phone at (213) 989-3196. Written proposals shall be submitted to 1055 Wilshire Blvd., Suite 1701, Los Angeles, CA 90017 to the attention of Romel Rhone. The proposal may be received by email, U.S. Postal Service or by delivery no later than 5:00 PM, Friday, February 24, 2017.

It is expected that PACE will select the successful proposer no later than Wednesday March 1, 2017. The work shall begin as soon as possible after selection of the successful proposer is completed, in early March 2017. The project is to be completed by the month of September, 2017.

For additional information about PACE or about its Early Childhood Education Program, you may access information at our website at www.pacela.org.

Thank you.

Kellie Konysky, RD
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Attachments: (1) Project Description and detailed scope of work for Bethesda Presbyterian Church Early Head Start Renovation Project; (2) Requirements of Proposal; (3) Existing site plan and proposed renovation plan



Project Description and Detailed Scope of Work

1. PACE intends to operate two (2) classrooms of 10-16 children each for the Early Head Start program; capacity will then be a maximum of 26 children.
2. The site is under the City of Gardena jurisdiction.
3. The current zone classification is C-3 Commercial.
4. This site was previously used as a Head Start program.
5. The site currently has (1) 560 S.F. Head Start Classroom and 460 S.F. of office space.
6. The overall condition of the building is good. The facility was upgraded to meet accessibility in 2004.
7. The current facility has standard and accessible parking at the front of the property.
8. Parking may be 1 per every 500 sf. of building area, or 1 per classroom; two classrooms will most likely require 4 parking stalls (including one accessible stall). City will need to review sharing parking with the existing church, as it was previously approved.
9. Due to the site falling into a C-3 Commercial zone, a CUP will need to be acquired for a Child Care use facility, pending on planning review.
10. Existing Utilities, phone and power are available on site. They will need upgrade to meet current codes.
11. Existing Fire Hydrant is located along Crenshaw Blvd. next to the building.
12. See attached existing site plan and proposed new site plans for reference and information.

RECOMMENDATIONS AND/OR OPTIONS

1. Existing Head Start facility can be modified with an additional classroom for toddlers, new student accessible restrooms, a changing & laundry room, as well as a nap area. The Infants classroom can accommodate 16 kids while the toddler room can have a capacity of 10 students. Subject to the city of Gardena approval.
2. The exterior play area can be renovated with new age appropriate play equipment for toddlers and infants. Equipment may include a step activity center, crawl tunnels, bongos and paint easels. (See attached proposed architectural plan). Play area is recommended to be resurfaced and provided with new rubber matting. Existing shade structure is recommended to be provided with new shade fabric and post pads.
3. Fencing and site work are in good conditions, but should be inspected for replacement needs. (New metal gates and fencing is recommended).
4. Parking at this center may be waived due to existing use and approval, but it is still subject to planning Department's review and approval.
5. Power, utility and telephone are available (replace/upgrade existing).
6. Fire Hydrant is in the proximity, subject to Fire Department.
7. Interior renovation may require a new 1-1/2" water line to building.
8. Sewer line from the street/alley may need replacement.
9. Overhead drop will require replacement and/or upgrade; possibility of replacing underground.



REQUIREMENTS FOR QUALIFICATION AND COST PROPOSAL

Proposer: _____

1. Name, address and brief description of firm.
2. Resumes of personnel to be assigned to this project.
3. Related project/areas of experience on which the firm as performed similar work or had experience during the last two years.
 - a. Include projects where architectural/engineering services relating to design and construction work were performed.
 - b. Include examples of other projects that are similar in scope to this one.
 - c. Include examples of project budgeting, cost estimating and results.
4. You are invited to include a maximum of one page of information not covered above that you feel may be useful and applicable to this project.
5. Your cost proposal. Include Davis Bacon wage compliance information if applicable.
6. Your estimated timeline of scope of work and projected completion timeline.

