



May 5, 2021

To: Qualified General Contractor
From: Salvador Chavarin, Maintenance Supervisor for PACE Education Division
Subject: Request for Qualification and Cost Proposal for Head Start Renovation Project
Located at 1713 West 108th Street Los Angeles, Ca 90047

Your company is invited to submit a qualification and cost proposal for the renovation of a stand-alone building into two (2) Head Start Classrooms, updated and enlarged restrooms and a utility room located in Los Angeles. The newly renovated classrooms will be located at the Faith United Methodist Church in the City of Los Angeles.

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 fifteen (15) preschool centers under its management. PACE is seeking to renovate an existing building with two (2) separate classrooms and one restroom that will meet current codes, licensing requirements for infants/toddlers, and ADA requirements. PACE intends to operate two (2) classrooms of 17 children each; capacity will be a maximum of 34 children.

Scope of Work

The scope of work shall include, but is not limited to, renovation of an existing building into two (2) Head Start classrooms, upgraded and accessible restrooms, and a utility/storage room, installation of play structure, staff parking, pick up/drop off areas for parents, completing a permit application, working with City and fire department inspectors, time-line 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 Education.

See attachment below for more detail scope of work

PACE Head Start Classroom Renovation Project

The space is located at Faith United Methodist Church at 1713 W. 108th Street Los Angeles, CA 90047. PACE is seeking to renovate an existing building into two (2) Head Start classrooms that will meet the current codes, licensing requirements, and ADA requirements.

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 The Davis Bacon Act prevailing wage compliance where applicable.

Submission of Qualification and Cost Proposal

For inquiries and a pre-proposal job walk of the facility, please contact Salvador Chavarin Jr by email at schavarinjr@pacela.org or Marcelino Flores by email at mflores@pacela.org. Job walks will be scheduled on **Wednesday May 12, 2021 from 10:00AM-1:00PM** upon request and scheduled by time slots of 30-45 minutes per contractor. Written proposals shall be submitted to **1713 W. 108th Street Los Angeles, CA 90047 at the Faith United Methodist Church Learning Tree** site and hand delivered to the attention of Salvador Chavarin, Jr., Education Division Maintenance Supervisor in a sealed envelope on **Wednesday May 19, 2021 at 10:00AM**. A public bid opening will be conducted at **1713 West 108th Street Los Angeles, CA 90047 and completed on Wednesday May 19, 2021 at 10:30AM**. *Due to the COVID-19 pandemic, original sealed proposals are still required to be submitted, however a virtual public bid opening will be available for those practicing social distancing. A link for this virtual bid opening will be provided prior to the above-mentioned date. Due to the COVID-19 pandemic social distancing will be practiced at the bid opening; a table and chair will be provided for one representative from each company.*

It is expected that PACE will select the successful proposer no later than **Friday May 28, 2021**. The work shall begin as soon as possible after selection of the successful proposer is completed.

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

Thank you.

Salvador Chavarin, Jr.

Salvador Chavarin, Jr.
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Attachments:

- (1) Project Description and Proposed Scope of Work
- (2) Notice Calling for Bids
- (3) Bid Form
- (4) Bid Bond Form

- (5) Plan Check Submittal Plans:
<https://www.dropbox.com/sh/zpprxj8zzoe12kf/AABGUnVmErnkaQpZiWgakeNFa?dl=0>
- (6) Bid Breakdown Excel and PDF Forms
- (7) Environment Surveys

Project Description and Detailed Scope of Work

Existing Site Description

1. The site is in the County of Los Angeles Building and Safety jurisdiction at 1713 West 108th Street, Los Angeles, CA 90047. A church congregation building and offices are also located at this site on the 2nd floor.
2. The current zone classification is Special Use.
3. The existing site has an existing day care use associated with it. This portion of the building is currently not being used. The remodeled area is easily separated from the rest of the building. It can have a separate entrance and a 4' high wrought iron fence that will separate the church activities from the Head Start program play areas.
4. There are stairs at the main entry, and the main double entry doors are not large enough to meet ADA guidelines. There is currently no ADA access to the Head Start classrooms. A non-conforming ramp and door are at the east side of the building.
5. Total square footage of the renovated area will be 4,197 SF.
 - a. The building currently has (2) approx. 600 SF classrooms. There are currently no sinks in any of the classrooms.
 - b. There are two restroom spaces, one for staff which is not accessible, and one for kids which is almost ADA accessible.
 - c. There are 4 office spaces on the north side of the building.
 - d. The existing building has a large kitchen and prep space on the north-east side of the facility. These spaces have asbestos tiles that will need to be removed. Some tiles are loose and broken.
6. The building does not have a fire alarm system nor fire sprinklers in the existing building.
7. The overall condition of the buildings is good. The facility was upgraded to meet electrical upgrades in 2019, per the owner. However, a permit was not issued for this work. There is currently no existing permit information nor existing plans that could be obtained. The roof appears to be in good condition.
8. The current facility has regular and accessible parking at the side of the property.
9. Parking for staff will be 1 per 500 SF of building area, or 2 per classroom; two classrooms will most likely require 3 parking stalls (including one accessible stall). Site parking is available at the rear of the church.
10. Existing utilities, phone and power are available at the building. New services will not need to be brought in. Power upgrades are not anticipated at this time.
11. The existing site has a wireless cell tower transmitter on the west end of the building.
12. There is no exterior playground on the existing site.

Proposed Renovations

1. A new ADA van parking at the front of the facility will be served by a new paved driveway. Signage will also be provided.
2. A new concrete ramp will be provided at the new main entry gate. This ramp will connect to the new landing to provide ADA access into the main entry of the school site. Site work will also include the replacement portions of the sidewalk needing repair due to cracks or upheaval.
3. A new Wheelchair lift will be provided in an adjacent room to the main stair to provide an accessible path of travel (POT) to the main lobby area.
4. Each preschool classroom will have a capacity of 17 children in each classroom (34 total capacity). All finishes in the existing rooms, including new sheet flooring, new paint on the walls and new LED lighting. New sheet vinyl will be installed where the floor is wood floor is now. Lighting will be upgraded to energy efficient type; and paint will be applied where applicable. Interior work at the classrooms will require new cabinets and sinks at each of the classrooms.
5. The existing staff toilet will be remodeled to meet ADA standards.
6. The existing children's toilet room serving Classroom no.1 will be remodeled to accommodate ADA access. Existing fixtures at this toilet can remain. A new door to the second floor stairs will be added at this location to separate the school from the church offices above.
7. We will be adding one additional student accessible restroom to serve the west Classroom no. 2.
8. Offices will receive new wall finishes and new surface mounted LED lighting. Data conduits will be provided for owner provided data connections to the offices. Offices will receive new wall mounted AC units for heating and air conditioning. A new laundry area will be provided including a washer and dryer area.
9. The pantry area will be renovated to provide for a new commercial refrigerator, and residential cooktop range, oven, and dishwasher spaces. New cabinetry and kitchen sink will be provided. Heating and Air Conditioning will be provided.
10. The existing storage area will be converted to a staff work room area.
11. A new fire alarm pull station will need to be provided at the entry to each of the main doors of the church and the child care center.
12. The west side of the lawn area fronting 108th street will be converted into the child care playground. It will be leveled off and a new blacktop area. This will have a turfed area for the play structure, with a new shade structure to provide shade. A 4' high wrought iron fence will be installed to separate the area from the church.
13. A revision to sewer line is not anticipated at this time; as the toilet rooms are existing. Internal sewer line modifications are necessary to accommodate the new toilet room layouts and sinks for the pantry and the classrooms.
14. New signage will be provided for all room identification, directional signage, and parking signage to meet current codes.

REQUIREMENTS FOR QUALIFICATION AND COST PROPOSAL

Proposer: _____

1. Name, address and brief description of company
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 (2) years.
 - a. Include projects where architectural/engineering services relating to design and construction where 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 one (1) page of information not covered above that you feel may be useful and applicable to this project.
5. Your cost proposal **MUST** include The Davis Bacon Act prevailing wage compliance information, if applicable.
6. Your estimated timeline of scope of work and projected completion timeline.