



Request for Proposals

Yolo Crisis Nursery - New Facility

- 1) Owner's Representative**
- 2) Financial Management**
- 3) Construction Management**

Responses due by: Friday October 21, 2022

4:00 p.m.

Email to: Building@yolocrisisnursery.org

1.0 INTRODUCTION

1.1 Yolo Crisis Nursery (YCN)

The Yolo Crisis Nursery was founded in 2001 in Davis, California to provide child abuse and prevention services and programs. Guided by its Board of Directors, YCN is a non-profit organization that keeps children safe and helps them thrive and become resilient in the face of traumatic experiences. It fulfills its mission and achieves its vision through the Nursery's free and voluntary signature programs: Crisis Overnight and Respite Care, Wraparound Services for Families, and Specialized Infant Day Care and Preschool.

Crisis Overnight and Respite Care is available 24/7/365 to newborn through 5-year-old children whenever their parents face a challenge in providing safe care for them. It provides up to 30 days of care over a 6-month period.

Wraparound Services for Families helps parents and guardians leverage community resources for crisis resolution and assists with day-to-day challenges. YCN follows-up with the families at 30, 60, 90 days, and at one year. These services are available to all who entrust their children to our care.

Specialized Infant Day Care and Preschool is available to children of families transitioning out of crises. It is also available to special-needs children and operates weekdays from 7 am to 7 pm.

The YCN is currently sited in a 1,400 square foot single-family rental home in Davis, CA.

RFP website: <https://yolocrisisnursery.org/yolo-crisis-nursery-rfp/>

1.2 Purpose of Request

The Yolo Crisis Nursery seeks proposals and Statements of Qualifications from interested experienced Firm(s) that can provide Owner's Representative, Financial Management and/or Construction Management services. YCN will accept proposals that respond to one or more of the areas of services. One or more contracts will be awarded under this RFP. There is a preference to award a single contract that will provide all of the services.

Confidential site: Davis, CA

2.0 Scope of Work

2.1 Project Summary

This project proposes to provide comprehensive support services in the planning, design, financial controls, and construction of a new Yolo Crisis Nursery Facility. The proposed facility consists of a one-story wood framed building in a courtyard configuration with four distinct wings. The building totals approximately 9,000 square feet. The facility is being designed and built to meet or exceed State of California childcare and crisis nursery licensing standards. A 700 square foot detached storage building is planned along the western property boundary. The Nursery is adjacent to a multi-family housing development that is concurrently under pre-development, and it is anticipated that the construction period will over-lap. Several site infrastructure elements are shared between the two projects.

Site development will include new utilities serving the building, site lighting, vehicular access, sidewalks, landscaped courtyard, and planting around the building. Parking will be provided by the adjoining housing development.

The project will be funded by public and private funds. We will be proceeding with informal guidance from Department of Industry Relations that supports an exemption from prevailing wage requirements/

The estimated total cost of construction is **\$6.8 million**.

2.2 Scope of Owner’s Representative, Financial Management and Construction Management Services

The services, tasks, work, labor, materials, and supervision that Firm(s) are required to perform and/or provide for the project are set forth in Exhibit A (Services). Firm(s) must be technically and financially capable of providing Services to act as owner’s representative and manage the finances, final planning, construction, and turnover of the project. In reviewing proposals, the YCN will evaluate and assess the approach Firm(s) envision in providing Services as well as how Firm(s) propose to complete the final predevelopment stages and ultimately prepare specific construction management strategies. Selected Firm(s) will be responsible to use their professional experience and judgment to recommend a detailed scope of services to be used during negotiations and for final contract purposes. One or more Firms may be selected as needed to provide the full range of required services. There is a preference to contracting with a single Firm for all services.

Firm(s) will be paid from private funds generated by the YCN capital campaign. Services will include procuring, managing and oversight of construction that will be financed partially by public sources, including federal and state grants.

3.0 Anticipated Project Schedule

Complete Predevelopment, obtain permits	April 2023
Bids/Procurement Process	Spring 2023
Construction	Summer 2023 – Fall 2024
Final Completion/ Occupancy	Fall 2024

4.0 YCN Contact during the Proposal Process

Point of Contact during the Proposal Preparation Process:

YCN Building Committee

building@volocrisisnursery.org

5.0 RFP Schedule

The following schedule will apply to this RFQ process. Notwithstanding anything contained herein, Yolo Crisis Nursery reserves the right to modify the following schedule in their sole discretion.

RFQ Schedule	Dates
Advertisement of RFP	October 3, 2022
Responses to RFI published on YCN website (as needed)	October 14, 2022
Submission Deadline	October 21, 2022
Initial Evaluation and Ranking of Consultants	November 2, 2022
Interviews (if necessary)	November 9, 2022
Selected Contractor (s) selected	November 10, 2022

6.0 Selection Criteria and Evaluation

For purposes of this RFP process, Firm(s) will be evaluated and ranked on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of Services required at a fair and reasonable price. Firm(s)' responses will be reviewed and evaluated by a selection committee consisting of YCN Building Committee and YCN leadership. The committee will score each response according to the selection criteria listed below. The committee will conduct interviews of top ranked Firm(s), if deemed necessary in the sole discretion of the YCN.

1. *Qualifications of the Firm (20%)*: Preference shall be given to Firm(s) with appropriate experience in providing owner's representative, financial management, and construction management services.
2. *Overall Project Understanding (15%)*. Firm(s) must demonstrate their understanding of the project. Preference shall be given to Firm(s) that have a comprehensive understanding of project requirements and environment. This includes but is not limited to an understanding of the need for Services appropriate to a licensed non-profit construction facility and for construction in the City of Davis, Yolo County.
3. *Qualifications of the Project Team (Key Staff) (20%)*: Preference shall be given to Firm(s) with key staff experience in the scope of services listed in Exhibit A and familiarity with non-profit organizations. This includes but is not limited to a demonstration that key staff members possess the experience and skills necessary to develop a solid understanding of the design and construction environment for childcare centers constructed with a combination of public and private funds.
4. *Appropriateness of Approach and Work Plan (15%)*: Preference shall be given to Firm(s) that have demonstrated a comprehensive approach and work plan that will lead to successful completion of the project.
5. *Cost (20%)*: Preference shall be given to Firm(s) that provide the lowest responsive cost proposal. Firm(s) will provide a Fee Proposal.

6. *Responsiveness to Request for Qualifications (5%)*: Firm(s) must provide a complete, clear, and concise proposal in the required format.
7. *Ability to Complete Deliverables within Project Time Requirements (5%)*: Preference shall be given to Firm(s) that clearly demonstrate their ability to complete the work within the project time requirements.
8. *Financial Responsibility*: Firm(s) must demonstrate they have the resources and overall financial responsibility to provide the required services.

Bonus *Ability to Offer Full Range of RFP services (5%)*: A bonus shall be given to Firm(s) that submit a proposal that offers Owner's Representative, Financial Management and Construction Management services. Services can be provided by a Firm and its subcontractor(s).

Following the conclusion of RFP Schedule, the selection committee will notify unsuccessful Firm(s) within ten (10) days. Unsuccessful Firm(s) may contact the Yolo Crisis Nursery for a debrief.

7.0 Format of Proposals

Firm(s) must submit proposals in the following format, which is designed to facilitate review and comparison by the selection committee. Proposals should not exceed ten (10) pages, not including attachments.

1. Cover Letter; Introduction

Introduce the Firm and its team and include a statement of interest in and general understanding of the project and Services requested in this RFP. Provide the Firm's mailing address, telephone number, and the name and contact information of an individual to whom all further correspondence and questions should be addressed.

Provide a summary of the services the Firm is offering to provide and demonstrate the Firm's understanding of the project, including overall approach responding to the YCN'S general and specific requirements and needs. Identify any potential challenges or special concerns that may be encountered. Clearly indicate a commitment to promptly start the performance and provision of Services when requested if and when a contract is awarded. The letter shall be signed by an individual with the authority to bind the Firm to provide the Services.

2. Qualifications and Experience

Prepare a summary of the Firm's qualification and experience in similar projects that includes the names of clients, project descriptions, scope of services and work performed, project procurement and delivery methods, project duration, and description of assignments. Provide a description of the Firm's prior experience and qualifications. Provide the name and contact information for at least three (3) references familiar with the quality of services and work by the Firm of similar nature to the YCN project.

3. General Work Plan and Technical Approach

Responses will indicate which services the Firm is offering using the task list in Attachment A and will provide a work plan from assumptions for the YCN new construction project. This should include any necessary progress meetings with the YCN Board and staff, specific output to be generated at various steps, and major milestones.

4. Fee Proposal

Proposers shall provide a fee based upon each task, referencing Exhibit A task list numbering system. In addition, an hourly rate schedule shall be provided and remain effective for the duration of the project. Any proposed travel or reimbursable expenses shall also be included in the proposed fee; no per diem or mileage reimbursable expenses will be allowed. If applicable, Firms shall include a fee proposal for any sub consultants that complies with the provisions of this section.

5. Licensing, Staffing, and Subconsultants

Include a list of any individuals that will participate in the performance or provision of Services, including their staff classification, current and future availability, and estimated number of hours each would participate.

For each key personnel provide proof of various professional registration, licenses, and certificates. Identify the Firm's proposed project manager and key project team members and responsibilities. Provide a brief resume for each key personnel that the Firm anticipates may perform or provide Services, outlining their credentials and experience. YCN requests that Firms identify anticipated subconsultants.

6. Past Performance Record and Claims

Provide a statement of all contract related or professional misfeasance claim(s) filed against Firm in the past five (5) years, not including claim(s) that are strictly personnel claim(s). Include all claims filed against the Firm's parent organization, if applicable. Briefly indicate the nature of the claim(s) and the resolution, if any, of the claim(s).

7. Financial Information

Provide one copy of Firm's audited financial statements for three (3) annual accounting periods preceding the Submission Deadline. Three (3) years of financial statements may be provided if the Firm does not have audited financial statements. The statements shall be the Firm's and in the same legal name as that in which the Firm intends to do business with the YCN

8. Conflict of Interest Statement

Disclose any financial, business, or other relationship with the YCN or any of its agents or employees that might disqualify the firm or otherwise affect the outcome of the selection process. Disclose any conflicts of interest arising, or which may potentially arise, under the California Reform Act, Government Code section 1090, or the common law doctrine of conflicts of interest.

9. Other Information Include any other information relevant to the selection of the Firm or the makeup of the project team including sub-consultants. The entire proposal shall not exceed thirty (30) pages, excluding cover sheet, table of contents, and letter of introduction (maximum three (3) pages) and financial information.

8.0 Submission of Statements of Qualifications

Firms interested in responding this RFQ must respond by email with the proposal provided in a single PDF attachment by 4:00 pm on Friday October 21, 2022 to building@yolocrisisnursery.org

Any response received prior to the Submission Deadline may be modified or withdrawn by written request of the Firm prior to the Submission Deadline. The Project Owners may consider nonresponsive and reject without evaluation proposals that are (i) incomplete or do not provide all required information; or (ii) late or received after the Submission Deadline.

9.0 Non-Discrimination

Yolo Crisis Nursery does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements.

YCN encourages Firms that are women or minority owned, emerging small businesses, veteran owned Firms, disabled person owned Firms, and all other qualified Firms to participate in the proposal process.

YCN encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.

10.0 Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email no later than the date shown above. Please direct all questions to email: building@yolocrisisnursery.org.

Following the RFI deadline, all questions and answers will be summarized and posted on the Yolo Crisis Nursery website: <https://yolocrisisnursery.org/yolo-crisis-nursery-rfp/>

Include the following in the subject matter field on emails when requesting information:

RFP -YCN New Construction RFI.

11.0 Reservation of Rights

Yolo Crisis Nursery reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interests of the YCN.

- Contract with any of the Firm responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.
- Clarify the content of any proposal to verify that the requirements of the RFP are included.
- Waive “minor” proposal inconsistencies that do not change the scope of work as outlined in the RFP.

This RFP does not commit the YCN to award or negotiate a contract. The YCN will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP or in completing any of the work specified.

12.0 Bid Bond Requirement

Not Applicable

13.0 Insurance

The successful Firm shall provide evidence of adequate liability and professional liability insurance, as determined by the Yolo Crisis Nursery.

EXHIBIT A

SCOPE OF SERVICES - TASK LIST

Inclusive of Owner's Representative, Financial Management and
Construction Management Services
(Subject to Change Based on Project Owners' Needs)

Preliminary Assessment and Review Services

1. Comprehensive review of project to determine/recommend a project delivery method and an appropriate construction management approach
2. Detailed review of planned project scope of work, including design intent, programming, end users, conceptual budgets, and site-related issues
3. Review of funding sources and documentation/reporting requirements
4. Discussion of the capacity of staff and other resources of the entity involved
5. Identify and document roles and responsibilities for all parties
6. Planning coordination with owner's representative of adjacent multi-family complex, Plaza 2555 to be constructed concurrently
7. Review and consideration of possible construction management approaches that fit the items above

Services During Pre-Construction

8. Participate in the preliminary and final design processes
9. Coordinate with Plaza 2555 owner's representative.
10. Preliminary cost estimates with frequent updates to assist in budgeting/financial considerations
11. Preliminary overall project schedules, including design and construction phases with frequent updates
12. Cash flow projections based on funding sources, cost estimates and schedules
13. Create and maintain project funding sources and uses schedule
14. Design review to assist the design team in identifying time and cost saving measures, including but not limited to site considerations, materials, material and labor supply/availability issues, lead times, equipment, life cycle costs, utility cost projections and possible environment-related design and construction impacts
15. Assist in defining which, if any, project items might best be procured as design-bid-build, design-build, or such other procurement method (e.g., mechanical systems)
16. Constructability reviews
17. Review Contractor construction schedule
18. Obtain certificates of insurance from Contractors and subcontractors with Owner named as additional insured
19. Working with design team, obtain building and other permits as required

Procurement – Under Federal Regulations

20. Solicitation of interest from qualified suppliers, general contractors, and subcontractors, if desirable
21. Working with the design team, preparation of multiple bid packages as necessary
22. Prepare contracts as necessary to meet project requirements
23. Advertise, obtain, and review bids received, including award recommendations
24. Prepare final project cost projections/summary based on bids received
25. Based on approach previously identified, enter into a contract for a guaranteed maximum price, an agreed-upon cost plus contract or other mechanism that reflects a construction manager at risk, multiple prime or other approach

Services During Construction

26. Services as required to result in a seamless transition from final design through construction and startup
27. Construction coordination with Plaza 2555
28. Administer construction contracts
29. Oversee the work and progress in the field
30. Process progress payments
31. Produce monthly grant invoices, ensure grant compliance
32. Regular reports/updates to the owner to include overall progress, cost, and schedule updates
33. Attend quarterly owner's Board meeting.
34. Work with the owner to ensure requirements of other agencies are met

Services to Facilitate Project Owner Occupancy

35. Assist in project transition from project closeout documentation through occupancy
36. Close out coordination with Plaza 2555
37. Final commissioning reports if not already complete
38. Coordinate training of local staff on operations and maintenance issues
39. Any post-construction services
40. Assistance as requested during warranty periods