

Request for Proposal (RFP) for Diamond Canyon Christian Church (DCCC) Modulares

Diamond Canyon Christian Church (DCCC) kindly requests proposals for updating our existing Pre School Modular Units, operated by Diamond Canyon Christian Preschool (DCCP). DCCP currently has one double-modular unit in operation, and would like to replace them with a new double-modular unit.

DCCC/DCCP will NOT be providing compensation for the preparation and submission of proposals. However, we will evaluate all submitted proposals in a fair manner, provided they meet our Mandatory Acceptance Criteria below.

Mandatory Acceptance Criteria

1. Submitting company must provide documentation demonstrating they have been in the business of building/delivering/installing modular units for a minimum of three calendar years.
2. Submitting company must provide documentation demonstrating they are in sound financial condition.
3. Submitting company must provide at least two examples of modulares delivered/installed within California in the last three years.
4. Submitting company must have a representative with a Southern California office.

Proposal Summary

Proposals shall be submitted by email to ab@Diamondcanyon.org no later than **April 05, 2019** at 1:00pm Pacific Time. Upon request, a receipt confirmation will be sent to the submitter after we verify all files are readable. All submitted documentation shall be in PDF format.

The Contractor is requested to prior a proposals for two Configurations; Configuration (1) with above-ground modular units, and Configuration (2) modular units with grade-level egress. Prior to Contract sign-off, DCCC/DCCP will down-select our preferred configuration based on an internal cost/benefit review.

Proposals shall be limited to 10 letter-size pages. Supporting photos can be placed at the end of your proposal, and these photos will not be counted against your page total.

DCCC intends to finalize a contract with the selected vendor no later than **April 19, 2019**. The contract will be Firm Fixed Price.

Upon submission of receipts, all Permit Fees from the City will be reimbursed by DCCC/DCCP. However the contractor labor associated with obtaining permits and inspection approvals are not reimbursable.

Content of Proposal shall include the following:

- 1) Plan and Schedule to meet Mandatory Completion Date
- 2) Plan and Schedule for obtaining City Permits
- 3) List of Exceptions to Statement of Work (if any)
- 4) List of Exceptions to Requirements Specification (if any)
- 5) Payment Schedule
- 6) List of Materials (if any) that are hazardous to children
- 7) Plan for demolition and disposal of existing modular units (DCCC is not aware of any hazardous materials in the existing units)
- 8) Plan for delivery and installation of new modular units. Plan should minimize impact to existing DCCC property.
- 9) Other Terms and Conditions

Site Visits

DCCP is a secured Pre-School Site. Site visits shall be limited when DCCP is in operation, and prior e-mail approval must be received from Ab Kastl at email ab@diamondcanyon.org prior to any visit.

Mandatory Completion Date:

The Modulares must be installed and functional with final City Inspections approved by July **12, 2019**. Contractor is to obtain necessary materials and permits to achieve this completion date. DCCC/DCCP will

Note: DCCP will not be able to vacate the existing modular units until **June 3, 2019**

Statement of Work

As stated earlier, DCCC/DCCP will down-select between the two configurations prior to Contract Sign-off.

Configuration (1): Replace existing modular classrooms to new modulares, matching installation to the existing piers, electrical and plumbing lines. ADA ramps will not be built, unless required by the City. Classrooms access would be via permanently anchored non-slip steps. Upon start of contract, the contractor is to begin the permit process and advise if the existing piers are still acceptable with the City.

Configuration (2): Replace existing modular classrooms to new modular classrooms and installing at ground level (ground level egress).

The Contractor is to make all power and water connections to the new modular units.

Contractor shall provide a List of Materials used in the construction, and avoid the use of any materials are known to be hazardous to children under the age four to age six. The use of sharp features hazardous to children age four to age six shall also be avoided.

Contractor is to provide and install all interior features as described in our Technical Specification Section and reference picture.

Contractor shall be responsible for obtaining all required City and State Permits for this procurement, including all transportation permits.

Contractor will assume ownership of the two old modular units as soon as demolition begins. Contractor will assure proper disposal of the two old units.

Technical Specification

The external dimensions of the modular units is 24 feet x 60 feet.

There shall be one door to each classroom and a connecting door in-between.

Window areas shall be a maximum, as permitted by the City. (Please provide window sizes in your proposal).

There will be two classrooms with a partition in-between. Each classroom shall accommodate 14 children.

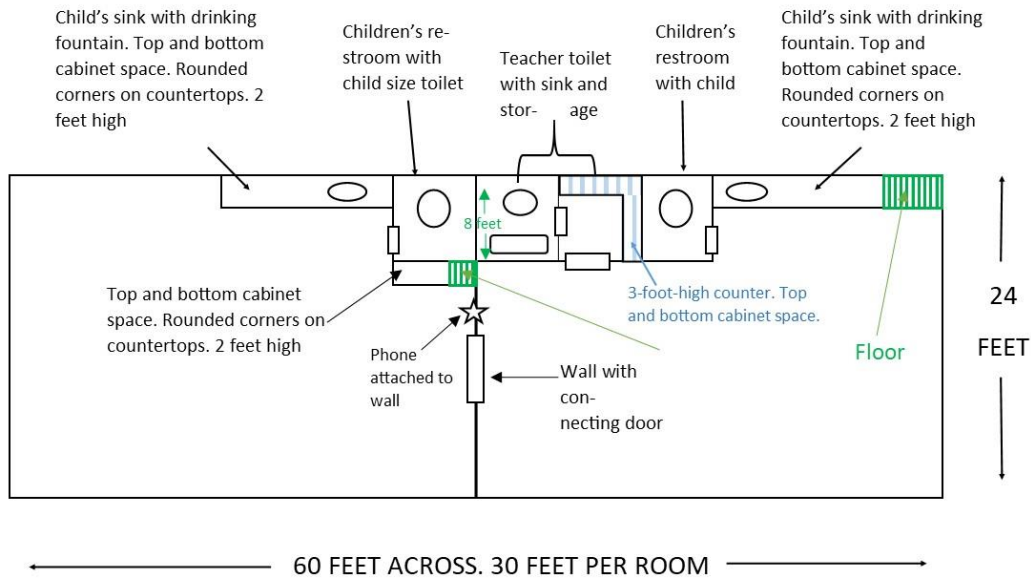
There shall be a children’s restroom in each classroom, with a child size toilet. Each classroom shall have child size sinks, with two-foot high rounded counters, and each child sink shall have a built-in drinking fountain.

One adult size toilet and sink shall be built into one of the two classrooms.

Floor to ceiling cabinets shall be installed by the Contractor.

See the below jpg for a sketch of current classroom. (Sketch is not to scale).

As close as possible, the classroom layout and features should follow the below sketch and photos



****NOT TO SCALE****



City Requirements

From DCCC initial conversations with City of Diamond Bar, this is our understanding of what MIGHT be required. The Contactor shall confirm the actual permit requirements with the City prior to the start of work.

Configuration (1): Replace existing modular classrooms to new modulars, matching installation to the existing piers, electrical and plumbing lines. ADA ramps will not be built, unless required by the City. Classrooms access would be via permanently anchored non-slip steps.

Submit 3 copies of a site plan and exact specification of modular classrooms to the City Planning Department for review. (Typically 1 day turn around)

Once Planning Department approves, contractor to submit to Building Department for permits approvals (typically 7- 10 working days)

Contractor is to obtain all necessary permits; electrical, plumbing and building permits

Cost of permit is a percentage based on total value of modular classrooms

Configuration (2): Replace existing modular classrooms to new modular classrooms and installing at ground level (ground level egress).

Submit 3 copies of site plan, utility relocation plan (if necessary) , engineered excavation plan, and engineered foundation plan along with the exact specification of modular classrooms to the Planning Department for review (time to review is based on the amount of drawings and complexity of project)

Once Planning Department approves, the Contractor is to submit to the Building Department for permits (7- 10 working days)

Contractor is to obtain all necessary permits; electrical, plumbing and building permits

Cost of permit is a percentage based on total value of entire project (excavation, foundation, and cost of classrooms)

DCCC Contract Point of Contact

Ab Kastl

ab@diamondcanyon.org

For reference only, the below are the Requirements for Preschool Classrooms:

Preschool Classroom Requirements

101238.3 INDOOR ACTIVITY SPACE 101238.3

(a) **There shall be at least 35 square feet of indoor activity space per child based on the total licensed capacity.** (1) Bathrooms, halls, offices, isolation areas, food-preparation areas and storage places shall not be included in the calculation of indoor activity space.

* (2) Floor space occupied by shelves, permanent built-in cabinets, space used to meet the requirements of Section 101238.4, and office equipment shall not be included in the calculation of indoor activity space.

(3) Floor area under tables, desks, chairs and other equipment intended for use as part of children's activities shall be included in the calculation of indoor activity space.

(h) **Based on the total licensed capacity, one toilet and one handwashing fixture shall be maintained for every 15 children or fraction thereof.**

(i) 101239.2 DRINKING WATER 101239.2 (a) **Drinking fountain** from a noncontaminating fixture or container shall be readily available both indoors and in the outdoor activity area.

(ii) (2) Anchored steps or a broad-based platform shall be utilized when a drinking fountain is too high for the children in care.