December 17, 2020

Dear General Contractor:

Choice in Aging is pleased to invite you to respond to the attached Request for Qualifications. We are reaching out to a limited number of general contractors with this opportunity. All relevant information is included in the RFQ and the attachments, but if you have any additional questions, please contact either Lisa Hammon or Marge Cortes (our contact information is in the RFQ).

Thank you so much, and we look forward to hearing from you! Happy Holidays!

Sincerely,

Lisa Hammon, Director of Special Projects
Choice in Learning Montessori Preschool Relocation
General Contractor

Request for Qualifications
(1) Design and Construction and (2) Cost Proposal
December 17, 2020

Requested by:
Choice in Aging
Pleasant Hill, CA

Mandatory Zoom Pre-Submittal Conference:
Tuesday, December 22, 2020
2pm PST

Electronic Submittals Due:
Friday, January 15, 2021
5pm PST
Choice in Learning Montessori Preschool Relocation
General Contractor
Request for Qualifications: (1) Design and Construction and (2) Cost Proposal
December 17, 2020

BACKGROUND

Choice in Aging (CiA) is a non-profit agency that provides adult day health care programs in both Pleasant Hill (Mt. Diablo Center) and Antioch (the Bedford Center) including medical, social, and therapy services for frail elderly. We also have programs and services for caregiver respite. CiA owns the 4 acres of land that currently houses Mt. Diablo Center, our Choice in Learning Montessori Preschool (CiL), administrative offices, and two tenants.

Choice in Aging’s mission is to create opportunities where people can learn, grow, and age independently with dignity and community. For more than 70 years, Choice in Aging has been breaking down generational barriers and embracing the joy and enrichment that seniors bring to our community. We serve the oldest and frailest adults, allowing them to age independently with dignity. At the same time, our Choice in Learning Montessori Preschool serves preschool-aged children by offering intergenerational programming with the elderly CiA participants (for example, with both groups singing, reading, and playing together) resulting in a win-win for all.

THE AGING IN PLACE CAMPUS PROJECT (AiP)

CiA is redeveloping their four-acre site into a project called the Aging in Place Campus. The Aging in Place Campus will have an 82 unit affordable senior housing building and services that will allow our elders to remain living and thriving in a community, a new space for CiA’s adult day health care programs (including a late-stage Alzheimer’s program), a new preschool building, spacious outdoor areas, and administrative offices. The final phase of the project includes a 2,300 square foot medical clinic and approximately 32 assisted living units. Temporarily relocating the preschool is the first phase of a multi-phase, multi-million dollar project called the Aging in Place Campus.

RFQ AND COST PROPOSAL SUMMARY

This Request for Qualifications and Cost Proposal (Request/Proposal) is for the CiL Montessori Preschool relocation at 490 Golf Club Road, Pleasant Hill, CA. CiL is part of Choice in Aging. This relocation includes moving the existing preschool classrooms, offices, storage, and outdoor areas from one end of the current building to the opposite end of the building so that the construction of the new low-income senior housing can move forward. Our current tenant in this space will be vacating, and is aware of our plans. Please note that this is a temporary facility
to be demolished in a later phase of the overall masterplan, and we want to be as cost-effective as possible.

Existing Site Plan and Preschool Relocation

**THE REQUEST/PROPOSAL**

In order to select a General Contractor (GC) to construct the temporary preschool, CiA invites you to submit your firm’s qualifications and a cost proposal. The destination space is approximately 3,100 square feet. Our architect, Perkins Eastman, is working with us to design the space to meet the requirements of the preschool and licensing. The GC that is selected will only be contracted to do this work, not the entire Aging in Place Campus. In the forthcoming months, there will be a separate RFQ for the remainder of the phase project. The GC would not be precluded from bidding on the work to construct the remainder of the phased project (infrastructure improvements including a loop road, retaining wall, utilities, etc.; housing; adult day health care and permanent preschool buildings; and the outdoor space).

Attached are the floor plan for the existing preschool on-site, the floor plan for the existing destination space (currently occupied by RES Success or RES), and preliminary plans for the temporary preschool. Additionally, we have attached the site plan and several renderings of the Aging in Place Campus.

The work covered in this RFQ includes, but is not limited to, construction of the following elements, as shown in the preliminary plans:

- New entry to the preschool (making a window into a door) and removing the existing door
- Two separate classrooms (with shelving, filing, child sinks and adult sinks); some shelving/cupboards may be re-usable from the current space; demo of current interior furnishings such as lockers, etc.
- Child care space which also serves as the entrance and exit
- Office
- Staff Lounge
- Kitchen
- Child restrooms
- Adult restroom
- Receiving area
- Storage shelving and cabinetry
- Interior finishes (ceilings, floors, walls including cork board or other display areas)
- Outdoor areas (playground and eating area); some outdoor play structures may be relocated from the current preschool
- Possible reconfiguration of exterior to allow for pickup-drop-off activity
- Interior painting
- Site work for new entrance and revision to parking spaces at the entrance

Our current design team for the temporary preschool is comprised of the following:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice in Aging Project Managers</td>
<td>Lisa Hammon and Marge Cortes</td>
</tr>
<tr>
<td>CIL Montessori Preschool Director</td>
<td>Gina Velez</td>
</tr>
<tr>
<td>SAHA Project Manager</td>
<td>Leslie Palaroan</td>
</tr>
<tr>
<td>Architect</td>
<td>Perkins Eastman</td>
</tr>
<tr>
<td>Engineer</td>
<td>Milani and Associates</td>
</tr>
<tr>
<td>Landscape Architect</td>
<td>Bay Tree Design</td>
</tr>
<tr>
<td>Arborist</td>
<td>HortScience/Bartlett Consulting</td>
</tr>
<tr>
<td>Environmental Consultant</td>
<td>ACC Environmental Consultants</td>
</tr>
</tbody>
</table>

Additional engineers and consultants have not yet been selected.

**PRE-SUBMITTAL CONFERENCE**

A mandatory Zoom pre-submittal conference will be held **at 2 pm PST on Tuesday, December 22, 2020** at the following link for all interested parties to meet the Choice in Aging staff and the architect, and to ask questions.

https://us02web.zoom.us/j/81160524945?pwd=NFMvWERNbEFSeEw0S1h0Y1ZZT3E1Zz09

**Meeting ID:** 811 6052 4945

**Passcode:** 761065

Choice in Learning Preschool Relocation RFQ
December 2020
QUESTIONS

If you have any questions, please submit them in writing to Lisa Hammon, lhammon@choiceinaging.org and cc Marge Cortes, m cortes@choiceinaging.org. Questions will be taken until January 6, 2021 at 5 pm PST. Answers to all questions will be distributed to attendees of the pre-submittal conference, and posted publicly at https://choiceinaging.org.

PROPOSAL DELIVERY

Please submit your electronic proposal by 5 pm PST on Friday, January 15, 2021 to:
Marge Cortes, Project Manager
mcortes@choiceinaging.org

QUALIFICATIONS

Please submit your company qualifications and resumes with relevant experience for key staff who will be working on the project. Please limit the number of pages in Sections 1 through 6 (inclusive) to 20 pages. Please address the following topics:

1. Brief cover letter (one page maximum) – Why are you interested in working on this project and what is interesting to you about it? What is your company/staff time availability?
2. General company information (one page maximum).
3. Design-Build team experience and qualifications. Please explain why we should use design-build for this project.
4. Narrative description of your experience as it relates to this project (five pages maximum). Please address the following:
   a. Experience with a similar tenant improvement project.
   b. Experience with preschool or K-12 construction.
   c. Experience with state licensing for schools.
   d. Pre-construction and construction capabilities
      i. Pre-construction activities include, but are not limited to: feedback on the schematic design and evaluation of design, material, and building system constructability and options to achieve budget and schedule. Meetings and phone calls with the design team on a regular basis during the design phase. Attend meeting with the city building department as needed. Complete bidding services for the work (prepare bid instructions, bid alternates, pre-
bid job walks, and bid results; ensure bids include a complete scope for the work specified. Value engineering as needed.

ii. We are looking for a design-build approach for Mechanical, Engineering, Plumbing (MEP), fire protection, and structural.

e. Staging plan, if needed.

f. A list of any litigation within the past ten years, current or pending, that your firm is involved in that is related to a construction defect or contract issue.

5. Submit at least three recent project examples from within the last five years with a description of the project, size, type, location, construction cost, and completion date.

6. Resumes of key personnel proposed for the project (no more than one page each).

The following sections (7 through 10) do not count toward the 20-page limit:

7. Total Project Cost Estimate:
   a. Estimated cost of construction for the preschool tenant improvements.
   b. Please note that an asbestos and lead report was prepared for the current building on site in June 2020 with some asbestos located within the space. We have attached the pages of the report which pertain to this space (the RES space).
   c. No state or federal funding is proposed to be used for this project so prevailing wages will not be required.

8. Estimated construction schedule.

9. Fee Proposal
   a. Please provide the following information in your fee proposal:
      i. General Contractor Fee (profit and overhead as a percentage)
      ii. General Conditions and General Requirements (if any).
      iii. Pre-construction fee: CiA intends that the selected GC will provide pre-construction services and subsequent construction of the project. Please outline your expectations for compensation, if any, for pre-construction services.

10. Contract
    Please provide a copy of the contract/agreement that you propose to use for this project, if selected. Our schedule currently shows the start of construction in April 2021 and anticipated completion by July 30, 2021.

**RFQ PROCESS AND TIMELINE**

a. Mandatory Zoom pre-submittal conference on December 22, 2020 at 2 pm PST.
b. Written questions due by January 6, 2021 at 5 pm PST.
c. Proposals due electronically by January 15, 2021 at 5 pm PST.
d. Review proposals and establish a short list of two or three firms by January 22, 2021.
e. Schedule interviews for January 26, 27, and/or 28, 2021 (approximately).

**SELECTION CRITERIA**

a. Proposals will be reviewed for initial compliance with the RFQ.
b. Following this, proposals will be evaluated based on the following scoring criteria:

<table>
<thead>
<tr>
<th>Proposal Scoring Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local project experience</td>
<td>5</td>
</tr>
<tr>
<td>Experience of Project Manager and staff</td>
<td>10</td>
</tr>
<tr>
<td>General pre-construction and construction capabilities</td>
<td>20</td>
</tr>
<tr>
<td>Cost estimate</td>
<td>25</td>
</tr>
<tr>
<td>Experience with similar tenant improvement project, in particular with K12/preschool construction and licensing</td>
<td>40</td>
</tr>
</tbody>
</table>

c. Interviews will be held with the top ranked applicants. The information gathered from interviews will be used together with proposal scores to make the final selection.

**ATTACHMENTS**

A. Existing Floor Plan showing Choice in Learning Preschool on-site and RES destination space
B. Preliminary Plans for temporary Choice in Learning Preschool
C. Overall Site Plan for Aging in Place Campus
D. Renderings of Aging in Place Campus
E. Asbestos and Lead Report completed by ACC Environmental Consultants in June, 2020 for the current space occupied by RES