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Request for Proposal (RFP) for Architectural Services

Project Overview: North Coast Opportunities, Inc. Head Start Child Development Program (NCO HSCDP) is seeking proposals from qualified architectural firms to provide design and construction administration services for developing a new preschool center in Upper Lake, CA.

Background Information: NCO HSCDP has been operating a preschool program in Upper Lake, with locations currently on the Elementary and High School Campuses. NCO HSCDP has two modular buildings and a full playground that need to be relocated to property purchased for this purpose. Property Address: 600 East State Highway 20, Upper Lake CA 95485.

Specifications of modular buildings and needed playground space.

- Quadruple wide: 40 feet x 48 feet, currently located at 629 2nd Street, Upper Lake CA 95485. (*Will function as primary classroom.*)
- Triple wide: 40 feet x 36 feet, currently located at 675 Clover Valley Road, Upper Lake CA 95485. (*Will function as temporary classroom until primary is ready, will then be used as conference room space.*)
- Approximate playground square footage needed: 48 feet x 94 feet.

Scope of Work:

1. **Schematic Design:** Develop initial design concepts and options.
2. **Design Development:** Refine the selected design, including detailed drawings and specifications.
3. **Construction Documents:** Prepare comprehensive construction documents for bidding and permitting.
4. **Bidding Assistance:** Assist in the bidding process, including responding to contractor inquiries.
5. **Construction Administration:** Oversee construction to ensure compliance with design and specifications.

Submission Requirements:

1. **Firm Qualifications:** Provide an overview of your firm, including relevant experience and key personnel.
2. **Project Approach:** Describe your approach to the project, including design philosophy and methodology.
3. **Previous Projects:** Include examples of similar projects completed by your firm.
4. **Fee Proposal:** Provide a detailed fee proposal, including a breakdown of costs for each phase of the project, in compliance with the Davis Bacon Act.
5. **References:** Provide at least three references from previous clients.

Evaluation Criteria:

1. **Experience and Qualifications:** The firm's experience with similar projects and the qualifications of key personnel. Only licensed and bonded contractors should apply.
2. **Project Approach:** The proposed approach and methodology for the project.
3. **Design Quality:** The quality and creativity of previous design work.
4. **Fee Proposal:** The cost-effectiveness of the fee proposal.
5. **References:** Feedback from previous clients.
6. **Right to Reject:** North Coast Opportunities reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.

Timeline:

- **RFP Issued:** February 24, 2025
- **Proposal Submission Deadline:** March 24, 2025, *late proposals will not be considered.*
- **Evaluation Period:** March 24-28, 2025
- **Firm Selection:** March 31, 2025

Contact Information: For any questions or clarifications, please contact: Dot Lampi, Internal Business Manager Email: dlamp@ncoinc.org Phone: (707) 462-2582 ext. 118