



LOS ANGELES  
**EDUCATION**  
PARTNERSHIP

1541 Wilshire Boulevard  
Suite 200  
Los Angeles  
California 90017

**T: 213.622.5237**  
**F: 213.629.5288**  
**E: [info@laep.org](mailto:info@laep.org)**  
**I: [www.laep.org](http://www.laep.org)**

# **REQUEST FOR PROPOSAL (RFP)**

**FOR**

**Early Head Start**

**Childcare Center**

**Construction Services**

**RELEASE DATE:**

**December 30, 2022**

**DUE DATE:**

**January 31, 2023**

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## A. INSTRUCTIONS

Through this Request for Proposal, **Los Angeles Education Partnership (LAEP)** is seeking the services of a licensed General Contractor with the best favorable competitive rates and to provide all qualified businesses, including those that are owned by minorities, women, persons with disabilities, and/or small business enterprises to do business with LAEP.

Notice is hereby given that LAEP will receive proposals for construction services to an existing facility, complying with all terms and conditions described in this document for the PROJECT entitled:

**LAEP Childcare Center  
13928 Kornblum Avenue  
Hawthorn, CA 90250**

**Beginning Friday, December 30, 2022, proposal documents may be obtained electronically from:**

<https://www.laep.org>

All hard copies or file downloads are at the bidder's expense.

Interested bidders must attend the following:

**MANDATORY JOB WALK: the week of January 9th, 2023. The confirmed date and time will be posted on the LAEP website <https://www.laep.org>**

LAEP Childcare Center  
13928 Kornblum Avenue  
Hawthorne, CA. 90250

Attendance of bidders who intend to submit an RFP is required. The purpose of the meeting is to clarify to concepts of the invitation to bid and RFP documents. This meeting is to ensure understanding of the work requested and answer any questions. RFP will not be accepted from Bidders who have not attended the Mandatory Job Walk and signed the meeting sign-in sheet.

All RFP must be on a lump-sum basis. Segregated RFP will not be accepted.

**SEALED RFP DUE ON: Tuesday, January 31, 2023, by 5:00 pm (PST)**

RFP shall be E-mail to the following email address [www.laep.org](http://www.laep.org)  
Subject line: LAEP Childcare Center RFP

Request for Information (RFI) and Questions should be emailed to LAEP no later than **Monday, January 16, 2023:**

Elvia De La Torre  
E-mail: [edelatorre@laep.org](mailto:edelatorre@laep.org)

The Proposal contract shall be awarded, if at all, to the most responsive and responsible Bidder (see Section E. Evaluation Criteria) whose proposal conforms in all material aspects to the requirements of the proposal documents, including the Scope of Work. "Responsive Bidder" means the Bidder submits a proposal that conforms in all material respect to the Instructions and Scope of Work incorporated herein by this reference. "Responsible Bidder" means the Bidder who can perform the contract requirements and the integrity and reliability to assure complete and good faith performance and submits the proposal most advantageous to Los Angeles Education Partnership Early Head Start.

Los Angeles Education Partnership Early Head Start reserves the right to reject any or all Proposals, to withhold the award of a contract for any reason it may determine, and to hold any or all Proposal(s) for a period of ninety (90) days. Los Angeles Education Partnership Early Head Start also reserves the right to waive any irregularities in any proposal if such action is determined by Los Angeles Education Partnership Early Head Start, in its sole discretion, to be in the interest of Los Angeles Education Partnership Early Head Start.

**RFP Released to the Public: Friday, December 30, 2022.**

Posting of the RFP will appear on the following web link location:

<https://www.laep.org>

**B. INTRODUCTION AND BACKGROUND**

LAEP envisions a world where empowered learning communities foster hope and opportunity for all.

Los Angeles Education Partnership (LAEP) is a 501(c)(3) nonprofit that advances educational equity. Together with families, schools, and the community, LAEP facilitates access to and opportunities for quality educational and wellness practices so that children thrive from diapers to diplomas.

LAEP recognizes that systemic barriers result in an uneven playing field for learning opportunities and achievement. Our commitment to equity ensures that our vision, mission, and strategies remove the barriers and promote agency, thereby creating equity. We celebrate and incorporate the diverse perspectives and histories of our staff and communities into our work. LAEP's intentional activities to achieve equity drive both the day-to-day operations and the long-term vision of the organization.

LAEP's Early Childhood & Family Engagement programs build school readiness in children ages 0 to 5, their families, and neighboring schools. LAEP fosters catalytic change by working with families and leading community initiatives that improve early childhood systems and access to resources.

LAEP enriches parental skills, starting with prenatal development, and empowers parents to be early childhood and educational advocates. LAEP offers home visits, social and health services, prenatal education and support, educational playgroups and

activities, and assistance for families with children who have special needs. LAEP's holistic approach eliminates barriers to success and aids parents in becoming their child's first teachers and leaders in their communities. LAEP partners with elementary schools to involve parents early in the schools their children will attend. LAEP's Early Head Start program is currently open to pregnant individuals and parents of children under the age of 3 in Inglewood, Hawthorne, and South Los Angeles.

### **C. PROJECT SCOPE OF WORK**

LAEP is soliciting a building proposal from a General Contractor to provide construction services to an existing facility, complying with all terms and conditions described in this document.

#### Project Description:

The project involves non-structural tenant improvement to approximately 3,840 square feet of existing 4-classroom bungalows. The proposed improvements to the space will reconfigure existing classrooms to create classrooms for 0-1 years old, 1-2 years old, and 2-3 years old. Addition of kitchen; laundry; changing table stations; children and adult restrooms; work area; administrative office and main office. The request is for all work, materials, labor, etc., to complete the non-structural tenant improvement work noted in the RFP and the attached drawings. United RFP but itemize each building. Each RFP will be utilized for funding application.

#### Task:

Task 1 – Review the Construction Documents Package, including Civil Plans, Site Plans, Floor Plans, Building Elevations, Interior Elevations, Structural Plans, Mechanical Plans, Plumbing Plans, and Electrical Plans.

Task 2 – Obtain a building permit from the Division of the State Architect and any regulatory agency.

Task 3 – Provide a construction Schedule of Values for the work indicated in the Construction Documents.

Task 4 – Provide Project Management tasks, project schedule, milestone meetings, design/build tasks, and organizational structure.

Task 5 – Site delivery of materials, equipment, and labor.

Task 6 - Execute and finish construction of the work per Construction Documents.

Task 7 – Provide construction as-built plans.

Task 8 – Install finishes, fixtures, door hardware, emergency exit signage, etc.

Task 9 – Obtain city official regular and final inspections, obtain a certificate of occupancy from City, and coordinate Project Closeout with Architect and Owner.

Task 10 – Provide construction labor cost options for off-hours and weekend work.

Task 11 – Provide construction labor cost options for regular work hours (separate from Task 10).

Task 12 – Initiate and administer Change Orders, Payment Applications.

Should a bidder find any discrepancy, error, or omission with the RFP or in the scope of work, do not hesitate to contact Elvia De La Torre with LAEP at [edelatorre@laep.org](mailto:edelatorre@laep.org). The last day for Requests for Information and Clarification is **Monday, January 16, 2023**. If a question submitted warrants a response, LAEP would issue a written addendum to all contractors who attended the Job Walk meeting to inform them of the clarification. Oral instructions or information shall not constitute an addendum to this RFP.

Construction Time: will take place **Monday –Friday from 4:00 pm – 10:00 pm and on weekends from 7:00 am – 10:00 pm.**

Budget: The expected construction cost for the project and other services is:

- **\$980,000 or \$245,000 per classroom bungalow.**

**Four classroom bungalow x \$245,000 = \$980,000 total project cost.**

#### **D. SCHEDULE OF EVENTS**

LAEP intends to finalize the contractor selection process according to the following schedule. The dates set forth below are for informational purposes only. All dates are tentative and subject to change.

<b>No.</b>	<b>Schedule of Events</b>	<b>Key Dates</b>
1	Bid Release to Public	<b>December 30, 2022</b>
2	Job Walk/ Meeting	<b>Week of January 9<sup>th</sup>, 2023,</b>
3	Contractor Questions due (RFI)	<b>January 16, 2023</b>
4	LAEP Responses to Contractor Questions	<b>January 23, 2023</b>
5	<b>Design/Build team Proposal Due</b>	<b>January 31, 2023, by 5:00 PM (PST)</b>
6	LAEP Analysis of proposals. Interview, if required.	<b>February 1 – 10, 2023</b>

7	Notice of Award	<b>On or before February 13, 2023.</b>
8	Pre-Construction Kickoff Meeting with the Selected team and all sub-contractors	<b>On or before February 27, 2023.</b>
9	Job Start Date	<b>On or before February 27, 2023.</b>
10	Job Completion Date	<b>July 21, 2023</b>

## **E. EVALUATION CRITERIA**

The elements that will be used to evaluate each proposal include the following:

1. Pricing: Please submit a proposal in response to the “Scope of Work” outlined in Section C. The bidder will furnish a proposal in response to this RFP that responds to the following description: Respondents should clearly state their firm's pricing structure in response to this RFP. All fees, charges, billing rates, etc., should be explained in detail. Charges must be tied to deliverables, which must be identified.

2. Davis-Bacon Prevailing Wage: This job includes Davis-Bacon Prevailing Wage, which requires weekly certified payroll forms to be submitted. Please describe your experience with PW and include the PW rates and classifications in your proposal.

3. Quality: Quality will be determined by checking current professional references. Please submit no less than three (3) organizations with which your company currently has contracts and/or has previously provided goods and/or services of equal type and scope, as requested herein, within the last five (5) years. The reference list must include the company name, contact person, telephone number, project description, and length of the business relationship.

4. Veteran/Women/Minority Business or Section 3 Enterprise: Please indicate whether you are a Veteran, Woman, or a Minority owned business or a Section 3 Enterprise. See attached – Vendor Questionnaire.

5. Evaluation Criteria: Although cost is a significant criterion for selection, LAEP will be awarding the contract based on the following criteria:

<b>Criteria</b>	<b>Description</b>	<b>Points</b>
Cost	Pricing of proposed services	40%
Qualification/Experience	Education and qualification of project personnel. Contractor’s experience on projects of similar size and complexity. Contractor’s experience with Federally Funded Projects and Davis-Bacon wage rate regulations.	20%

Project Management	The contractor's proposed schedule to complete site work, fabrication, and installation of the work product in the classroom bungalows. Also, work related to permits highlighting progress milestones and final inspection.	25%
Responsiveness	Clarity, completeness, and relevance of the firm's response.	10%
References	Satisfaction from previous clients.	5%

**F. LAEP REQUIRED DOCUMENTATION**

If selected for this contract, the following documents will be required from the Contractor and Sub-Contractors before contract execution:

- W-9
- Contractor's License from State Licensing Board
- Certificate of General Liability Insurance indicating LAEP as an additional insured and Certificate Holder
- Certificate of Automobile Insurance
- Certificate of Worker's Compensation Insurance
- Waiver of Subrogation
- Performance Bond

**G. AWARD**

LAEP reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

This solicitation does not commit LAEP to pay any cost in the preparation or presentation of a submittal.

Thank you for your participation.

Sincerely,

Elvia De La Torre  
Chief Operating Officer

## H. Contractor Questionnaire

This section must be completed, signed, and returned with the Contractors' proposal. Failure to sign and return this form will result in the rejection of the proposal.

Please submit a complete response to each of the items below. Responses requiring additional space should be submitted as an attachment to your proposal package.

Please reference each response by its item number indicated below.

1. A brief description of the firm or business entity, including firm history, number of employees, organization structure, ownership structure, and expertise.
2. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other party? If yes, specify the date(s), details, circumstances, and prospects for resolution.
3. Does any relationship exist, whether by a relative, business associate, capital funding agreement, or any other such kinship between your company and LAEP?
4. Describe your company's quality assurance program. What are your company's requirements and how they are measured?
5. Is your company a Veteran, a Woman, a Minority owned business, or a Section 3 Enterprise?
6. Is your company on the contractor debarment list?

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Authorized Print Name

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Authorized Signature

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Title

## **45 CFR Appendix II to Part 75**

### **Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

In addition to other provisions required by the HHS agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

A. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation-adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be affected and the basis for settlement.

C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR 1964-1965 Comp., p. 339) as amended by Executive Order 11375 amending Executive Order 11246 Relating to Equal Employment Opportunity, and implementing regulations at 41 CFR part 60.

D. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible, provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR 401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR part 401 and any implementing regulations issued by the awarding agency.

G. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

H. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with

non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

J. See § 75.331 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.