



Girls Inc. of Carpinteria
5315 Foothill Road
Carpinteria, CA

REQUEST FOR PROPOSAL

Library Renovation

Introduction and Background:

Girls Inc. of Carpinteria, founded in 1994, is a non-profit institution located in Carpinteria, California. Their mission is to inspire girls to be strong, smart, and bold. Annually they serve over 800 youth through their on-campus and in-school programs.

Girls Inc. of Carpinteria (“Girls Inc.”), property owner, and AKA Architecture + Design (“AKA”), designer, invite proposals for the renovation of two dorms on campus.

Objective

Over the past five years, Girls Inc. of Carpinteria committed to systematically and intentionally renovating its campus, originally built in 1994. The goal of this initiative is to enhance the space for youth served and the greater community.

Located as a focal point on campus, the circular silo space serves currently as the campus library. Girls Inc. of Carpinteria plans to renovate this space throughout the fall of 2024.

The largest constraint to these projects is funding and timing, as there is a very specific beginning date and ending date to when the project may start and when it must be complete. Planning and proper execution is necessary.

Please see Appendix architectural renderings, and photos, and more detailed information regarding form design.

Scope of Work

This RFP is for full coordinated construction management services for all trades in conjunction with the referenced project. Preliminary floor plan diagrams indicating the scope of work are included in the Appendix for reference.

The general contractor will assume a lead role in developing a phasing plan for the work that minimizes disruption to Girls Inc. operations while accomplishing the work in a timely manner.

Responsibilities include, but are not limited to, the following:

- Manage the entirety of the project from start to finish.
- Develop a Project Schedule and Phasing Plan to reflect construction activities.
- Conduct on-going value engineering to identify opportunities of enhancing the value of the project.
- Manage all trades.
- Maintain weekly (and sometimes daily) communication and provide timely project updates to Girls Inc, specifically to Jamie Collins (Executive Director).

Approximate RFP Timeline

Event	Date
RFP Publication	July 29, 2024
Recommended Site Visit	August 20, 2024- 9am
Proposal Due Date	September 6, 2024
Award of Contract	September 16, 2024
Renovation Window	September 30, 2024- January 3, 2025

Contract Period

The contract will commence on September 16, 2024- January 3, 2025

Proposal Format & Contents

Proposals must be concise and organized in the outline detailed below:

Cover Letter

Section 1 – Company Profile and Qualifications

Section 2 – Project Approach

Section 3 – Team Qualifications

Section 4 – Cost Estimate

Section 5 - References

Section 1 – Company Profile and Qualifications

Provide information on your company's background and qualifications for this project. Please briefly describe no more than three projects similar in size and scope or monitored by your firm including length of project, budget and project summary.

Section 2 – Project Approach

Describe the services and activities you would provide to Girls Inc. of Carpinteria. Please include the overall scope of work tasks, schedule and ability to complete the project within the required time frame, and assignment of work from your team.

Section 3 – Team Qualifications

Identify the key individuals(s) who will be overseeing the project management tasks. Provide a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without Girls Inc.'s approval. Provide a description of the experience and qualifications of the key individual(s), and attach a brief resume if necessary.

Section 4 – Cost Estimate

Please submit a proposed construction budget based on the identified project. In addition, please outline what, if any, set-up costs will be incurred and how they are incorporated into the fees.

Section 5 – References

Please provide references, including name, location, email address and telephone number, of at least two but no more than four recent clients.

Evaluation Criteria

Any award to be made as a result of this RFP will be based upon the proposal with appropriate consideration given to operational, philosophical, and management requirements. The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Partner or Partners. Evaluation of proposals will be conducted by Jamie Collins and members of the Library Renovation Committee.

Criteria	% Overall Score
Overall Proposal/Cost Estimate	35%
References	25%
Proposed timeline for completion	25%
Mission alignment/Fit with School	15%

Girls Inc. may, at their discretion and without explanation to the prospective Proposers, at any time choose to discontinue this RFP without obligation to such Proposers.

Proposals:

Please submit 1 hard copy and 1 electronic copy (email preferred) of your proposal.

This request for proposals (“RFP”) does not commit Girls Inc. to award a contract, or pay any cost incurred in the preparation of a proposal. Girls Inc. reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this RFP if it is in the best interest of Girls Inc. to do so.

Submission:

Proposals will be accepted until the end of day on September 6, 2024. Proposals are to be submitted as outlined in the Proposal Format and Contents section of this request below and delivered to:

Jamie Collins
Executive Director
5315 Foothill Road, Carpinteria CA 93013
jamie@girlsinc-carp.org

All information submitted becomes property of Girls Inc. and will not be returned. All information submitted will not be made available to any competitor or current or potential vendor. Questions regarding this RFP may be addressed to Jamie Collins at jamie@girlsinc-carp.org

APPENDIX