



**Notice of Request for Quotes
RFQ 6624-6628
Construction Services**

**Posted: Feb 11, 2025
Extended Due Date: Mar 14, 2025**

Notice is hereby given that Option For Youth - Duarte, Inc. (hereinafter referred to as “OFY-Duarte”) is requesting proposals for a provider of Construction services (hereinafter referred to as “Proposer[s]”) to assist with OFY-Duarte’s operation of its charter school programs in Los Angeles County, California.

OFY-Duarte is a year-round WIOA-aligned blended learning public charter school serving approximately 3,500 students in 6 regions and 18 school sites throughout the greater Los Angeles County area. OFY-Duarte’s mission is stated as follows: “Our schools create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality.”

A copy of the proposed Scope of Work is attached below. This Request for Quote and supporting documents are also available on OFY-Duarte’s website: <https://ofy-d.org/notices/rfp/>. Interested vendors are not required to submit a proposal covering the entire scope of work. OFY-Duarte will accept quotes covering all or any portion of the services outlined in the Scope of Work. Please ensure that any quote submitted clearly indicates which services are included. OFY-Duarte reserves the right to negotiate final terms and conditions of contract including the Scope of Work. All quotes should be submitted on company letterhead and include a bid or estimate of cost for the services being offered. Supporting documentation such as customer references, statements of qualifications, company history, alternative fee schedules, etc. are welcomed. Please submit proposals by the due date above to:

Angelica Lopez
Assistant Principal of Instructional Operations
angelicalopez@ofy.org

OFY-Duarte will hold optional tours of facilities by appointment only. Potential Proposers interested in touring the location should schedule an appointment with Angelica Lopez.

Location: 6624-6628 Cherry Ave, Long Beach, CA 90805

OFY-Duarte reserves the right to reject any or all quotes, and to waive any errors or corrections in a quote or in the proposal process. OFY-Duarte will award the contract based on a review and analysis of the proposals that determines which quote best meets the needs of OFY-Duarte. Following the review and analysis of all responsive quotes, OFY-Duarte school leadership will make a recommendation to the OFY-Duarte Board of Directors at a duly noticed board meeting.

Scope of Work

- I. Site Construction Project
 - A. Pre-construction - Planning with school leaders, architect, city officials, and related departments in preparation for project
 - 1. Preparation of Cost Estimates based on Construction Documents Package provided
 - 2. Secure sub-contractors
 - 3. Coordinate with school leaders
 - 4. Coordinate work schedule with landlord and landlord subcontractors
 - B. Construction - Responsible for the entirety of the construction project and any other work required by the plans and specifications listed, California Building Codes, Municipal Ordinances and any other public agency.
 - 1. Manage subcontractors work to ensure the fulfillment of contractual obligations
 - 2. Maintain a project calendar and communicate critical deadlines to appropriate staff and client committees
 - 3. Organize and coordinate all development scheduling and operations; Execute any necessary action required to remain on schedule with all operations
 - 4. Conduct field site safety and quality assurance inspections. Evaluate and prepare observation and field project progress and status reports. Report any and all deficiencies, expressed in writing with photographs. Submit said reports to the Architect, Structural and MEP Engineers of record
 - 5. Ensure ADA compliance at interior and exterior
 - 6. Eliminate all construction waste and materials, while complying with any and all local and state recycling requirements
 - 7. Provide school with proper occupancy required for school opening at project completion
 - 8. Provide solutions to problems that arise
 - 9. Ensure projects are completed within designated parameters
 - 10. Adhere to local, state and federal regulations as applicable
 - 11. Shift workload based on client's priority demands
 - C. Finishing - Providing move-in ready site.
 - 1. Coordinate install shades/blinds as directed
 - 2. Coordinate installation of signage
 - 3. Walkthrough with Principal or designated official
 - D. Any other unforeseen duties required by the scope of work, plans, or city building codes



II. Detailed Plans - Architectural, Mechanical, Electrical, and Plumbing Drawings

- A. Refer to Drawings located at <https://ofy-d.org/notices/rfp/> for full scope, including but not limited to:

- 1.) New Partition Walls
- 2.) New Flooring (where applicable)
- 3.) New Doors
- 4.) Relocated Electrical Outlets(where applicable)
- 5.) New Hard lid ceiling in Janitor Closet
- 6.) New T-bar Ceiling Grid(where applicable)
- 7.) New 2x4 Lighting Fixtures
- 8.) New Plumbing Fixtures to replace existing.
- 9.) Change use from B to E occupancy.

III. Additional Requirements

- A. General Contractors must provide proof of an active B license and include list of subcontractors
- B. Be experienced in Title-24, and provide contact references
- C. Provide evidence of Insurance: General Liability, Workers Compensation, and Errors/Omissions (professional liability) coverages required
- D. Include workmanship and warranty information in your response
- E. Required payment terms
- F. Requested Change Order process
- G. Site Superintendent information once contract has been signed
- H. Any city requirements for waste removal
- I. Projected timeline for completion: target completion date on or before , **December 2025**

IV. Property Management Conditions/Comments as it pertains to the construction project

- A. CHERRY AVE 6624 BRMD310477 BLDG & PZ APPROVED, page 1, Building Information, Separate Permit item #1 re: Fire Alarm System: the scope of the fire alarm system installation shall be limited to the specified occupancy only for 6624-6628 Cherry Ave. and not to extend to any other unit within this existing building.
- B. CHERRY AVE 6624 – BELE310479 approved v1, page 4, any relocation of existing electrical panels shall be connected to the SCE meter designated for the 6624-6628 Cherry Ave. unit, not to any other tenants' power or to the house power. The PM has indicated that it is not aware of an existing electrical panel for the 6624-6628 Cherry Ave. unit in the location depicted by item #7 under Power Keynotes on the walls of the existing “bump-out” located in the Northeast corner of the 6624-6628 Cherry Ave. unit. Furthermore, any relocated or newly installed electrical panel(s) should not be located on this “bump-out” walls due to the presence of the shopping center’s existing main electrical equipment and meter room located on the immediate opposite side of this

existing “bump-out” wall. The unit’s existing electrical panel is located on the West-facing wall immediately opposite the existing plumbing stub-outs located on the East side of the 6624-6628 Cherry Ave. unit. “Panel ‘A’”, referenced as item #2 under Power Keynotes, is currently drawn as being located on the South side of this “bump-out” wall and therefore is highly advised to have this “Panel ‘A’” to be installed on another wall, perhaps in a location closer to the unit’s existing electrical panel.

- C. CHERRY AVE 6624 – BPLM310480 Approved v1 file, page 3, the Existing Sanitary Sewer depicted on the plans with text label and designation “(E)SS” has several existing multi-direction cleanouts with round metal covers in the floor for maintenance purposes installed along the existing sanitary sewer line, currently not shown in the plans. Two of the existing sanitary sewer cleanouts are located in the floor along the existing sanitary sewer line near the South wall of the 6624-6628 Cherry Ave. unit. There is also a third floor cleanout also located along the existing sanitary sewer line located approximately at the proposed point of connection noted as item #1 under Keyed Notes on page 3 of the plans. The PM would like for the construction team to leave all three (3) existing sanitary sewer cleanouts exposed and easily accessible for maintenance purposes, and not covered by flooring, furniture, or any other obstructions.
- D. CHERRY AVE 6624 – BPLM310480 Approved v1 file, page 3, the proposed trenching involved to install new sanitary sewer line below slab labeled “SS” in the Legend is located in the area of major existing underground electric utilities serving the shopping center. The PM recommends for the project implementation team to take extreme precaution not to disturb or damage any existing underground electric lines and to ensure that any trenching work is supervised by experienced personnel.