

Boys & Girls Clubs of Santa Maria Valley

Request for Proposal

Contact Roberto Rodriguez, COO

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Purpose of Proposal

Expanding our organization's teen center by maximizing the square footage of the existing structure will allow us to meet the needs of current and future teen members. Creating a high-functioning and efficient floor plan with all the latest technological tools available will keep all teen members comfortable and focused on their future goals. The expansion project will also allow for teen members to have their own dedicated space with teen-specific hours of operations.

Organizational Background

Boys & Girls Clubs of Santa Maria Valley has been in operation for over 51 years. Over the decades, we have built a solid reputation of being the premiere youth development organization on the Central Coast of California. We currently serve 7,000 unduplicated youth ages 6-18 annually via our core programming and sports league offerings. Core programming includes activities in areas of: Character & Leadership Development, Health & Life Skills, Education & Career Development, The Arts, and Sports, Fitness, & Recreation.

Project Description

As our organization continues to grow and evolve, our ability to accommodate existing and new teen members has been limited due to lack of adequate teen-centric space. In an effort to serve more teens every year, our teen center capacity must be increased to provide adequate teen-only programming space. In addition, the proposed project will separate youth programming (ages 6-12) from teen programming (ages 13-18) to better provide quiet and efficient workspace dedicated to teens. Keeping these two programming spaces separate will allow our teen members to focus on future goal planning without unnecessary distractions from younger members.

Project Requirements

Our teen programming needs have grown exponentially, yet our ability to accommodate that growth is limited. We simply cannot continue strategic programming growth for teen members without providing a dedicated, teen-centric programming environment. Our teen members (approximately 250 unduplicated youth ages 13-18) are responsible for the future of our community. Teens depend on our organization's ability to provide high-quality youth development services year after year, but we have trouble retaining them due to lack of adequate program space. Thus, this project is two-fold; attract new teen members by creating a teen-centric atmosphere capable of providing high quality programming and services and; accommodate existing teen members in a comfortable, relaxed setting with the aim of providing focused programming on future goal planning.

Timeline

Timeline & Benchmarks:

Secured selection of contractor – July 6, 2018

Start Date – September 4, 2018

Demolition completion date - September 28, 2018

Framing / Electrical – November 30, 2018

Drywall/ Ceiling installation – December 21, 2018

Flooring installation – January 25, 2019

Proposed move-in date to new teen center set for February 22, 2019.

Budget

\$190,000 - \$220,000

Proposal Instructions

1. Deadline for proposals/bids is Wednesday, December 13, 2017 by 5:00 p.m.
2. All proposals/bids submitted should **include prevailing wages** for the lead contractor and any sub-contractors.
3. All proposals/bids must be typed (**handwritten proposals/bids WILL NOT be accepted**) and itemized.
4. Provide a list of three projects of equivalent size and complexity with contract value and customer contact information included.
5. Provide list of all planned sub-contractors for this project and what work they will provide (i.e., electrical, concrete, etc).
6. Provide planned work schedule coordinating with the timeline above. Include what trades will work at what times and show milestone completion dates for major work elements.
7. Provide general liability insurance certificate naming Boys & Girls Clubs of Santa Maria Valley as an additional insured (**only if selected for the project**).

We will select the lowest cost responsive and responsible bidder as judged by the totality of the proposal submitted. Omission of any requested proposal content may be grounds for rejection of the entire proposal.

The **ONLY** method of submission acceptable is email. Email all proposals/bids to Roberto Rodriguez at rrodriguez@bgcsmv.org.