

Scope of Work

Project Title: Child Care Resource Center (CCRC) FOR ARCHITECTURAL DESIGN SERVICES

Child Care Resource Center (CCRC) has been serving children, families, and child care providers since 1976. Children and families benefit from these programs, allowing parents to go to work and attend school, contribute to the economy and strengthen their families and the community. Each month, we provide quality, support, development, and education to almost 50,000 children and families in our 22,500 square-mile service area. We remain a unique and distinctive leader in the child care industry. Our current programs include resource libraries, home visiting, workforce development, family engagement, financial care assistance, Head Start preschool, Early Head Start, Early Head Start - Childcare partnership, Motherhood and so much more.

CCRC invites Architectural Firms (“Design Team”) to submit proposals for architectural and engineering services for CCRC’s new locations. It is the intent of this Statement of Work (SOW) to determine the selection of an Architectural Firm to provide full Design Services & Construction Documentation.

Participation in this selection process shall be at no cost or obligation to CCRC. Design teams may be interviewed prior to the Contract Award.

I. PROJECT DESCRIPTION

Development of two (2) prefabricated modular classroom facilities (at each location) intended for childcare use.

The project locations are:

- 43135 Sierra Hwy., Lancaster, CA 93534
- 20137 Ventura Blvd., Woodlands Hills CA 91364

The schedule for the Project is critical. We will work together to develop a mutually agreeable schedule.

The Design Team may be required to determine LEED requirements required for the project in coordination with licensing and/or permitting authorities.

There will also be owner selected vendors completing IT infrastructure, data wiring, audiovisual, security and furniture installation components of the project. The Design Team shall coordinate with these vendors and provide planning information as needed.

This SOW is not an offer to enter into a contract. CCRC reserves the right to reject any and all responses resulting from this SOW. CCRC is not liable for any cost incurred in responding to this SOW.

II. DESCRIPTION OF SERVICES

- A. Executive Goals and Objectives: The Design Team will discuss with Client ideas concerning factors that will contribute to and support the success of the project. This discussion will include present and future goals, identity, budget, schedule, review and approval process, key areas of concern, and any other pertinent issues.
- B. Project Schedule: The Architect will prepare a schedule for this phase of the project indicating activities, phases, presentations, and decisions and approvals required.
- C. Program Verification: The Architect will work with the Client Project Team to verify the program. Data to include:
- Classroom location, functionality and size
 - Workflow and information circulation
 - Proximity and adjacent requirements
 - Ancillary & support requirements
 - Equipment requirements
 - Potential “red flag” issues and inconsistencies, and solutions
- D. Certificate of Occupancy: Analyze the currently authorized use and assist with obtaining a Change of Use if required.
- E. Space Measurement: Measure the space to confirm the actual usable square footage.

III. Space Planning / Design

A. SITE and SPACE PLANS / SCHEMATIC DESIGN

Develop the final site plan and space plan for the selected site. Plans shall include:

- Review existing plans and project documentation.
- Review existing site conditions including utilities connections.
- Provide layout of client's proposed premises showing hardscape, landscape, interior walls, open areas, door swings, demising walls, corridor partitions and exterior window walls in relationship to the building core and entire floor plan.
 - Design to meet all Community Care Licensing (CCL) and Office of Head Start (OHS) standards for health, safety, developmental appropriateness and accessibility.
 - Design to meet all CCRC Operations requirements.
 - Classrooms must accommodate infant/toddler and preschool-aged children with appropriate fixtures, space, and safety features.
- Provide location and accurate size of columns, stairways, and other building features shall also be shown on the space plan.

- Provide the names and sizes of all rooms contained in the space plan.
- Schematic Furniture layout. Ensure appropriate scale and proportion of furnishings
- Develop summary information from space plan indicating:
 - Total rentable square footage (RSF) requirements.
 - Total usable square footage (USF) requirements.
- Develop, document and present a design concept to client satisfaction based upon clients' desired image, budget, schedule and consistent with the standards developed.
- Expand details of the space plan as necessary to complete the schematic design phase.
- Coordinate manufacturer selection:
 - Coordinate modular requirements based on CCRC agreed upon design.
 - Collaborate with CCRC to source manufacturers and obtain minimum of three (3) competitive quotes
- Create a Preliminary Pricing Package to be issued to a General Contractor inclusive of the final space plans and detailed notes to facilitate initial construction pricing.
- The Design Team shall work with CCRC to prepare and confirm a project budget and schedule.
- The Design Team shall issue a complete Schematic Design package, for Project Team review and approval.

B. DESIGN DEVELOPMENT

Based on the approved schematic design package, the Design Team shall:

- Prepare final electronic plans (CAD) to be used for Design Development and for team coordination.
- Field verify critical dimensions against existing “as-built” plans. Verify locations and dimensions of existing building elements such as columns, cores, and interior window walls for compliance with the received drawings. Notify Client if the base building drawings received from the owner require amendment to reflect actual conditions. Document the exceptions or misrepresentations identified in the field.
- From the approved space plans, coordinate with their respective engineers as for preliminary Civil (grading and drainage), MEP, and Structural (foundations) designs, with phasing considerations as necessary.
- Develop, document and present design details, finishes, and color schemes for the project premises to the client’s satisfaction.
- Coordinate with the client on technology and equipment requirements. Receive and confirm Client generated technical criteria consisting of all specification information, critical dimensions, power and environmental requirements for furniture, fixtures and equipment.
- Coordinate equipment schedules, system design and improvements, and architectural design requirements.

- Prepare an equipment matrix showing all required equipment based on information provided by Client. Matrix should identify electrical, mechanical and structural requirements and utility connections.
- Provide design for miscellaneous pieces of furniture as required to accommodate the new space.
- Prepare presentation materials as necessary to adequately convey the proposed design concept to the Client.
- Assist in the preparation of an updated detailed project budget including but not limited to consultants, construction, furniture, fixtures, equipment and signage.
- Participate in project design and coordination meetings as required.
- Coordinate and continue documentation of ADA compliance to the site and building.
- Based on the approved Schematic Design Package, prepare a design presentation consisting of the following:
 - Plans showing architectural design and MEP equipment.
 - Lighting plans showing new light fixtures.
 - Electrical and communication plans showing locations of all equipment.
 - Finishes plans showing locations of flooring materials including carpet, resilient flooring and base treatments; coordinating wall treatments including paint colors, special paints and wall coverings; surfacing materials for all new millwork; and any other associated finishes for presentation.
 - MEP plans showing heating, ventilating, air conditioning, plumbing or electrical requirements necessitated by the design, and coordinate with their engineer for development of the MEP construction drawings.

The Design team shall issue a Design Development package inclusive of the above-listed plans for client review and approval.

C. CONSTRUCTION DOCUMENTS

The Design Team shall prepare the Construction Documents to be issued in final form in PDF and DWG formats for the client's use. These documents shall be used to obtain contractor pricing, building permits, and achieve final build out. These documents shall include, but are not limited to:

- Cover Sheet
- Specifications
- Standards and Schedules
- Site Plan
- Architectural Plans
- Electrical Plans
- Mechanical Plans
- Plumbing Plans

- Structural Plans
- Lighting Plans
- Finish Plans

The Design Team shall coordinate the full set of drawings through all respective disciplines.

The Design Team shall meet with the client to review the Construction Documents for approval. This will occur before the submission for permit.

The Design Team shall complete a Permit Set of documents showing all required information necessary to obtain a building permit in the designated locality. Provide the required number of signed and sealed plans required by the local jurisdiction. Provide a final set of “For Construction” documents incorporating all Permit, Client and Landlord comments and changes.

D. PERMIT COORDINATION AND BID REVIEW

The Design Team shall:

- Complete and submit the forms required to file for the permit (Building Information, ADA Requirements, etc.).
- Work with CCRC to issue the required sets of stamped and sealed drawings to a permit expeditor for their use in obtaining the necessary building permits to begin Work. Permit expeditor services are not included in your contract, but the Design Team and CCRC shall coordinate on behalf of the client. The client will pay the cost of the actual permit.
- Work with CCRC to issue the Contract Documents to General Contractors for their use in obtaining final bid pricing. Once bids are received, the Design Team will work with CCRC to qualify those bids and present to the client with a Bid Comparison matrix comparing the bids.
- Answer Bid Requests for Information (RFI’s) in a timely manner to not delay start of construction towards the targeted Substantial Completion Date.
- Participate in the value engineering process as required.
- Consult with CCRC on the final selection of a General Contractor.

E. CONSTRUCTION ADMINISTRATION

The Design Team will:

- Respond to all appropriate Requests for Information (RFI’s).
- Provide interpretation and clarification to contract documents and respond to field construction issues as necessary.

- Review shop drawings and finish samples for conformance with the design concept of the project, and for compliance with the information given in the contract documents, and as required to facilitate completion of the project. No review period shall take more than one week for any single submission.
- Work with CCRC to review and comment on all pricing and change orders.
- Review and approve the layout prior to the commencement of construction.
- Provide observation and attend weekly job site meetings to observe the quality and quantity of work and ensure that the work being conducted by the contractor is satisfactory, is completed according to schedule, and is consistent with the specifications in the Contract Documents.
- Prepare periodic field reports as necessary.
- Assist Project Manager with the review and approval of General Contractor's Certificate(s) for Payment of the Client certifying that, to the best of space planning firm's knowledge and information, the quality of the suppliers or vendors' work is in accordance with contract documents, and that such entities are entitled to payment by the Client in the amounts certified.
- Develop a punch list at job completion specifying the work to be corrected or completed.
- Conduct up to two (2) follow-up site visits to ensure that the punch list of work has been completed.
- Work with CCRC to coordinate a final close out meeting with the client, to confirm the completion of the punch list of work.
- Provide General Contractor with current updated Construction Documents in CAD format for the GC to use in their preparation of record drawings. Prepare and provide a final set of "as-built" documents to Client in both hard copy and electronic formats.

IV. INTERIOR DESIGN

- Assist selections of provided factory standard items: interior and exterior finishes, window/door specifications, door hardware requirements, fixture selections, HVAC requirements, etc.

V. MECHANICAL ELECTRICAL AND PLUMBING DESIGN

The following is a general description of anticipated activities associated with the project by phase of work. Your proposal shall include all necessary activities required to complete the scope of work in accordance with this Request for Proposal.

A. CONSTRUCTION DOCUMENTS

Engineer shall:

- Participate in meetings, review sessions and tours of existing and new facilities and collect information as required to assess and document the Electrical, Mechanical, Plumbing and Fire Protection requirements of the Tenant Improvements.
- Create detailed Construction Documents for Mechanical, Plumbing, Electrical and Fire Sprinkler and Alarm in accordance with the client's requirements and all codes and ordinances.
- Communicate and coordinate with client's internal and external vendors including but not limited to Cabling, Phone/Server, Audio Visual, Furniture and Security (Access Control and Alarm). All mechanical, electrical, fire protection, and environmental requirements required by these vendors should be documented by the Engineer and included in the contract documents.
- Perform site visit(s) as required to verify the accuracy of As-Built or Core and Shell Documents, furnished by others, including Mechanical and Electrical equipment, all horizontal and vertical critical dimensions, (structural steel plumbing, fire protection, ductwork, etc.) necessary to complete the MEP documents without conflicts with the existing installations.
- Attend planning and coordination meetings as required.
- Prepare Fire Protection performances specifications, drawings etc. as customary to describe and specify the work for Design-Build sub-contractors as customary in the marketplace. Design shall include all requirements to comply with applicable codes and ordinances.
- Provide assistance as required to the Architect/Interior Designer with lighting design and specifications.
- Provide preliminary progress review drawings and documents including schematic design, design development, and construction documents.
- Provide electrical connection details and telephone / data cabling distribution information necessary for modular and freestanding furniture and equipment.
- Assist the architect in preparation and submission of necessary documents to conduct preliminary and final plan check, code compliance and variance work as required to meet the requirements of the project. Engineer shall work with the Project team to acquire separate permits as required by project phasing.
- Include additive and deductive alterations in the contract documents as required.
- Assist Project team during the "buy-out" of related trades to ensure the sub-contractors have understood the bid documents and their bids reflect the Engineers' intent.

B. CONSTRUCTION ADMINISTRATION

Engineer Shall:

- Attend construction and coordination meetings as required by the Project Manager.
- Assist Project Team members with development of creative and cost-effective solutions to field conflicts and client requested changes.
- Assist with the evaluation of General Contractors Change Order Requests.
- Review submittals and shop drawings.
- Actively participate in field construction activities, including field clarifications, comprehensive construction observation, punch list review and re-inspection, etc.
- Conduct regular site visits during construction to verify critical dimensions against approved Core & Shell documents.
- Collect and review “as-built”, guarantees, warranties, O&M manuals, test and balance reports and other documents required by the contract documents as prepared and provided by the General Contractor.

VI. PROPOSAL PACKAGE COMPONENTS

Provide separate packages for each location.

- Design Team Introduction.
- Relevant Design Team Experience.
- Design Team organizational structure: Provide a proposed organizational structure to manage the Project, including identification of individuals to fill key roles. Describe in detail each key individual’s most recent Project experience of a similar nature to the proposed project.
- Proposed Project Schedule.
- Schedule of Design Phases with associated Payment Schedule.
- Exclusions, qualifications or exceptions to the required Scope, if any. Standard contract/terms and conditions, if any.

VII. COMPENSATION SCHEDULE

Please provide a firm fixed price per rentable square foot fee structure for this project, inclusive of relevant engineering and consultant services, based upon phases listed above.

VIII. SUBMISSION DEADLINE AND METHOD

Responses to this SOW must be received on or before 5:00 PM (04/01/2026). Responses must be submitted electronically via CCRC’s vendor procurement portal(Workday Strategic Sourcing) and mailed to:
 Child Care Resource Center Headquarters
 ATTN: Helenna Griego, Project Manager
 20001 Prairie St., Chatsworth, CA 91311

All responses will be acknowledged. If you do not receive an acknowledgement of your response within four (4) business hours, please call Helenna Griego at (951) 400-2647. This SOW is not an offer to enter into a contract. CCRC reserves the right to reject any and all responses resulting from this SOW. CCRC is not responsible for any cost incurred in responding to this SOW.

IX. SELECTION CRITERIA

The organization selected will represent the best value for CCRC, combining price, qualifications, and proposed scope of work. CCRC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.

X. Project Deliverables

Schedule of RFP issuance and award shall be as follows:

Activities	Dates
RFP Publication	January, 01/27/2026
Site Walk Throughs Deadline for Questions	Wednesday, 2/9/2026 through Friday, 2/20/2026 02/28/2026
Proposals Due	Wednesday, 04/1/2026
Complete Review of Proposals	Friday, 04/17/2026
Project Commencement	Project Commencement: Monday, 06/01/2026
Substantial Completion	Friday, 06/30/2028

Contact Information:

QUESTIONS: Please direct all questions regarding this SOW and the program for which the services will be delivered, via email:

- Helenna Griego- Project Manager, hgriego@ccrcca.org
- Cristina Lopez- Director of Facilities and Real Estate, clopez@ccrcca.org