ALL KIDS ACADEMY HEAD START, INC.

REQUEST FOR PROPOSAL (RFP)

CONSTRUCTION SERVICES

AKA HEADSTART, INC. DAY CARE - SITE & TENANT IMPROVEMENTS

698 W. Madison Avenue, El Cajon, CA 92020

Milestone	Date / Time
Issue Date	November 16, 2026
Mandatory Pre-Bid Conference / Job Walk	December 1-2, 2026
Written Questions Due	December 8, 2026
Final Addendum	December 11, 2026
Proposal Due	December 21, 2026, 4:30 pm
Anticipated Award	January 7, 2027
Notice to Proceed/Construction Start	February 24, 2027

Procurement Contact: Amanda Kelley, Facilities & Purchasing Manager | rfp@akaheadstart.org

1. Purpose and Solicitation Overview

- AKA invites competitive proposals from qualified, licensed and responsible construction contractors for the Madison Avenue Site & Tenant Improvements. Award is subject to applicable federal, Head Start, California/local and AKA procurement requirements.

2. Procurement and Regulatory Framework

- This RFP is intended for a procurement of $250,000 or more and will follow AKA formal competitive procurement procedures, applicable 45 CFR Part 1303 facilities requirements, 2 CFR Part 200 procurement standards, federal award terms, California contractor/labor requirements and local permit requirements.

3. Head Start Funding and Approval Conditions

- If Head Start funds are used in whole or in part, AKA will obtain required written HHS approval before using those funds to contract construction/renovation services. The construction contract is intended to be lump-sum fixed-price. Material scope/objective or funding changes requiring HHS approval shall not proceed before approval.

4. Project Background

- The project is a Head Start/Early Head Start daycare tenant improvement with associated site, grading/drainage, encroachment and traffic-control work at 698 W. Madison Avenue, El Cajon, California. Jennifer Robinson Architects is identified on the provided design documents.

5. Project-Specific Scope of Work

- Contractor shall furnish all labor, supervision, materials, equipment, temporary facilities, tools, transportation, permits/fees assigned to Contractor, testing, coordination, protection, cleanup, closeout and warranties necessary for a complete code-compliant project. The drawings, specifications, addenda and permit requirements remain controlling Contract Documents.

5.1 Interior Program and Architectural Work

- Construct Classrooms 1-9, classroom/common restrooms, Center Director office, FSA & Copy area, lobby, Resource Room/Open Office, Break & Work Room, Food Pantry, Lounge, Janitor & Laundry Storage, storage, electrical room, halls and support spaces.
- Perform indicated demolition, partitions, ceilings, roof modifications, doors/windows, interior elevations, cabinetry, accessibility/egress/site details and trash-enclosure work.
- Provide scheduled finishes and casework shown by the drawings, subject to approved-substitution procedures.

5.2 Mechanical / HVAC

- Perform mechanical demolition and new work indicated on M001-M401.
- Provide packaged rooftop heat pumps, supply/return systems, diffusers/registers, thermostats/controls, exhaust systems, roof ventilators, dryer exhaust, required smoke/fire dampers and duct smoke detectors, supports and roof coordination.
- Provide required filtration, testing, adjusting and balancing, startup, reports and O&M documentation.

5.3 Plumbing

- Perform plumbing demolition/new work on P001-P401, protecting existing piping to remain and field verifying connections.
- Provide sanitary waste/vent, domestic hot/cold water, condensate drainage, backflow/pressure regulation, water heating/recirculation, trap primers, drains/cleanouts and scheduled fixtures/equipment.
- Provide indicated temperature-control arrangements for junior and other fixtures plus testing, sterilization and closeout.

5.4 Electrical, Lighting and Controls

- Complete electrical, lighting, power and controls shown by issued electrical documents, coordinated with architectural and MEP systems.

5.4A Fire Protection Systems

- Contractor shall provide complete fire alarm and fire sprinkler systems as required by applicable codes, permitting authorities and project requirements. Fire protection design documents are not included in the issued permit drawings and shall be developed, permitted, coordinated and installed by the Contractor through qualified licensed fire protection subcontractors and design professionals.

5.5 Site, Grading and Drainage

- Perform civil grading/drainage/site restoration shown in the Grading & Drainage Plan and field verify elevations/utilities.

5.6 Encroachment and Traffic Control

- Perform right-of-way work under the Encroachment and Traffic Control Plans, including permits/inspections, approved traffic and pedestrian control, public protection and restoration.

5.7 Child-Safety, Phasing and Site Operations

- Submit site logistics/phasing plan before mobilization.
- Secure work areas, tools, equipment, debris and hazardous substances from children and prevent unsupervised worker-child access.
- Coordinate dust, noise, odor, vibration, shutdowns and life-safety impairments with AKA.

5.8 Coordination, Testing and Closeout

- Field verify conditions; coordinate all trades, inspections, RFIs/submittals, testing/TAB, startup, owner training and punch list.
- Provide record drawings, reports, O&M manuals, warranties and final permit/inspection documents and support Head Start final inspection/closeout.

6. Schedule and Pre-Bid

- Provide baseline and updated construction schedules. Mandatory job-walk requirements, working hours, blackout dates and completion milestones will be stated on the cover/addenda.

7. Contractor Qualifications

- Active appropriate California contractor license; relevant commercial construction experience; adequate financial/technical capacity; qualified PM/superintendent; no federal suspension/debarment; ability to comply with wage, payroll, safety, insurance and bonding requirements.

8. Subcontracting

- Identify subcontractors by trade, scope and license. Prime remains responsible for subcontract performance and compliance.

9. Bonds and Insurance

- Unless an approved alternate arrangement applies, require 5% bid guarantee and 100% performance and payment bonds. Final insurance limits/endorsement requirements shall be issued before award.

10. Davis-Bacon / Prevailing Wage

- Exhibit D-4 is incorporated into this RFP and establishes Davis-Bacon prevailing-wage and certified-payroll requirements. The complete official applicable SAM.gov wage determination must also be attached before RFP issuance/award.

11. Pricing and Contract Type

- Lump-sum fixed-price proposal including all costs required by the Contract Documents including all costs associated with the fire protection system design, permitting, engineering, installation, testing, approvals and closeout regardless of whether complete fire protection documents are included within the issued drawing package. Provide detailed schedule of values and cost breakdown sufficient for cost/price analysis.

12. Change Management

- No scope, price or schedule change is authorized without written change order by an authorized AKA representative and all required funding/HHS approvals.

13. Payment, Verification and Closeout

- Support payment applications with schedule of values, percent complete, approved changes, payroll/labor documents and required backup. AKA will verify satisfactory performance prior to payment and may withhold amounts as permitted pending correction/closeout.

14. HHS Access and Final Inspection

- Provide reasonable access to authorized HHS representatives and cooperate with AKA, design professionals, inspectors and auditors. Support the required final licensed architect/engineer facility inspection.

15. Proposal Submission Requirements

- Submit signed response form; company/license information; project approach and safety/phasing plan; schedule; project team; subcontractor list; 3 comparable references; lump-sum price/schedule of values; 5% bid guarantee; bonding/insurance evidence; required federal certifications; and addenda acknowledgment.

16. INSTRUCTIONS FOR PROPOSAL SUBMISSION

16.1 Closing Submission Date

Proposals must be submitted no later than 4:30 p.m. on December 21, 2026.

16.2 Inquiries

Bidders may direct questions regarding this Request for Proposals (RFP) via email to rfp@akaheadstart.org.

16.3 Conditions of Proposal

All costs incurred in the preparation and submission of a proposal in response to this RFP shall be the sole responsibility of the Bidder and shall not be reimbursed by AKA Head Start, Inc., regardless of the outcome of the solicitation.

16.4 Proposal Delivery Instructions

Proposals shall be addressed and delivered as follows:

Amanda Kelley
Facilities & Purchasing Manager
AKA Head Start, Inc.
620 W. Madison Avenue
El Cajon, CA 92020

Proposals must be submitted in a sealed envelope clearly marked on the lower left-hand corner with the following information:

SEALED BID – DO NOT OPEN

GRCDC Site & Tenant Improvements

16.5 Delivery Method

Bidders shall submit three (3) hard copies of the proposal in a sealed package delivered by mail, courier, or hand delivery to the address listed above.

If delivered in person, Bidder shall email Date and Time of delivery on the same day of delivery to rfp@akaheadstart.org.

It is the sole responsibility of the Bidder to ensure that the proposal is received by AKA Head Start, Inc. at the designated location prior to the stated submission deadline. Proposals received after the specified deadline will not be considered and

may be returned unopened.

16.6 Right to Reject

AKA Head Start, Inc. reserves the right to reject any or all proposals, waive informalities or minor irregularities in proposals received, cancel this solicitation, or reissue the solicitation if determined to be in the best interest of the Agency.

Award, if any, shall be made to the responsible and responsive Bidder whose proposal is determined to provide the best value to AKA Head Start, Inc. based upon the evaluation criteria set forth in this RFP.

16.7 Addenda

Any interpretation, correction, or change to this RFP will be made by written addendum issued by AKA Head Start, Inc. and distributed to all parties known to have received the RFP. No oral interpretations shall be binding. Bidders are responsible for ensuring that all issued addenda are acknowledged in their proposal submissions.

17. Procurement Integrity and Federal Provisions

- Disclose conflicts and comply with AKA procurement-integrity controls. The final contract will include applicable 2 CFR 200.327 / Appendix II clauses and other Head Start, labor, records/access and award terms.

18. Evaluation and Award

- AKA will document responsiveness, responsibility, evaluation and price basis. Before publication, AKA shall confirm the final procurement method.

Evaluation Factor	Weight
RFP responsiveness/compliance	10%
Relevant experience/past performance	20%
Team, management, safety and occupied-site approach	20%
Schedule/capacity/risk management	15%
Price/cost reasonableness	30%
Small/local/diverse-business outreach	5%
TOTAL	100%

19. RFP Drawing Exhibits and Contract Documents

Proposers shall review all sheets, notes, details and schedules in the following exhibits and include the required work in the lump-sum proposal.

Exhibit	Document
D-1	06.22.26 HEADSTART DAYCARE TI PERMIT ReCHECK PLANS.pdf
D-2	GRADING & DRAINAGE PLAN.pdf
D-3	2117.3 ENCROACHMENT PERMIT (003).pdf

D-4	Davis-Bacon Prevailing Wage & Certified Payroll Requirements, plus official applicable SAM.gov wage determination
D-5	AKA CHILD CARE CENTER MUP DWGS

Attachment D - RFP Exhibits Index

Exhibit	Document	Issue Method
D-1	Permit architectural/MEP plans	Separate PDF
D-2	Grading & Drainage Plan	Separate PDF
D-3	Encroachment / Traffic Control Plan	Separate PDF
D-4	Davis-Bacon Prevailing Wage & Certified Payroll Requirements	Included herein; attach official wage determination
D-5	AKA Child Care center MUP DWGS	Separate PDF

Attachment E - AKA Internal Procurement File Checklist

- Purchase requisition/necessity; CFO budget verification; funding approvals; public posting; full/open competition; segregation of duties; bid retention; cost/price analysis; license/insurance/bonds; award approvals; performance verification; prevailing-wage/payroll records; HHS construction approval; HHS change approvals; final architect/engineer inspection; records retention.

EXHIBIT D-4
DAVIS-BACON PREVAILING WAGE & CERTIFIED PAYROLL REQUIREMENTS

AKA HeadStart Day Care - 698 W. Madison Avenue, El Cajon, CA 92020

1. Wage Determination Control

This Exhibit establishes Davis-Bacon labor-compliance requirements for the project. The applicable U.S. Department of Labor wage determination must be physically included with the solicitation and resulting covered contract. AKA shall attach the active San Diego County determination and the modification applicable under federal timing rules before award. Bidders shall not rely solely on the selected-rate summary below.

Control Item	Requirement
Jurisdiction	San Diego County, California
Construction	Building tenant improvement plus associated civil/right-of-way work; confirm whether multiple construction types/rate groups apply to particular work
Federal WD reference	CA20260001 - verify ACTIVE revision/modification on SAM.gov immediately before RFP issue and again at award as required
Official source	SAM.gov Wage Determinations / U.S. Department of Labor Wage and Hour Division
Contract treatment	Attach the full applicable wage determination and all controlling general decisions/notes; flow requirements to every covered subcontract

2. Selected Trade Rate Reference

The following working reference summarizes trades likely to appear on the Madison Avenue project. Before publication, AKA must replace or validate every listed figure against the official active wage determination attached to the RFP. The contractual minimum is the classification-specific basic rate plus required fringe benefits in the controlling wage determination, not this summary.

Classification / Working Reference	Basic	Fringe	Total

Carpenter - commercial building	$48.94	$26.18	$75.12
Drywall installer/lather - all other work	$44.53	$27.09	$71.62
Drywall finisher/taper - building/heavy	$43.59	$24.80	$68.39
Electrician - all other work	$58.95	$18.85	$77.80
Plumber/Pipefitter - listed light commercial/TI/remodel classification	$44.29	$24.16	$68.45
Sheet Metal - listed TI/light-commercial classification	$38.65	$10.31	$48.96
Sheet Metal Worker - broader listed classification	$51.45	$30.92	$82.37
Roofer	$42.80	$12.64	$55.44
Painter - all other work	$38.52	$18.64	$57.16
Soft Floor Layer	$40.77	$19.37	$60.14
Glazier	$52.90	$22.16	$75.06
Sprinkler Fitter	$52.53	$28.19	$80.72
Fire Stop Technician	$39.94	$20.65	$60.59
Ironworker	$50.70	$35.15	$85.85
Cement Mason/Concrete Finisher - Group 3	$30.07	$21.12	$51.19
Laborer - Building Group 2	$46.30	$25.09	$71.39
Laborer - Heavy/Highway Group 1	$46.66	$25.09	$71.75
Laborer - Heavy/Highway Group 4	$49.28	$25.09	$74.37
Plumber - Sewer & Storm Drain	$48.84	$23.58	$72.42

3. Contractor Compliance Requirements

- Pay each covered laborer or mechanic no less than the applicable Davis-Bacon basic hourly wage plus fringe benefits for the classification of work actually performed.
- Meet the fringe-benefit obligation through qualifying bona fide benefit contributions/credits and/or permissible cash in lieu of fringe benefits.
- Pay covered workers weekly and submit weekly certified payroll information for the prime contractor and every covered subcontractor.
- Use U.S. DOL Form WH-347 or another payroll format containing all required information. Each payroll submission must include a signed Statement of Compliance with the required certifications.
- Maintain accurate worker classifications, daily/weekly hours, rates, fringe-benefit information, deductions and other labor-compliance records required by the contract.
- Use apprentice rates only when the individual and program satisfy applicable registered-apprenticeship requirements.
- Flow applicable Davis-Bacon labor clauses, wage determination requirements and payroll obligations into covered subcontracts and lower-tier subcontracts.
- Promptly investigate and correct misclassification, fringe-benefit shortages or wage underpayments and provide evidence of restitution/correction when requested by AKA.
- Cooperate with AKA, the funding agency, U.S. Department of Labor and authorized auditors/representatives in payroll and labor-standards reviews.

4. Weekly Certified Payroll Submission

Submission	Minimum AKA Requirement
Frequency	Weekly for each week in which covered work is performed; submit a no-work notice if AKA requires one for inactive weeks

Prime contractor	Responsible for timely collection/review of its own and all covered subcontractor payrolls
Form	WH-347 or compliant equivalent, with signed Statement of Compliance
Project identification	Project name/number, location and applicable wage determination number/revision
Worker information	Required identifying information, classification, work hours, rate(s), gross pay, deductions, net pay and fringe-benefit reporting
Correction	Revised certified payroll and restitution evidence where an error or underpayment is identified
AKA review	Payment may be held where required labor-compliance records are missing, materially incomplete or show unresolved underpayment, subject to the Contract and applicable law

5. Classification and Conformance

The contractor is responsible for classifying workers based on duties actually performed. If work requires a laborer/mechanic classification not contained in the controlling wage determination, the contractor shall notify AKA before using an unlisted rate and cooperate with the federal conformance process. A contractor-created or lower classification may not be substituted merely to reduce labor cost.

6. California Prevailing Wage

This Exhibit addresses federal Davis-Bacon compliance. It does not determine whether California prevailing-wage/public-works requirements also apply. AKA shall obtain project-specific labor-compliance/legal guidance before issuance. When more than one legally applicable wage regime governs the same work, the contractor remains responsible for satisfying all applicable obligations.

7. Bidder Acknowledgment

By submitting a proposal, the bidder acknowledges that prevailing-wage and fringe-benefit obligations must be included in the lump-sum price; that subcontractor pricing must reflect applicable labor standards; and that the final official wage determination incorporated into the Contract controls. The bidder further acknowledges the requirements of 45 CFR 1303.55(d) and agrees that, if awarded the Contract, the construction or renovation contract will give the responsible Department of Health and Human Services (HHS) official or his or her designee access to the facility, at all reasonable times, during construction and inspection.

Bidder	**Acknowledgment**
Legal Company Name	
Authorized Representative / Title	
Signature	
Date	
WD / Addenda acknowledged	

8. Pre-Issue AKA Control Note

DO NOT ISSUE THIS EXHIBIT AS THE ONLY WAGE DOCUMENT. Attach the complete official SAM.gov wage determination current under the applicable federal timing rule. Recheck the determination immediately before solicitation and award and document the version incorporated into the Contract.