

YMCA OF THE EAST BAY
BID FORM

YMCA HEAD START EARLY LEARNING CENTER
RICHMOND PARKWAY
4300 LAKESIDE DRIVE
RICHMOND, CA 94806

INTRODUCTION

The YMCA of the East Bay seeks proposals from qualified architectural and design firms licensed and experienced in California to provide architectural drawings, site planning, and design services for facility improvements in our expanded learning/childcare program spaces. The YMCA prioritizes collaboration, community impact, and responsible stewardship of resources.

Bid package includes:

- Bid Form (this form)

TABLE OF CONTENTS

1.	Introduction	Page 1
2.	Table of Contents	Page 1
3.	Project Information	Pages 2-3
4.	Instructions for Bidders	Pages 4-7

YMCA OF THE EAST BAY
BID FORM

PROJECT INFORMATION

NOTICE IS HEREBY GIVEN that the YMCA OF THE EAST BAY, herein after referred to as the YEB, calls for bids to be received VIA EMAIL TO **Michael Saenz** at msaenz@ymcaeastbay.org by the deadline of **MONDAY, MARCH 9, 2026 at 5 pm.**

YEB CONTACT

Any questions regarding bidding procedures or documents should be directed to:

Michael Saenz

Vice President

YMCA of the East Bay

2111 MLK JR Way, Berkeley, CA 94704

415.297.5135

msaenz@ymcaeastbay.org

JOB WALK

Contact Michael Saenz (above) to schedule a job walk.

TIME OF DELIVERY

Submit bids by 5 pm on MONDAY, MARCH 9, 2026 via email to Michael Saenz at msaenz@ymcaeastbay.org.

WITHDRAWAL OF BID

Bidders may withdraw their bid either personally or by written request to the YEB contact provided above

AWARD OF CONTRACT

Bids will be evaluated on the basis of price, thorough inclusion of the scope outlined in the Drawings and Specifications, schedule, relevant experience, financial responsibility, appropriate licensing, and ability to meet bonding and insurance requirements. The YMCA of the East Bay reserves the right select the firm of our choosing for this project.

QUALIFICATIONS

All bidders may be required to furnish evidence of their technical ability, experience, and financial responsibility.

All bidders must use prevailing wages as required if necessary.

ASSIGNABILITY

A contract is not assignable by Bidder either in whole or in part. The contract shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

OSHA

COMPLIANCE WITH STATUTE

Bidders hereby warrant that all applicable Federal and State statutes and regulations and/or local

YMCA OF THE EAST BAY
BID FORM

ordinances will be complied with in connection with the sale and delivery of the property furnished.

EQUAL EMPLOYMENT OPPORTUNITY

Bidders warrant that they provide equal employment opportunities to all employees and applicants, without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Bidder further warrants that they prohibit discrimination and harassment of any type.

PRICE, TERMS, AND CONDITIONS

This bid package is considered valid until the deadline provided above unless the YEB allows for a longer period of time in writing.

1. Any cash discounts and/or charitable donations offered to the YEB must be so stated on the bid.
2. Cash discounts taken by the YEB, unless otherwise stated on the bid form shall be computed from the total invoice amount. This amount may include material, labor, taxes, shipping, storage, and other related costs.

YMCA OF THE EAST BAY
BID FORM

INSTRUCTIONS FOR BIDDERS

Project Objectives

The selected firm will:

- Develop architectural drawings and design plans suitable for permitting and construction
 - Provide expertise in education and childcare environments (Federal and State subsidized licensed care)
 - Deliver plans compliant with applicable **California Building Standards Code (Title 24)**
 - Support minor to mid-scale facility design, infrastructure upgrades, and space optimization
-

Scope of Services

The YMCA would like architectural drawings and design plans for the following

- Two classrooms in the current women's locker room space
- Each classroom should include
 - Toilets (min 2 child sized toilets per classroom)
 - Sinks in restrooms for handwashing (min 2 sinks per restroom)
 - Sinks in Classroom (min 2 sinks for handwashing per classroom)
 - Classroom 1 should have an access door leading to the hallway
 - Classroom 2 should have an access door to leading to the playground area
 - Windows in each room to allow for natural light
- Prep kitchen in the women's locker room space. Kitchen should include
 - Prep Sink for handwashing
 - Sink for dishwashing
 - Refrigerator
 - Freezer
 - Counter Prep Space
 - Dry goods storage space
 - Dishwasher
- Create a staff lounge area in the women's locker room space
- Create 2 to 3 offices in the current conference room area on the main floor

Any proposed design should be cost effective to build, while allowing for efficient use of energy while being easy to maintain over the long-term usage of the space.

Services shall include, but are not limited to:

YMCA OF THE EAST BAY
BID FORM

A. Architectural & Design Deliverables

- Schematic design drawings
- Design development drawings
- Construction documents (CDs)
- ADA accessibility plans
- Structural coordination (may be delegated but architect must integrate)
- MEP (Mechanical, Electrical, Plumbing) coordination and layout
- Civil and site plans, including grading and utility mapping
- Interior and exterior elevations
- Sections and detailed drawings
- Material and finish schedules
- Floor load calculations for intended use areas

B. California Code & Compliance Requirements

- **Title 24 Building Code Compliance**, including:
 - Part 2 (Building)
 - Part 3 (Electrical)
 - Part 4 (Mechanical)
 - Part 5 (Plumbing)
 - Part 6 (Energy efficiency)
 - Part 11 (CALGreen)
 - Part 12 (Referenced Standards)
- **Title 22 Community Care Licensing compliance support** for childcare space design
- Fire and life safety plan integration
- Seismic design coordination
- Energy modeling if required by project scale
- Modular building design expertise and documentation for state approvals (if applicable)

C. Meetings & Project Management

- Attend pre-design and stakeholder alignment meetings
- Facilitate design workshops with YMCA leadership
- Attend regulatory agency meetings as needed (DSA, HCD, CCLD, local building departments)
- Provide permitting support through plan check process
- Respond to RFIs (Requests for Information) during construction

Proposal Requirements

All proposals must include:

YMCA OF THE EAST BAY
BID FORM

Firm Qualifications

- Proof of California architectural license
- Relevant project experience in public/community facilities and childcare or school environments

Technical Submission

- Understanding of project scope
- Approach to California regulatory compliance
- Sample drawing sets (education, childcare, or modular buildings)
- Proposed timeline and staffing plan

Cost Proposal

- Fee schedule including:
 - Soft costs (design, engineering coordination, energy modeling, plan check support)
 - Hourly rates for additional services
 - Reimbursable expense policy
- Clear cost structure for phased deliverables

References

- Minimum 3 California-based client references for similar scope
-

Timeline (Example)

Phase	Target Completion
RFP Released	February 17, 2026
Questions Due	February 24, 2026
Responses to Questions Issued	February 27, 2026
Proposals Due	March 9, 2026
Interviews / Presentations	March 12, 2026
Notice of Award	March 16, 2026
Contract Finalization	TBD
Design Kickoff	TBD

**YMCA OF THE EAST BAY
BID FORM**

Evaluation Criteria

Proposals will be scored based on:

Category	Weight
California Licensing & Qualifications	15%
Relevant Experience (Childcare/Community/Schools)	25%
CA Code & Regulatory Knowledge (Title 24, CCLD)	25%
Project Approach & Collaboration	15%
Cost Proposal & Transparency	10%
References & Past Performance	10%

Questions & Submission Instructions

All proposals shall be submitted electronically in PDF format and organized per sections above. Questions must be submitted by the deadline listed in the timeline.

Terms & Conditions

- YMCA reserves the right to reject any or all proposals
 - All work must meet California regulatory standards
 - Firm must carry professional liability insurance
 - Deliverables become property of YMCA upon payment
-

Expected Drawing & Design Output Set

The final plan set is expected to support:

- Local building permits (city/county)
 - Title 24 and Title 22 childcare licensing compliance
 - Engineering coordination for construction
-