27 April 2022

**REQUEST FOR CONSTRUCTION SERVICES PROPOSAL (“RFCP”)**

Project: Construction of C.E.R.T. (Community Emergency Response Team) Emergency Supplies Storage Building, Sleepy Hollow Community Center

The Sleepy Hollow Charitable Foundation (“SHCF” or “Owner”) is seeking a General Contractor (“Bidder” or “GC”) licensed in the State of California to construct an addition to an existing building at the Sleepy Hollow Community Center, located at 1317 Butterfield Road, San Anselmo, CA 94960.

Background:

The Sleepy Hollow Community Center was constructed in 1950 by the Sleepy Hollow Homes Association (SHHA), and has been renovated several times since then, most recently in a phased construction Project started in 2020 by the Sleepy Hollow Charitable Foundation, a 501(c)3, which was formed to administer the Project and maintain it after its completion. The Community Center consists of two buildings, a courtyard, a lawn area, a swimming pool, children's pool and a trellis structure. The main building, the Clubhouse, was recently renovated. The last phase of the Project involves the construction of a 300 square foot addition to the second building, which is an existing swimming pool mechanical building and snack bar, known as the Pump House. The Pump House addition will provide a site office for the Community Center and storage room for emergency response supplies for the Sleepy Hollow community’s C.E.R.T. (Community Emergency Response Team) Program, which is part of the community’s Master Plan for resilience and disaster recovery.

Minor modification to the roof and roof drainage of the Pump House is included in the Project. The addition and renovation of the Pump House is included in the full plan set as space 124 and 124.1, CERT Storage. The concrete slab for the CERT storage addition to the Pump House was completed during the Summer of 2021 as part of the Owner’s courtyard paving work.

Schalich Brothers Construction was assigned Phase 1 of the construction and work now being completed for the locker rooms and showers in the Clubhouse, but is not able to be a candidate for this Project, which is separately permitted.

Bidders may access at this link the permitted plans.

The Community Center is a year-round use facility, with most activity occurring between February and October. Therefore, the SFCF, in collaboration with the SHHA, has developed a project schedule window of November 2022 to February 2023 to avoid disruption of scheduled activities at the Community Center. The Owner is interested in strategies that may shorten the construction window or allow for an earlier start date without disruption of these activities.

Project Schedule:

RFP issued: 27 April 2022

Job Site Visit: To be scheduled 2 – 4 May 2022,10am

Bidder Questions Due: 6 May 2022, 5pm

Responses to Bidder Questions: 9 May 2022

Bid Due Date: 13 May 2022

Interviews: 17 – 18 May 2022

Notification of Preferred Bidder: 23 May 2022

Timeframe for project: 01 November 2022 to 15 February 2023.

Selection Factors to be considered in your response:

* Safety: methodology for protecting residents and visitors during construction.
* Ability to complete the Project within the time frame specified.
* Cost Control: ability to meet the Owner’s construction budget.
* Quality of supervision and ability to work with project architect and all volunteer project oversight staff.

Form of Agreement:

The Owner will enter into a mutually agreeable form of agreement with the selected General Contractor.

Terms and Conditions:

Details provided for administration of this RFP are subject to change. The Owner reserves the right to reject any or all of the bids and may choose to re-publish the RFP at a later date. Notification of Preferred Bidder does not constitute an award of the Project, but is an offer to enter into discussion related to an agreement for the Project. The Bidder’s costs associated with responding to this RFP are the responsibility of the Bidder.

Questions:

Please submit questions in writing to:

Jessica Fairchild, architect: [jessica@fairchildbroms.com](mailto:jessica@fairchildbroms.com)

Jan Blackford, Director, Owner Representative: [jan.blackford68@comcast.net](mailto:jan.blackford68@comcast.net)

Kai Broms, Director and Construction Management Representative: [kai.broms@comcast.net](mailto:kai.broms@comcast.net)

Sincerely,

**SLEEPY HOLLOW COMMUNITY FOUNDATION**