



Request for Qualifications
Renovation Work of the Family Resource Center
ADDENDUM I

Project: Schematic Interior Layout Design
Location: 525 E. Yosemite Ave., Madera, CA 93638
Building Size: Approx. 5,985 sq. ft.
Release Date: February 6, 2026

The intent of this RFQ is to select a firm to provide full schematic design services and coordinate the design process.

SUGGESTED SCOPE OF SERVICES

The selected firm will design and develop a schematic interior layout to inform future construction planning and budgeting for the renovation of the First 5 Madera County (F5MC) Family Resource Center.

1. INITIAL REVIEW AND ANALYSIS

- a. **Consultation.** The firm will meet stakeholders involved in the project.
- b. **Site Visit.** The firm will become familiar with the facility.

2. DESIGN PROCESS

- a. **Present Conceptual Options.** The firm will present multiple layout approaches and show different strategies. The Commission will select the preferred layout.
- b. **Develop schematic layout.** The firm will prepare a schematic interior layout (scaled plan)
- c. **Plan Proposal.** Provide a conceptual cost opinion (ROM) to inform future project budgeting.

3. REFINING THE PLAN

- a. **Presentation of First Draft.** The firm will present the first draft of the project for the purpose of gathering input.
- b. **Presentation of Second Draft.** After making revisions in response to comments on the first draft, the firm will present a second draft.
- c. **Meeting with Stakeholders.** The firm will present the plan to the Commission Staff and Operations Committee, outlining the project details.

4. APPROVAL PROCESS

- a. **Public Presentation.** The firm will make a formal presentation at a regular Commission meeting.
- b. **Additional Revisions.** The firm will be responsible for two rounds of revisions that may become necessary during the approval process.

5. RENOVATION SCOPE

- a. See attachment A

This RFQ does not include construction documents, engineering drawings, permit submittals, or construction administration services. These services may be procured separately at a later time.

SUBMISSION REQUIREMENTS

Unless otherwise noted or exempt, all documents submitted to F5MC in response to this RFQ and

subsequent proposals are public and will be available for review at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals, which will be transferred to Staff Letter and Rating Forms; (2) Financial Capacity; and (3) Bonding/Insurance.

Submissions should include the following information in response to this RFQ:

1. A written description of the firm's approach to the project.
2. The expertise of the team assembled by the firm to carry out the work.
3. A list of comparable projects undertaken by the firm or team members.
4. A copy/sample of at least one project proposal completed by the firm.

SUBMISSION FORMAT

1. **DESCRIPTION OF THE APPROACH.** Up to two pages describing the firm's typical approach to projects on a similar scope/scale to this one, including preferences for the public process if different from the suggested one, and timeline for completion.
2. **FIRM/TEAM EXPERTISE.** Brief description of general qualifications, the multidisciplinary nature of the team assembled for the project, specific evidence of relevant experience, and a listing of key personnel who would be available to work on this project.
3. **COMPARABLE PROJECTS.** Summary of ongoing and completed projects, showcasing a proven track record of managing project performance according to initial schedules. Include the following information for each:
 - a. Reference name.
 - b. Current status.
 - c. Client type.
 - d. Photos of designed or built
4. **SAMPLE PROJECT PLAN.** Please include one or more sample projects from the list of comparable projects.
5. **PROJECT ESTIMATING COST.** Proposed cost and value (full schematic design services under this RFQ only), including revision allowances (up to two rounds of revisions are suggested under 4. APPROVAL PROCESS).

EVALUATION CRITERIA

Firms responding to this RFQ must demonstrate the following:

- Ability to meet First 5's project vision and scope.
- The firm's experience is compatible with the proposed project (public sector process).
- Approach and understanding of project objectives.
- Experience with renovation of occupied buildings.
- Ability to meet the deadlines.
- Qualifications and experience of individuals directly involved with the project.
- Proximity of prospective firms to the project site.
- The firm's apparent resources and capacity to meet the needs of this project.

First 5 Staff will check each submitted RFQ for completeness. Following the Contracting and Procurement Policy and Procedure Manual, the review process described in this RFQ forms the basis for review and selection. Each submission will be scored against the Review Criteria and assessed competitively against other eligible submissions.

Review Criteria	Point Value
1. Description of the Approach	35
2. Firm/Team Expertise	35
3. Comparable Projects and Sample Project Plan	15
4. Estimated Project Cost	15
TOTAL	100

SUBMISSION INSTRUCTIONS

- Questions that change the RFQ will be provided via an addendum by Friday, February 20, 2026, by 12:00 PM.
- Statement of Qualifications must be submitted electronically by Friday, February 27, 2026, by 4:00 PM via email to: info@first5madera.org
- Submittals should be combined into one PDF file. If possible, please reduce the file size.
- Additional questions regarding submission may be directed to the Finance and Operations Coordinator at 559-661-5155 or info@first5madera.org.

IMPORTANT DATES

RFQ Release Date	Friday, February 06, 2026	
RFQ Amended	Wednesday, February 18, 2026	
Site Walkthrough*	Friday, February 13, 2026	All Day
525 E. Yosemite Ave.,	Tuesday, February 17, 2026	Afternoon
Madera, CA 93638	Wednesday, February 18, 2026	Afternoon
Submission Deadline	Friday, February 27, 2026	by 4:00 PM
Selection Notification	Friday, May 08, 2026	

* By appointment only

TERMS, CANCELLATION, AND REJECTION

This RFQ is for schematic and conceptual design services only. Submission of a qualification does not guarantee an award. F5MC reserves the right to accept or reject any or all submissions and cancel this solicitation at any time for any reason. The Commission reserves the right to request additional information and negotiate. Selection for schematic design services does not guarantee or imply selection for future architectural, engineering, or construction services. Any subsequent phase will be subject to a separate procurement process.

RENOVATION SCOPE

1. Renovation Project Description

The First 5 Family Resource Center provides vital early childhood and family support services to the community. The facility has operated for over 20 years and needs renovation to improve safety, functionality, accessibility, and enhance usability, aesthetics, and property value.

2. Scope of Services

Services are limited to conceptual and schematic design only and should address the following objectives:

- Create a functional and welcoming reception area with clear separation of public and private zones, incorporating safety and security features.
- Provide a productive and efficient workspace, including private offices and meeting areas, to enhance staff performance and reduce operating costs.
- Increased storage capacity through integration of new storage areas.
- Upgrade the partitioned classroom feature for improved flexibility and usability.
- Establish a conceptual framework for a full remodel, including finishes, fixtures, and space layout improvements.
- Upgrades required to meet applicable ADA and building codes.

Remodel Preliminary Checklist: The project includes, but is not limited to, the following:

a) Layout and Structure

- i) Lobby & Security: Redesign to include secure reception/check-in, family waiting area, and public/private separation (e.g., copy room)
- ii) Office & Workspace: Add 3-5 new individual offices, meeting space, open-plan work area, and shared spaces.
- iii) Classroom: upgrade the partitioned classroom feature for usability and flexibility.
- iv) Storage: Identify and integrate new storage areas throughout the building.
- v) Structural: Indicate any potential structural adjustments needed (conceptual only).

b) Finishes and Fixtures (Concept Level)

- i) Flooring: recommend new flooring throughout.
- ii) Windows and Doors: Replacement of worn doors; upgrade window treatments.
- iii) Lighting: Propose new concepts for efficiency and illumination.
- iv) Restrooms: Provide a conceptual renovation plan.
- v) Painting: Recommend wall color palettes.
- vi) Staff Breakroom: suggest upgrade ideas