



20-016
REQUEST FOR PROPOSAL
EARLY LEARNING & CHILD CARE CENTER PROJECT
PEND OREILLE PUBLIC UTILITY DISTRICT

Public Utility District No. 1 of Pend Oreille County (the “District”), along with its community partners, the Newport Hospital & Health Services, Pend Oreille County, the Kalispel Tribe of Indians, and the Newport School District (“Community Partners”), is seeking proposals from qualified firms and/or consulting teams to evaluate, plan and conceptually design an Early Learning & Child Care Center in the City of Newport, Washington (the “Center”).

PROJECT SCOPE & PURPOSE

The purpose and scope of this project is to provide a feasibility analysis and business plan for increasing the capacity of early childhood programs to serve the needs of the City of Newport and the outlying Pend Oreille County communities. This effort will provide a comprehensive picture of the current demand for child care services in the Newport area, market for child care in the area, potential child care service types to meet demand, potential partnership agreement structures, estimated start-up costs, operating costs and financial models, and a conceptual architectural design for the Center. Information gathered from the study will assist the District and community partners in determining potential priorities to create solutions to meet the childcare needs of within the City of Newport and the greater Pend Oreille County community.

The ideal proposal would be from an early learning and childcare professional/consultant with support from an architectural firm and legal counsel. The District’s current vision contemplates the formation of a separate standalone entity supported by the Community Partners or potentially operated by one of the Community Partners.

This Request for Proposal (“RFP”) is intended to establish a short-list of qualified entities with the proven capacity to meet the District’s goals. Once the short list is established, the District will interview the top-qualified firms/teams and seek additional information regarding their proposed ideas, approach, business terms, and business relationship with the District. Based thereon, an entity may be chosen to enter into an agreement.

Proposers are encouraged to think creatively and strategically about how best to approach meeting the District’s goals and provide additional information as desired.

The results of the project should address, at a minimum, the following areas:

A. Community Need

1. Determine and define the community need for the Center.

B. Entity Formation and Financing

1. Propose options for formation of a separate entity to operate the Center.
2. Provide funding options for the start-up costs of the Center.

C. Facility Design

1. Propose a conceptual architectural design for the Center based on scope and scale as identified in the proposed business plan.
2. Provide the estimated cost of the facility construction and a general breakout of those costs.
3. Provide details of how the facility will comply with all licensing requirements of the type of program you propose (students per square foot, safety requirements, etc.).

D. Business Planning and Program Development

1. Provide a business model for Early Childhood Education (ECE) services - i.e. subsidized, private pay, employer stipend to employee, employer pays the operator directly, or a mix of all of these. Infant/toddler care, Preschool, after school programs, etc. Include the estimated number of children and the age groups to be served.
2. Describe in detail the regulatory requirements for forming and operating an ECE/childcare facility.
3. Provide a pro forma budget for the ECE program.
4. Describe the necessary qualifications to operate an early care and education program.
5. Describe how the operator should be selected.
6. Describe how the facility will meet the need for early learning and childcare in the geographic area.
7. Describe your plans to ensure that the ECE programming will be high quality (beyond just minimum health and safety requirements).
8. Provide a proposed timeline with specific benchmarks to determine if the project is on track.
9. Identify and list current critical community partners and their roles, as well as others.
10. Describe potential or anticipated challenges/barriers and how those would be resolved.
11. Describe how parents will be engaged by the ECE program, including whether there will be collocated services to support the whole family.

RFP REQUIREMENTS

To facilitate review of the proposals, proposals must be organized to address each of the following in the order set forth below. Please note, we are not looking for a large proposal document and brevity will be valued. You will not be evaluated on the formality of your response, only completeness.

At a minimum, the response must address/provide the following:

Qualifications, References and Organization Information

1. Information describing your firm/team.
2. Information on any subcontractors or consulting teams.
3. Describe your firm/team's experience in funding, evaluating, planning, and designing early learning & childcare centers.
4. Describe the expertise and experience of the proposed professionals who would be assigned to work with the District, particularly the individual(s) who would be the District's primary day-to-day contact(s).
5. A clear and concise rationale as to why the District should select your organization over other qualified organizations.
6. At least three references regarding your work on similar projects.
7. A certificate of status/certificate of good standing from your company's state of formation.

Project Details

1. Narrative or description of the general approach and methodology for the project.
2. Your firm/team's plan for the following:
 - a. Defining the community need;
 - b. The formation of separate entity and funding structure to operate the Center;
 - c. Conceptual architectural design of the Center; and
 - d. Business Planning and Program Development
3. Describe your firm/team's experience with Washington State licensing requirements.
4. Provide at least two (2) examples of comparable projects (with stated justification as to why the examples are comparable) completed or underway;
5. A budget for the plan aligned to significant project plan milestones, costs and tasks.

INSURANCE REQUIREMENTS

The firm/consultant to whom this is awarded to shall maintain at its own expense, and provide copies to the District upon demand, the following insurance policies, with the District named as an additional insured:

- Commercial General Liability Insurance on an occurrence basis with single limit of not less than \$1,000,000 and \$2,000,000 annual aggregate; and
- Professional Liability Insurance on an occurrence basis with single limit of not less than \$1,000,000 and \$2,000,000 annual aggregate; and
- Automobile liability insurance on an occurrence basis of not less than \$1,000,000 combined single limit or equivalent for both injury and property damages as a result of any one occurrence, including coverage for owned, hired, and non-owned automobiles.

RFP SUBMITTALS

- Proposals must be submitted no later than **November 18, 2020 at 2:00 p.m. Pacific Standard Time**. Submittals received after the above date and time for any reason will not be considered.
- Proposals must be submitted using ProcureWare (the Districts online contracting portal): <https://popud.procureware.com>
- Questions related to this RFP must be submitted via ProcureWare. Questions are welcome anytime up until **November 12, 2020 at 2:00 p.m. Pacific Standard Time**. Responses to questions will be made available to all bidders via ProcureWare.
- We encourage questions early and throughout the proposal preparation period. Efforts will be made to be prompt in responding to questions, but the District is not responsible for any effect on a particular proposal from the timing of, or the response itself.
- Firms and/or consulting teams interested in submitting a proposal are directed not to make personal contact with members of the Board of Commissioners of the District or the District Administration. **FAILURE TO ADHERE TO THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION.**

Proposals must be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer. It is the proposer's sole responsibility to ensure that their proposal is received before the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This RFP is NOT a formal request for bids, or an offer by the District to contract with any organization(s) responding to this RFP.

The District reserves the rights to reject any and all proposals, amend this RFP as necessary, contract with any organization responding to this RFP for all or portions of the services requested, reject any proposal as non-responsive, seek proposals from, or contract with, any organization not participating in this process, and not contract with any organization for the services requested.

The District makes no representation that participation in the RFP process will lead to the award of a contract or any consideration whatsoever.

All materials submitted to the District in response to this RFP shall remain the property of the District and may be subject to public review as required by law. The District shall not be responsible for the costs of preparing any proposal in response to the RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of the District or any Proposers. the District reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFP in whole or in part at any stage. In no event shall the District be liable to proposers for any costs or damages incurred in connection with the RFP process, including but not limited to any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No proposer shall be entitled to any repayment from the District for any costs, expenses or fees related to this RFP. Proposers may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known.

It is understood that any proposer acting as an individual, partnership, corporation or other legal entity, is State and Federally licensed and otherwise certified in accordance with all State and Federal requirements that may apply. The proposer shall be financially solvent and each of its members, if a joint venture, its employees, agents, or sub-contractors shall be competent to perform the services under this RFP.

This project will comply with all codes, standards, regulations, and rules that are administered by Federal agencies, State agencies, and any other local regulations and standards.

This project is partially funded by Washington State Department of Commerce and the Seattle Foundation.

EVALUATION CRITERIA & SELECTION PROCESS

The District will evaluate each submitted bid for completeness to the RFP. Bid submittals that do not meet the minimum requirements will not be considered. The District reserves the right to reject all submittals and modify or withdraw the RFP. The District will award the contract to the qualified bidder whose proposal is most advantageous to the District based upon the factors identified below. The District will engage the respondent with the highest scoring response to discuss a service agreement. Should the District fail to secure an agreement with the selected entity, the District may elect to pursue an agreement with the next highest scoring entity.

Proposals will be evaluated based on the following:

- Conformity to RFP
- Completeness of proposal
- Fit with the District and familiarity with the area
- Experience and qualifications of the vendor including the following:
 - Knowledge and experience with employer-supported early learning & childcare;
 - Knowledge and experience with local government and local childcare license laws and regulations; and
 - Knowledge, experience and proposed practices regarding effective scheduling and budget management
- Ability to meet timelines
- References of projects similar in nature
- Pricing and costs
- Experience and proposed practices regarding:
 - Community hiring
 - Engaging community stakeholders
 - Building effective community partnerships and collaboration
 - Utilizing local contractors and suppliers
 - Sustainability/Green Practices
- Any other relevant factors

After proposals have been reviewed, we may request additional information and/or an interview.

The District reserves the right to cancel this RFP at any time, or issue amendments or corrections. The District reserves the right to award this contract, or to not award this contract.

FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFP, INCLUDING FAILURE OF A PROPOSAL IN RESPONSE TO THIS RFP TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.