

REQUEST FOR PROPOSALS

Issued by

CITY OF SPEARFISH

Childcare Solution

June 15, 2020

1. OVERVIEW

a. Purpose

The City of Spearfish (“City” or “Spearfish”) is requesting proposals from qualified, state-licensed childcare providers to provide childcare services within the Spearfish Rec and Aquatics Center (SRAC). The City recognizes the great need for childcare within the community and that the City has an ideal space to provide that service. The City envisions a partnership with a provider who will offer an enriching curriculum, and a safe and secure environment where the children are able to engage in activities that develop their social, emotional, physical, and intellectual needs.

The City wishes for five childcare spaces to be reserved for hourly care services for SRAC patrons.

This Request for Proposals (RFP) endeavors to identify qualified entities with the proven ability to meet the City’s vision. The City may interview the top qualifying providers and seek additional information regarding their proposed ideas, approach, business terms, and proposed business relationship with the City. 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 City’s vision and provide additional information as desired. Except as otherwise required by law, proposals received will not be shared with any other respondents before beginning negotiations with the selected candidate and to the extent legally allowed, will be kept confidential.

b. Background

During the COVID-19 pandemic, the City saw the need to provide childcare services to essential employees of our community. The City soon realized that the need for childcare was not limited to the time of the pandemic, but a great need exists throughout the community on a normal basis.

The SRAC is an excellent facility to host childcare services. The facility has adequate restroom facilities, a full fire sprinkler system, several rooms with restrooms and sinks, a kitchen area, a large outdoor play area, and many opportunities for expansion and use of other rooms within the facility.

c. Instructions

All proposals are due by 4:00 p.m. on Thursday, July 2, 2020. Late proposals will not be accepted. Proposals must be addressed to Tyler Ehnes, Parks and Recreation Director via hard copy to the Finance Office in City Hall at 625 N. Fifth St, Spearfish, SD 57783. The proposal 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 City to contract with any organization(s) responding to this RFP. The City 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 City 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 City in response to this RFP shall remain the property of the City and may be subject to public review as required by law. The City will 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 City or any Proposers. The City 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 City 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 City 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. 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.

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.

d. Evaluation and Assumptions.

When drafting a proposal, providers should assume the SRAC will be a fully licensed childcare facility. The City will assist with the maintenance and cleaning of the facility. The provider should assume that only the hourly care room and the party room will be available for childcare services. These two rooms will accommodate approximately fifty (50) children.

At a minimum, the successful proposal will

1. Outline a business plan (based on the below requirements) that will create a successful partnership with the City and provide a valuable community asset.
2. Describe a feasible financial plan for the next three (3) years.
3. Communicate how the provider will provide safe childcare services while meeting all federal, state, and local regulations.
4. Explain how the space at the SRAC will be utilized and how the provider plans to integrate childcare services into the normal operations of a recreation center.

e. Schedule and RFP Contact

This RFP is issued on June 15, 2020. Proposals are due July 2, 2020 at 4:00 P.M. City staff will review the proposals and make a recommendation to the City Council on July 13, 2020. The successful proposer will be notified following that meeting. The City will then draft an agreement and negotiate terms with the successful childcare provider. Once the childcare provider has signed the agreement, the City will present it to the City Council for its approval.

The RFP and all supporting materials, including any questions about the information contained in the RFP, any addenda that may be issued or to set up a tour of the facility can be requested by contacting

Tyler Ehnes
Park and Rec Director
625 N. Fifth St.
Spearfish, SD 57783
tyler.ehnes@cityofspearfish.com
(605)-717-1189

2. SUBMISSION REQUIREMENTS

Proposers must submit a signed and sealed proposal containing the information requested below. The sealed envelope containing the proposal must be marked "Proposal for Childcare Services" and contain the provider's name. **Proposals must be delivered to the Finance Office in City Hall no later than July 2, 2020 at 4:00 P.M.** Proposals submitted by fax, email, or other electronic means will not be accepted or acknowledged. Proposals must be addressed to

Tyler Ehnes
Park and Recreation Director
625 N. Fifth St.
Spearfish, SD 57783

a. Contents of Proposal

The City reserves the right to waive the requirement for the proposal to include any of the elements listed below.

1. Proposer information.

- a. Describe the entity submitting the proposal, which must be the same legal entity that will carry out the childcare agreement.
- b. Name, title, street address, phone number, and email address of the proposer's point of contact for the proposal and the person authorized to sign binding commitments for the proposer.
- c. Number of years the entity has been in business.
- d. Describe your organization's experience in operating child care centers.
- e. Describe the expertise and experience of the professionals who would be assigned to work with the City, particularly the individual(s) who would be the City's primary day-to-day contact(s).

2. Childcare plan. Describe your organization's plan for operating the childcare center in accordance with the City's vision.

- a. Hours of operation
- b. Staffing
- c. Curriculum information
- d. Nutrition
- e. Maintenance plan
- f. Security and safety
 - i. Cleaning
 - ii. Physical access security

- g. City employee's childcare needs
- h. Hourly care needs
- i. Facility improvement plan (cost share, provider cost, City cost)
- j. Outdoor play space ideas

3. Financial information.

- a. Provide a project pro forma at a minimum of three operating years showing gross potential income, expenses, net operating income, and annual debt service if debt financing is used.
 - b. Vision for the relationship between the City and provider
 - i. Contractual relationship
 - ii. Tenant/landlord or partners or other arrangements.
 - b. Financial proposal
 - i. What the provider proposes to lease the space for.
 - ii. Profit-sharing if any.
 - iii. Other financial partnership options.
 - c. Describe the proposed financing including any financing entity with a letter of interest from the financing entity and the loan amount, rate, and terms.
 - d. Describe the financial stability of the organization including audited financial statements for the preceding three fiscal years for all entities involved.
4. Describe how your organization will help ensure that the facility complies with all licensing requirements for the type of program you plan to operate.
 5. Describe your model for childcare services.
 6. Describe your plans to ensure that the childcare program will be high quality, beyond the minimum health and safety requirements for state licensing.
 7. Provide at least three (3) letters of recommendation from parents of children you currently care for and one (1) letter of recommendation from your current lessor (if applicable).
 8. Describe any litigation or other like proceedings against your organization or any of its professionals, whether current or pending, during the past five (5) years.
 9. Describe the status and nature of any bankruptcy that the organization has been involved in during the past five (5) years.
 10. Provide verification of childcare licensing.

3. SELECTION PROCESS

The City of Spearfish is committed to a fair and transparent process for the selection of a childcare provider. This RFP is issued to find the provider who best meets the objectives of this project. The City reserves the right to modify the process in its sole discretion upon notice to all affected providers.

City staff will comprise a selection committee that will review and rate each proposal. The selection committee may conduct interviews of providers who have submitted proposals.

The selection committee will rank the proposals based on the Evaluation Criteria outlined below. The selection committee may provide all providers who submitted a proposal with a written list of required clarifications or modifications. Providers must respond in writing, within the time provided, and with the required clarifications, modifications, and adjustments to their proposals.

a. Evaluation Criteria

The following criteria will be used to evaluate the proposals

1. Quality and viability of the proposal in the context of this RFP
2. The proposal's conformance with the City's vision for childcare.
3. Consistency with Spearfish City Ordinances, state laws, and other referenced documents
4. Reasonable and realistic business plan.
5. The financial benefit to the City.
6. Qualifications and experience of the childcare provider and staff.
7. Experience with similar operations.
8. Experience working with other partner agencies (governments, non-profit organizations, etc)
9. The success of past operations and the results of reference checks
10. Viability of the proposal
11. Risk to the City
12. Safety record and history with the Department of Social Services

After proposals have been reviewed, the City may request additional information or an interview.