



**CHILDCARE FACILITY
FEASIBILITY STUDY
SULLIVAN COUNTY
14 MAIN STREET
NEWPORT, NH 03773**

**REQUEST FOR QUALIFICATIONS/PROPOSAL
for
ARCHITECTURAL SERVICES FOR
CHILDCARE FACILITY FEASIBILITY STUDY**

**ISSUE DATE: AUGUST 02, 2023
PROPOSAL SUBMISSION DEADLINE:
AUGUST 30, 2023, AT 2PM**

Project Description:

As an Employer, Sullivan County faces challenges in the attraction and retention of workforce related to the lack of available and affordable childcare in the area. Sullivan County seeks qualifications and proposals from well-qualified firms to conduct a feasibility study to evaluate the need, benefit, and potential feasibility for a childcare center located on the County's Unity campus to serve employees. Deliverables for this feasibility study include: the current demand for childcare services among County employees; types of childcare services to meet the demand; conceptual architectural designs (single line drawings); and estimated construction, startup, and operational costs for all options. Conceptual architectural drawings must be done based on two assumptions: 1) construction of a new facility located on the County's Unity campus; and 2) modification of the existing Ahern Building on the County's Unity campus. Information gathered from the study will assist Sullivan County in determining priorities, seek approvals, and apply for funding in early 2024; therefore, the feasibility study must be complete by January 31, 2024.

Proposal Instructions:

Three (3) copies of the Qualifications must be submitted in a sealed envelope clearly labeled "RFQ/RFP – CHILDCARE FACILITY FEASIBILITY STUDY".

One (1) separate sealed envelope containing the complete fee proposal including a not to exceed limit. The fee proposal should contain the proposed fee structure, number of site visits and/or meetings planned, and proposed timetable to complete the work. This envelope will not be opened until after an initial review and evaluation of Qualifications submitted. Qualifications and Proposals shall be sent to:

Mary Bourque, Director of Facilities and Operations
5 Nursing Home Drive
Unity, NH 03743

Proposals must be submitted to the above address no later than 2:00 pm on August 30, 2023, to be eligible for consideration. If qualifications and proposals are being sent via USPS, FedEx, UPS, or other mail carrier, please ensure that the mailing envelope is clearly marked "RFQ/RFP – CHILDCARE FACILITY FEASIBILITY STUDY". Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Hand delivered packages may be delivered to the Ahern Building on the Unity Campus. Other forms of submission (fax or e-mail) will be rejected. Proposals submitted after the deadline will be rejected.

Questions and Site Visits: All questions can be directed to Mary Bourque at mbourque@sullivancountynh.gov. Answers to questions will be posted weekly as addenda on the Sullivan County website at <https://www.sullivancountynh.gov/163/Request-for-Proposals>. Any addenda will be posted to the website weekly by Friday at noon with the first posting on Friday, August 11, 2023. The deadline for questions is August 22, 2023, at 4pm. There is no site visit planned for this RFQ/RFP.

Proposal Opening:

The deadline to submit qualifications and proposal is 2:00 p.m. on August 30, 2023, at which time all submissions will be opened in the Ahern Building on the Unity Campus. The public is welcome to attend, although a selection of a firm will not be made, and fee proposals will not be opened, at that time.

Proposal Award:

After consideration of the submissions, Sullivan County may request additional information from finalists including a possible interview. After a final selection has been made, the Board of Commissioners will award this project during a regular public business meeting generally scheduled for the first and third Mondays of each month at 3:00 pm. Formal notification of proposal award to all proposers will occur the next business day, thereafter. Information for the Board of Commissioners meeting agendas and meeting locations is available on the County's website at <http://sullivancountynh.gov>.

Contractual Obligations:

Failure to execute a contract within 21 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award. Sullivan County reserves the right to review said contracts and amend them to comply with county legal requirements prior to signing by the appointed representative of the Board of Sullivan County Commissioners. Contract terms must include:

Relationship of Parties: Consultant shall have no authority to assume or create any financial obligation whatsoever, either express or implied, on behalf of or in the name of Sullivan County or to bind the County in any manner whatsoever.

Confidentiality: Consultant shall treat as confidential any information which may be obtained in performing said services regarding Sullivan County, its business, plans, techniques, methods, systems, personnel or any other matter. Consultant shall hold all such confidential information in trust for Sullivan County and shall not, during or after the term of this Agreement, disclose to any person or entity other than Sullivan County, nor use for Consultant's own business or benefit, any such information or knowledge obtained or generated in performance of this Agreement and shall take all reasonable precautions to prevent any person or entity, other than Sullivan County, from acquiring such information from Consultant.

Confidential information shall include all trade secrets, proprietary or confidential information relative to Sullivan County's past, present or future business activities and which is information identified by either party hereto as being such information or which is information that a reasonable person would understand to be trade secrets, privileged or confidential which is disclosed to Consultant in order for Consultant to perform under this Agreement.

Indemnification: To the fullest extent permitted by law, Consultants shall protect, indemnify, save, defend and hold harmless Sullivan County and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which Sullivan County and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by the Consultant or anyone directly or indirectly employed by the Consultant or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Consultant or its officers, employees, or agents.

Insurance Requirements: Prior to commencing work, the Consultant agrees to maintain in force during the term of this Agreement all insurances which may be required by law and regulation applicable to his/her business interests. Consultant shall provide to Client Certificates of Coverage for all coverages, which coverage shall

include endorsements naming Sullivan County as an additional insured on a primary and non-contributory basis for liability, auto and excess coverages, no fewer than ten (10) days prior to commencement of the Services. Consultant agrees it shall provide a copy of written notice of policy cancellation or nonrenewal to the Client within 10 days of any termination of any of Consultant's insurance, including cancellation for non-payment of premium.

Consultant agrees that it shall continue its workers' compensation insurance in force, even if it should not be required by state law.

The County shall not be required to insure the Consultant, any subconsultant, or any professional service provider. A 30-day notice is required for cancellation and/or material change of coverage sent directly to Sullivan County at 14 Main Street, Newport, NH 03773.

The Consultant will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance coverage. The County shall not be required to insure the Architect or any subconsultant. A 30-day notice is required for cancellation and/or material change of coverage sent directly to Sullivan County at 14 Main Street, Newport, NH 03773.

Special Considerations:

- Sullivan County reserves the right to make an award in whole, or in part, and to accept or reject any and all proposals or parts thereof, which it deems to be in the best interest of the County and to waive any bid formality.
- This effort is funded for FY24 in the Sullivan County budget. Any additional design or construction is subject to approval and funding authorization by the Sullivan County Delegation.
- The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding life safety, building codes, and licensing requirements.
- Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.
- No provider of services under this RFQ/RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, gender, sexual orientation, age, disability, or national origin.
- The County will use a 'best match and value' determination in making an award. That is, it will not simply use the lowest cost relevant experience for the effort.

Sullivan County is aware of the time and effort required to prepare proposals and invites Proposers to let us know of any proposal requirements that are unclear and/or create difficulty in responding.

Sincerely,



Mary Bourque, Director of Facilities and Operations
Sullivan County

Enclosed: Attachment A: General Instructions and Requirements for Qualifications/Proposals

ATTACHMENT A

General Instructions and Requirements for Qualifications/Proposals

A. Introduction and Background

Sullivan County (County) is a public entity composed of general administrative office, long term care, and correctional facilities with campuses in Unity and Newport. The Unity campus is home to Sullivan County Health Care, Department of Corrections, and several other County departments.

Sullivan County Health Care (SCHC) is long term care facility. The Department of Corrections (DOC) is comprised of a jail and a community corrections center. Both are staffed by 3-shifts working seven days per week.

An existing building, the Ahern Building, should be considered for renovation. Ahern is centrally located between SCHC and DOC. It is currently being used as temporary office space for the duration of the SCHC Renovation Project. Alternatively, there are several locations on the Unity campus to site a standalone building.

B. Project Goals

As an Employer, Sullivan County faces challenges in the attraction and retention of workforce related to the lack of available and affordable childcare in the area. The goals of this project are to evaluate the need, benefit, and potential feasibility for a childcare center located on the County's Unity campus to serve employees. This effort will provide a comprehensive picture of the current demand of childcare services of the employees of the County, types of childcare services to meet demand, one or more conceptual architectural designs for the center, and estimated construction, startup, and operating costs for all options. Information gathered from the study will assist Sullivan County in determining priorities, seek approvals, and apply for funding.

More specific goals of the study include:

- Determine and define the employee, and possibly community, need for childcare services. Define the types of childcare services to meet the demand.
- Propose conceptual architectural design(s) for consideration based on scope and scale as defined in the needs analysis. Prepare conceptual design(s) for modifications to the Ahern Building, as well as new construction on the Unity campus.
- Provide the estimated cost of the facility construction, startup, and operating costs.
- Provide details of how the facility will comply with all licensing and other regulatory requirements of the type of program proposed (students per square foot, safety requirements, etc.).
- Describe potential or anticipated challenges/barriers and how those would be resolved.

C. Minimum Criteria

Each firm must demonstrate that it meets the following minimum criteria:

- Firms must be licensed in the State of New Hampshire.
- Firms must demonstrate childcare design and construction experience.
- Firms must demonstrate financial stability.

D. Submission Requirements

Provide three (3) copies of qualifications and (1) one copy of the fee proposal. Submissions shall be limited to a maximum of twenty-five (25) pages, including the cover letter, resumes, and schedule. At a minimum, proposals shall include the following:

- Cover Letter
- Firm Profile: Provide pertinent information concerning the background, experience, financial stability, and reputation of the firm.
- Client Knowledge: Demonstrate an understanding and familiarity with Sullivan County, its mission, this

project, and its supporting facility systems.

- Project Understanding: Demonstrate an understanding of the project scope and an ability to manage the scopes in a timely fashion.
- Scope of Services: Highlight major tasks and approach.
- Project Timeline: Indicate earliest start date and start, finish, and key milestones for major tasks.
- Key Staff Members: Identify and provide qualifications for professional staff to be assigned to this project. One-page resumes shall be included for each of the key individuals.
- Experience: Demonstrate an understanding and familiarity with projects of the type outlined herein or similar by listing all previous projects of comparable type which firm has performed.
- References: Provide three (3) references, at a minimum, that will be checked. References should be projects performed of similar scope and shall include date, location, and budget of project as well as name and phone number of contact person. Information shall include contract duration with dates, services performed, and contracting agency name, address, and telephone number for verification purposes. References should be able to describe the firm's responsiveness, quality of work, and ability to complete projects in a timely and orderly manner.
- Cost: One (1) separately sealed envelope containing the complete fee proposal including a not to exceed limit. The fee proposal should contain the proposed fee structure, number of site visits and/or meetings planned, and proposed timetable to complete the work.

E. Evaluation Criteria and Review of Proposals

Proposals will be using the following criteria:

- Company Background Material (10%)
- Firm and Key Staff Member Experience (20%)
- Local Knowledge (10%)
- Quality of Proposals / Approach to Project (40%)
- Cost (20%)

These elements will be used to rank the Proposals for review. Only after this initial ranking will each of the fee proposals be opened and considered. Following the review and screening of all proposals, firms may be asked to submit additional information or interview with key County staff.

NOTICE: Information provided in these specifications is to be used only for the purpose of preparing a proposal detailing costs and services provided to Sullivan County. It is expected that each Proposer will read these specifications with care. Failure to meet certain conditions may invalidate proposals.

The information contained herein is believed to be accurate but should not be considered as warranted in any way. Questions or requests for additional information should be directed to Mary Bourque, Director of Facilities at 603-542-0164 or via email at mbourque@sullivancountynh.gov.