



Request for Proposal for Conceptual Design of Early Childhood Facility

Question Responses

RFP Questions Close	November 12, 2021
RFP Question Response	November 16, 2021
Proposals Due	November 23, 2021, at 3:00 p.m. Mountain Time

The Town has been asked some questions regarding this project. Please see the questions and the **Town's responses** below.

1. Is there an ideal program for Parcel 2E? Or is part of the work to establish a program? The earlier studies indicated the following program as ideal, but maybe thinking has changed? It appears the now a child development center of equal size to the childcare center is desired.
 - a. 7 childcare classrooms (no less than 6)
 - b. Community room that is used by childcare facility and other community groups
 - c. Gross motor space
 - d. commercial kitchen
 - e. Office
 - f. Staff space

The Town is working on an RFQ for a partnership with a qualified provider that will ultimately operate the space. The first goal of the RFQ and partnership with the provider will be to have the provider inform the planning and design of an Early Childhood Development Center on Sopris Meadows PUD Parcel 2E by helping to develop economical solutions to documented needs for childcare programs and community multi-purpose spaces.

Phase 1 of the work with the Provider is proposed as follows:

The selected Design Firm will work with Town staff, the Coalition, and the Provider, (this group is herein referred to as the Project Partners) to develop conceptual level designs of the facility. The Project Partners will develop design parameters based on community needs, the Provider's needs, code requirements (Code of Colorado Regulations for childcare, building codes, etc.), and site analysis. The Provider will provide input on the developed massing studies, site plan, floor plans, and renderings developed by the Design Firm. Once the conceptual design package is completed, the Provider, along with Town Staff and the Coalition, will use this for project budgeting and planning purposes as well as for the land use approval process. This should also include design for higher quality programming to meet Colorado Shines standards.



This RFP will be advertised shortly, and we expect the Provider to have a signed agreement with the Town in early 2022. We expect that the recently completed childcare survey and the feedback from the Provider will inform the details of the desired program, and the design of the building.

2. What is the program of the child development center?

See the answer to Question 1.

3. It appears that this RFP wants to develop the design further than the previous Peak Architecture studies. Can you articulate the added detail the Town is seeking in this process? I can see massing studies and renderings as an added feature.

See the answer to Question 1. The Town agrees that the project could benefit from a massing study and renderings.

Additionally, The Town did some initial pricing of the site improvements and building. The initial cost estimate for the development of the site was around \$15,000,000. It was recognized that more solid information was needed to reduce the project price, potentially phase, and seek partners to create a viable project. The Town would like to work towards a design that could feasibly be built at a lower price.

4. When will results of the Childcare needs survey be available?

The raw data is attached, and we will be processing the responses further.

5. Can you provide full resolution copies of your prior design studies, and survey/site plan. (Copies in RFP a bit blurry from file condensing)

Yes, these will be attached.

6. Is there an operator in mind for the facility?

See the response to Question 1.

7. Is there any guidance available on education philosophy for the facility? (i.e. – Montessori, Reggio, etc)

See the response to Question 1.

8. On the fee proposal spreadsheet, should we assume that “programming” service fees should be included in the fee within the line for Step 2?

The program requirements will be identified with Town staff, the Coalition, and the Provider. But please include some time for the effort in Step 2.



9. Does the Town have a target budget for conceptual design fees for parcel 2E?

The Town is budgeting \$25,000 for 2022 for the Design. However, the \$25,000 would include any other contractual services necessary to complete the work program. Staff envisions hiring an engineer to potentially evaluate alternative grading plans, depending on the conceptual plans developed by the Design Firm. The Design Firm could include those services in the proposal or ask the Town to contract that work.

10. Does the Town have a target budget for the construction of the parcel 2E facility as a whole?

See the response to Question 3.

11. Does the Town or Coalition have a proforma or other information related to the economics of the facility?

See the response to Question 1.

12. Is this facility a combination of tuition and need based or is there any information on those goals?

See the response to Question 1.

13. Who will own and maintain the building for parcel 2E?

It is yet to be determined who will own the building. The current thinking is that the Town would not own the building. Instead, the Provider would own the daycare space and the Town would continue to own the underlying property and lease the land to the Provider.

14. Do you have a minimum or maximum number of students planned?

No, not yet, this will be part of the design process with input from the selected Provider

15. Is there any information available on funding sources for the construction budget?

No, not yet. See the response to Question 1. However, The Town foresees that the selected Provider will take the lead in developing a funding strategy for the final design and construction of the facility.

16. Who will be the primary client contact moving forward? Catherine Christoff or a Coalition representative?

Catherine Christoff.

17. Do you have any target dates for issuing the permit/CD RFP for this project?

Not at this point. This will be dependent on funding.



18. Do you have any target dates for the actual construction of parcel 2E?

Not at this point.

19. Are there any more specific sustainable goals for the project such as net-zero energy or certification through LEED, Living Building Challenge or the Well Building Institute that you have identified?

No, not at this point. However, the Town is working towards a goal of becoming net-zero. As part of the process, the selected design firm should explore this goal, being an all-electric building and/or other sustainability goals. The building will be required to meet the Town's Sustainable Building Regulations for Type II Construction. These are included in Chapter 18, Building of the Town Code and the Town is currently working on changes to Chapter 18 to implement a path toward net zero.

20. Is the intent to offer half day and all-day care?

The goal is to provide affordable quality year-round childcare that meets the needs of local residents and employers. Full day care is anticipated, and the Provider can determine the needs for lesser scheduling for their families.

21. Have you identified key stakeholders outside of the Coalition members themselves?

Not formally. The Coalition has had some engagement with large area employers regarding their childcare needs.

22. Has it been determined the type of food service to be provided? Warming kitchen, full-service kitchen etc.

Not at this point. This detail will be worked through in the design process based on input from the Designer and the selected Provider.

23. Can you provide a copy of the Childcare Needs Survey that is currently in circulation, or results if they are available?

See the response to Question 4.

24. Can you include the pricing information that was reviewed in the 2021 2-story pricing study referenced on page 4 of the RFP?

Yes, see the attached pricing study completed by Phil Vaughan.



25. Do you see the final deliverable as one preferred conceptual design that has been developed - or a package of at least 3 options?

See step 2(f) in the Scope of Work.

26. Per the *Evaluation Criteria- Ability to meet schedule*, what is the Town's anticipated schedule of design, approvals, and construction?

We do not have a schedule at this point, however, we know that everyone in the design and construction industry is very busy, so we would like the selected Design Firm to commit to meeting all reasonable deadlines for project deliverables once these deadlines are created as part of the project.

27. Is the Town of Basalt Professional Services Agreement available for review as part of the RFP documents?

See the attached, each Professional Services Agreement is amended to meet the needs of the project it applies to.

28. Have the potential funding sources identified by the Basalt Childcare Coalition now been established or will this be ongoing, anticipating time / outreach / marketing effort by the design team? (e.g. using a firm's past project sustainable funding / grant experience)

See the response to Question 15.

29. Shall the team's submittal, with consultants deemed necessary, include a *Exhibit B Cost of Services* per team member and total of Team's *Cost of Services*?

Yes, please.

Stott's Mill Questions

30. Is it expected that a fee for the optional Stott's Mill work be included in the proposal or is time and materials on that work satisfactory?

The Town would appreciate a generalized base bid for foreseen services related to Stott's Mill, with the acknowledgement that any tasks outside of this base bid would be paid via time and materials at a rate provided by the proposer.

31. Does the Town have a target budget for the design fees for the Stott's Mill project?

Not at this point.



32. For the Optional fee proposal for Stott's Mill, should proposers assume this fee covers conceptual design only or a more involved scope?

The fee proposal is to develop a plan for the tenant finishes for this space.

33. Does the Town have a target budget for the construction of the Stott's Mill tenant finish?

Not at this point.

34. Can you provide any additional background design information on the Stott's Mill Project building or its exterior areas?

The developer is in design of the building. The requirement of the developer is outlined in Ordinance No. 20, Series of 2017, see condition 6 and the referenced site plan which are attached.

35. Do you have any additional information on the potential timeline of the Stott's Mill project?

The developer is currently in the design phase for this building. Staff expects to see a building permit for the core and shell space in the next couple months.

Attachments:

Childcare Needs Survey Results

Copies of Prior Design Studies, and Survey/Site Plan at a better resolution

Phil Vaughan Pricing Study

Ordinance No. 20, Series of 2017

Site Plan Referenced in Ordinance No. 20, Series of 2017

Example Professional Services Agreement