



REQUEST FOR PROPOSAL

ARCHITECTURAL DESIGN SERVICES

FOR

CHILD DEVELOPMENT COUNCIL OF
FRANKLIN COUNTY, INC.



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INTRODUCTION

Child Development Council of Franklin County, Inc., ("CDCFC"), is a federally recognized Ohio corporation for non-profit funded by the Administration for Children and Families – US Department of Health and Human Services, with additional funding from the State of Ohio and the City of Columbus. Since 1985, CDCFC has provided comprehensive early education and development services to low-income pre-school children, ages 3-5, and their families. An Early Head Start program was added in spring 2007, to serve pregnant women and infants/toddlers ages 0-3.

CDCFC programming is at no cost for those qualifying families under federal poverty guidelines. For others, Publicly Funded Child Care, ("PFCC") or private pay options are available. CDCFC provides services to more than 3,200 children and their families, annually, at 51 locations throughout Franklin County through its 443 employees. CDCFC prepares children for success in kindergarten and beyond and provides families with tools for overall success.

To further its mission, in 2021 CDCFC acquired land within Franklin County. CDCFC will develop a facility (i.e. new construction) on the land to serve as an educational and commercial space for the benefit of its children, their families, and the general community, (the "Project").



RFP SCHEDULE

Event	Date
RFP Issuance	April 4, 2022
Pre-Proposal Meeting Conference Call	<ul style="list-style-type: none">• DATE: May 9, 2022• Zoom Link:• Meeting ID:• Passcode:
Site Walk-Through	May 23, 2022
Request for Information ("RFI") Deadline	June 6, 2022
CDCFC RFI Response(s) Issuance	June 20, 2022
RFP Response Submission Deadline	June 27, 2022
Architect Selection	July 11, 2022



PROJECT DESCRIPTION

In 2021, CDCFC purchased 12.597 acres of undeveloped land situated in Gahanna, Ohio (Franklin County), (the "Land" – attached as **Appendix A**). The scope of this Request for Proposal, ("RFP"), is for the development of the design of the Project for the Land. The Project is an OCT zoned single mixed-use building containing four (4) uses:

1. Head Start
2. Central Kitchen
3. Interactive Museum
4. Greenhouse
5. School-age playground

It is anticipated the uses will be separate. The Head Start use is the primary use with the latter two (2) uses being accessory uses.

Projected GSF	100,101
Projected Overall Budget (i.e. design and construction)	

I. Head Start

The Head Start use is for the teaching of children ages infant to five and providing behavioral services. The Head Start use contains Early Head Start, Head Start, and Therapeutic Interagency Program (TIP). In order to execute this use and programming, various spaces are needed including, but not limited to, classrooms, library, office spaces, gross motor spaces, and various staff, utility, and administrative areas. CDCFC seeks to serve a licensed capacity of 156 children (i.e., 10 classrooms) at this location. The classrooms will consist of 4 Head Start classrooms, 3 Early Head Start classrooms, 2 TIP classrooms, and 1 after-school/summer space.

Projected GSF	39,165
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II. Central Kitchen

The Central Kitchen's use is for the provision of meals to all CDCFC children. Currently, CDCFC provides meals for 1,820 children, daily, across 22 center locations. The Central Kitchen, which will be a commercial kitchen, will be a dedicated a commercial space for food preparation, meal delivery, and food and inventory receiving for all matters related to CDCFC food services, and will be a training kitchen. The training utility aims to offer



hands-on food education and workforce development for disadvantaged families through partnership with culinary programs from Central Ohio.

Projected GSF	29,568
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III. Interactive Museum

The Interactive Museum use is for the benefit of CDCFC children and general community. The Interactive Museum will allow children to engage in sensory learning and immersive learning activities. This space will include, but not be limited to, office space and exhibit space.

Projected GSF	31,368
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IV. Greenhouse

The greenhouse will be a standalone structure affixed to the property. Children and staff will have opportunities to garden. And a composting system is expected to be integrated with the greenhouse. The intended use of the greenhouse is to provide a hands-on environment for CDCFC children that compliments science, math, language and social studies learning. Cultivated food will be used in preparing meals for children through the Central Kitchen.

Projected GSF	8,000
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PROJECT SCOPE

The purpose of this RFP is to solicit statements of qualifications and proposals from qualified architectural firms, (the "Firm"), interested in providing CDCFC with design services for the Project. The following provides greater detail for the Project scope.

I. Services

- a. The services sought by this RFP are the following customary services normally provided under the umbrella of architectural services for the following items:
 - i. Basis Services
 - ii. Cost Estimating
 - iii. Initial Planning Phase
 - iv. Preliminary Plans Phase
 - v. Schematic Design Phase
 - vi. Design Development Phase
 - vii. Final Working Drawings and Specifications
 - viii. Construction Contract Documents
 - ix. Bid Phase
 - x. Construction Phase
 - xi. Record Drawings
 - xii. Warranty Period
 - xiii. Agency Submittals and Approvals:
 1. It is anticipated that some design work undertaken by CDCFC will include requirements by the City of Gahanna and other identified and applicable local and State and Federal agencies. Selected Firm will be responsible for submittals to and approvals from any of these additional agencies as required.

The Firm shall calculate and submit their itemized and detailed Total Fee Compensation for all architectural services. The Firm shall provide a list of potential required and/or optional costs that might need to be involved to complete the Project. The Firm shall submit its necessary and/or proposed Hourly Compensation Rates for all Architectural Services and Subconsultant Services.

II. Design Schedule

a. Design Schedule

The duration for design is anticipated to be 3-month period in accordance with the following schedule. During the design duration scope for all the following will be completed as defined by CDCFC and the Firm and articulated in the Agreement or accompanying scope of work.

- i. Initial Planning Phase
- ii. Preliminary Plans Phase
- iii. Schematic Design Phase



- iv. Design Development Phase
- v. Final Working Drawings and Specifications
- vi. Applicable Agency Reviews
- vii. Cost Estimates

b. Non-Detailed General Construction Schedule

- i. Ohio Building Plan Application/City of Gahanna Commercial and Industrial Building Permit Application
- ii. Franklin County, Ohio plumbing plan review
- iii. Bidding and Award
- iv. Notice to Proceed
- v. Construction
- vi. City of Gahanna and Franklin County, Ohio Inspections
- vii. Closeout



RESERVATION OF RIGHTS OF CDCFC

CDCFC reserves the following rights as it relates to this RFP.

1. The right to reject any and/or all proposals and to waive any informality in the RFP process, or to terminate the RFP process at any time.
2. The right not to award a contract pursuant to this RFP.
3. The right to terminate a contract awarded under this RFP, at any time at its discretion upon 10 days written notice to the awarded Firm.
4. The right to retain all proposals submitted and not permit withdrawal for a period of 45 days after the deadline for receiving proposals without the written consent of CDCFC.
5. The right to negotiate the fees proposed by the Firm.
6. The right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
7. The right to, at any time during the RFP or contracting process, prohibit any further participation by a Firm or reject any proposal submitted that does not conform to any of the requirements detailed herein.
8. The right to add requirements during the contracting period when in the best interest of CDCFC.

CDCFC maintains the following and the Firm understands and is agreeable to the following by submission of its response to this RFP.

1. CDCFC shall have no obligation to compensate any Firm for any costs incurred in responding to this RFP.
2. An award of the contract under this RFP is subject to approval of the CDCFC Board of Directors.



SELECTION QUALIFICATIONS

Firm to respond to this *Selection Qualifications* items 1 thru 7, and complete Appendices C and D for a complete RFP response.

1. Cover Letter

The cover letter must contain a statement that the Firm acknowledges all documents submitted pursuant to this request for qualifications process and Project may become a matter of public record.

The cover letter must contain a statement that the firm shall certify that all basic services will be provided by a Licensed Ohio Architect.

The cover letter must contain the following items:

- a. The Firm's legal name, address, applicable e-mail, applicable telephone, and applicable facsimile number;
- b. Indicated home and local office and specified location where work will be completed;
- c. Number of years the Firm has been in existence;
- d. A statement that the submission is a firm and irrevocable offer, good for 45 days from the deadline;
- e. A statement expressing the Firm's willingness to perform the services as described in this RFP;
- f. A statement expressing the Firm's availability of staff and other required resources to perform all services and provide all deliverables within the specified time frames as described in the RFP or adjusted from time to time between CDCFC and the Firm;
- g. The name, title/position, e-mail, and telephone number of the individual signing the cover letter;
- h. A statement indicating the identified individual in item 1.g. of this section is authorized to sign and bind the Firm contractually; and
- i. The name, title/position, e-mail, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.

An unsigned cover letter may be cause for the submission to be rejected.

2. Project Approach

- a. Describe the Firm's capabilities for budgeting, scheduling, cost estimating and document control during the design, construction, and post construction phases. Please include any special qualifications of the Firm and technology and software used by the Firm.
- b. Describe how applicable design guidelines will be identified and compliance achieved.



- c. Describe planned means of communication with CDCFC.
- d. Describe how the Firm plans to track and inform CDCFC of work progress during the design and construction, which should include any changes.
- e. Describe the Firm's techniques for working successfully with project planning committees consisting of CDCFC staff, board members, policy council members, consultants, and construction managers.
- f. Describe Firm techniques used to manage consultant design teams and ensure accurate drawing coordination and constructability.
- g. Describe how the Firm's design and pre-construction services lead to reduction in construction costs and change orders.
- h. Explain design strategies employed or potentially employed by the Firm to reduce CDCFC short-term and long-term maintenance costs.
- i. Provide information explaining the Firm's experience with Design-Bid-Build delivery method.
- j. Provide information relative to the Firm's experience with the U.S. Department of Health and Human Services ("HHS"), federally funded entities (generally), Ohio Job and Family Services early learning and development ("ODJFS"), State Fire Marshal, and local authorities (i.e. City of Gahanna, County of Franklin).

3. Project Experience

Describe a minimum of three (3) projects the Firm has completed within the last 10 years which are similar to this Project or one or more of the three (3) uses of the Project. Include a reference to the project size and cost.

The format of the response to this section is at the discretion of the Firm. However, please include, at minimum, the following items:

- a. Name, location, and owner of project;
- b. Project delivery method;
- c. Services duration;
- d. Description of services rendered;
- e. Names of key Firm personnel and key consultants (please include title(s)/position(s));
- f. Firm responsibilities and interactions;
- g. Special challenges that were encountered and method for overcoming;
- h. Construction budget compared to final construction cost. Describe any differences and how the differences developed;
- i. Contact information for owner's representative(s) who were involved with the project; and
- j. Project value and fee.

In addition to the foregoing, please include descriptions of the following and if not applicable, please indicate so:

- a. Firm's experience in education technology systems including data, public address systems, audio/visual systems, and industry trends;



- b. Firm's experience in museum technology systems;
- c. Details of Firm's experience employing energy saving strategies and value engineering design adjustments demonstrating how the Firm's designs reduce construction costs; and
- d. Firm's experience in assisting with funding consultants in preparation of Federal or State funding applications, including site development cost work sheets and/or other cost estimates.

4. Personnel Experience

Please identify key personnel who would be assigned specific responsibility for working with CDCFC and its Project team. Provide a summary of the reasons why these key personnel are qualified to work with CDCFC. Include their resumes and detailed descriptions of the work experience of each key person listed as related to the Project or uses of this Project.

Please indicate working location for all key personnel.

Please explain the Firm's current and impending commitments as may impact the services anticipated by this RFP. Verify the Firm's ability to commit sufficient staff to provide the services anticipated by this RFP.

Please identify the categories of work the Firm typically performs with its own forces.

5. Subconsultant Experience

Please identify proposed subconsultants, their discipline, description of planned scope and their key personnel who would be assigned specific responsibility for working with CDCFC and its Project team. Describe their qualifications and the reasons these subconsultants are deemed qualified to work with CDCFC. Provide a summary of previous experience with these subconsultants. Provide descriptive information you believe may be relevant, such as resumes and work experience, related to the Project or uses of this Project.

6. Insurance Requirements

Prior to executing the Agreement, Selected Firm will be required to provide proof of the required insurance and endorsement and may be required to complete an affidavit to that effect. Firms are encouraged to contact their insurance carriers during the proposal stage to ensure the insurance requirements can be met if selected. Coverage generally to include the following:

- a. Commercial General Liability Insurance;
- b. Worker's Compensation Insurance;
- c. Professional Liability Insurance;
- d. Automobile Liability Insurance; and
- e. Excess/Umbrella Liability.

7. Firm Corporate Information



- a. In performing the responsibility determination, CDCFC reserves the right to utilize all possible sources of information in making its determination, including, but not limited to, inquiries to regulatory State Boards and agencies, Dun and Bradstreet credit reports, companies and public entities for which the Firm previously performed services, reference checks, and examinations of all public records.
- b. The Firm shall provide the following corporate information:
 - i. Legal entity of Firm;
 - ii. If the Firm is a subsidiary, please identify the parent company;
 - iii. If the Firm is a joint venture, please identify all firms in association;
 - iv. Names and titles of all corporate officers of the Firm and, if applicable, parent company and/or joint venture partners;
 - v. The Firm's Ohio Architect License/Certificate of Authorization number and license expiration date;
 - vi. The Firm's Federal Employer Identification Number and, if applicable, Corporate Identification Number; and
 - vii. Number of years Firm has conducted business under its present name.
- c. Please provide explanations if any of the following events are in process or have occurred:
 - i. Claim or demand filed against the Firm's Ohio Architectural License Bond;
 - ii. Complaint filed against Firm and/or Firm's Ohio Architecture License;
 - iii. Lawsuits or other administrative, legal, arbitration, or other proceedings, ever brought or commenced by or against the Firm or any of its principals, officers, or equity owners;
 - iv. Judgments, orders, decreed, or arbitration awards pending, outstanding against the Firm or any of the officers, directors, employees, or principals of the Firm;
 - v. Failure to complete an architectural contract; and
 - vi. Declaration of default of an architectural contract.

If any of the aforementioned events have occurred or is occurring, please provide the occurrence dates and describe the nature and circumstances giving rise to each event. Provide disposition of the event, resolutions and any actions (imposed or pending).



SUBMISSION INSTRUCTIONS

1. Questions and Clarifications

RFP is issued by the Child Development Council of Franklin County, Inc. A copy of this RFP may be obtained from the following:

David Bresnen, Facilities Director
dbresnen@cdcheadstart.org

All questions, interpretation, or clarifications, either administrative or technical must be requested in writing, with the RFP title and Inquiry No. in the subject line, via e-mail and directed to:

David Bresnen, Facilities Director
dbresnen@cdcheadstart.org

2. Submission of RFP Response

All notices, clarifications, and addenda to this RFP shall be posted at CDCFC's landing page accessible at www.cdcheadstart.org by May 6, 2022. CDCFC is not responsible for sending individual notification of changes or updates.

It is the sole responsibility of the Firm to remain informed of changes to this RFP as made available at www.cdcheadstart.org.

The RFP shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Firm and submitted in a sealed envelope bearing the name of the Firm.

Date: No later than April 15, 2022 at 5:00 p.m.

Location: 1077 Lexington Ave. Columbus, Ohio 43201

Submission of the RFP by facsimile or e-mail is not acceptable. The Firm is responsible for the means of delivering the RFP as indicated herein. Delays due to internal routing of misdirected RFP or due to verbal directions given by CDCFC staff shall be the responsibility of the Firm.

CDCFC reserves the right to perform short list interviews prior to award.

Submission Format

Each submission shall be prepared simply providing straightforward, concise descriptions of the Firm's ability to meet requirements of the RFP. Emphasis should be on completeness and clarity of contents.



Page Limit: 30 single sided pages, including all resumes, exhibits, charts, photos, and graphics, excluding tabs, covers, and appendences.

Font Size: 11

Font Type: Discretionary

Number of Copies: One (1) + one (1) thumb drive

3. **CDCFC Contact**

The CDCFC contact person is the following. However, the CDCFC contact person may not be contacted for leveraging opportunities or Questions and Clarifications that should be submitted in accordance with this section 1. Questions and Clarifications herein.

David Bresnen

dbresnen@cdcheadstart.org

614 – 222 – 8529



INSTRUCTIONS AND GENERAL CONDITIONS

Modification to Submissions

The submission of a Firm may be modified after it is submitted by written notice of withdrawal to the CDCFC Contact. The resubmission must occur by the deadline set forth in this RFP and in accordance with the submission requirements of the RFP. The modification will not be considered if offered in any other manner.

Proprietary Information

In the event any Firm shall include in the submission any information deemed proprietary or protected, such information shall be separately packaged from the balance of the submission and clearly marked as to any proprietary claim. CDCFC discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. CDCFC shall have the right to use any and all information included in the submissions received unless the information is expressly restricted by the Firm.

Ordinances, Laws, and Regulations

The Firm shall comply with all ordinances, laws, and regulations pertaining to the operation contemplated hereby, including, but not limited to, the Ohio Worker's Compensation Act, the Federal Equal Employment Opportunities Act, and the Americans with Disabilities Act. The Firm shall apply for, obtain, and maintain in force all permits and licenses required by governing agencies of Federal, State, and local government having jurisdiction over the Firm's operations and the Project. All operations and materials shall be in accordance with all applicable Federal, State, County, and City laws, statutes, and requirements.

Irrevocable Offer

Submissions shall be considered irrevocable offers for a period of 45 days from the deadline and may not be withdrawn during this period without consent of CDCFC.

Cost of Preparing Submissions

Any and all costs associated with the preparation of the responses to this RFP, including site visits, oral presentations, and any other costs shall be entirely the responsibility of the Firm and shall not be reimbursable in any manner by CDCFC.

Non-Collusion Declaration

Declarations are required to be completed by the Firm declaring that the submission is in all respects fair and without collusion or fraud through **Appendix B**, attached hereto. The Appendix shall be completed, notarized, and returned with the submission.

Equal Opportunity Statement

Firm must accept, sign, corporate seal, and return with submission **Appendix C – CDCFC Equal Opportunity Statement**.



CDCFC Modifications

Any interpretation, correction, or change to this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding. Any changes or corrections will be issued by CDCFC.

Prohibited Interest

No board of trustee member, policy council member, or employee of CDCFC who is authorized in such capacity and on behalf of CDCFC to take part in negotiations or to make, accept, or approve the contract contemplated by this RFP, shall have direct or indirect financial interest in the award or any part thereof. Neither board of trustee member, policy council member, or employee of CDCFC or Firm shall receive compensation hereunder related to this process. Should participant aid, abet, or knowingly participate in violation of this article or breach or violation of this article, CDCFC shall have the right to terminate the contract either in part or in whole. Any loss or damage sustained by CDCFC in procuring the services on the open market which the Firm agreed to perform, shall be borne and paid for by the Firm.

Firm Conduct

During the RFP window (from release of this RFP to final award), the Firm is not permitted to contact any CDCFC employee, member of Board of Directors, or member of Policy Council, except for the CDCFC Contact and unless requested by the CDCFC Contact or to fulfill pre-existing contractual obligations. No gratuities of any kind will be accepted, including meals, gifts, or trips. Violation of these conditions may constitute immediate disqualification



APPENDICES

Appendix A: The Land

Appendix B: Non-Collusion Declaration

Appendix C: CDCFC Equal Opportunity Statement

NON-COLLUSION DECLARATION

(To be executed by Firm and submitted with RFP Submission)

State of _____

County of _____

I, _____, being first duly sworn, deposes and says that they are _____ of

the party making the attached submission; that the submission is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submission is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham submission, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham submission, or that anyone shall refrain from submitting a submission; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the submission price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the submission price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the submission are true; and, further, that the proposer has not, directly or indirectly, submitted his or her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, submission depository, or to any member or agent thereof to effectuate a collusive or sham submission.

I certify (or declare) under penalty of perjury under the laws of the State of _____ that the foregoing is true and correct.

Executed this _____ day _____ of, 2022 at _____.

Signature of Firm _____

Print Name and Title _____

Subscribed and sworn to (or affirmed) before me on this day ____ of _____, 2022 by _____ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature, Notary Public (seal)

My Commission Expires: _____

EQUAL OPPORTUNITY STATEMENT

(To be executed by Firm and submitted with RFP Submission)

Every person, firm, company, or corporation with whom the Child Development Council of Franklin County, Inc. does business in the any amount is required to adhere to the following statement:

It is the policy of the Child Development Council of Franklin County, Inc. that in connection with all work performed under contracts, there be no discrimination against any prospective or active employees engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status. The successful bidder agrees to comply with applicable Federal and Ohio laws including, but not limited to, Federal anti-discrimination laws and the Unlawful discriminatory practices (R.C. 4112.02). In addition, the successful Firm agrees to require like compliance by any subconsultants employed on the work by them.

I certify (or declare) under penalty of perjury under the laws of the State of _____ that the foregoing is true and correct.

Executed this _____ day _____ of, 2022.

Signature of Firm _____

Print Name and Title _____

(corporate seal)