



Request for Proposals

West Lafayette Early Childhood Education Gap Analysis, Community Needs Assessment, Site Analysis, and Operational/Business Plan Analysis

Release Date: Wednesday, June 21, 2023

Deadline for Questions: Thursday, July 6, 2023 – 4:30 p.m. (EDT)

Questions must be emailed to development@westlafayette.in.gov

Subject Line: “West Lafayette Early Childhood Education Q&A”

Deadline for Proposals: Wednesday, July 19, 2023 – 8:30 a.m. (EDT)

Interviews for Selected Firms: Wednesday, July 26, 2023

Notification of Award: Wednesday, August 16, 2023

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Invitation

Qualified firms are invited to submit a Request for Proposals to complete select services for the West Lafayette Early Childhood Education Gap Analysis, Community Needs Assessment, Site Analysis, and Operational/Business Plan Analysis. A summary of the project, services requested, submission requirements, and selection processes are included herein.

Background

The City of West Lafayette has experienced significant population growth in the past decade, both with our collegiate student-resident and full-time populations. As our community continues to grow and change, the City, and key stakeholders, have identified the need to create an early childhood education action plan. The City seeks services to understand the community's needs for early childhood education, the gaps in services within the West Lafayette city boundaries, site analysis for potential early childhood education center(s), an operational plan with staffing needs assessed, and a detailed business model.

West Lafayette Community School Corporation (WLCSC) and the Tippecanoe School Corporation (TSC) are located within the city limits of West Lafayette, and both serve students and families in the area for K-12 grade school levels. WLCSC's entire district falls within the city limits, and the TSC district falls within multiple local municipalities and jurisdictions, including West Lafayette.

The City of West Lafayette will offer after-school programs at the Parks and Recreation Wellness Center and other Parks and Recreation facilities, targeting times during school breaks and after standard K-12 school operating hours. The West Lafayette Parks and Recreation Department also operates a summer day camp for ages 6-11.

Project Overview and Scope

The Early Childhood Gap Analysis, Community Needs Assessment, Site Analysis, and Operational/Business Plan Analysis will identify the strengths and resources within the City of West Lafayette to meet early childhood education needs— specifically, 3-5 years of age. The study should include focus group discussions, city meetings, interviews with key stakeholders, and telephone or mailed surveys.

The Gap Analysis should identify, at a minimum:

- Current resources are available to the community for early childhood education.
- How many open spots are available in the City of West Lafayette.
- The difference between childcare versus high-quality early childhood education and the cost of those different services.

- The cost to fulfill unmet needs and maintain current services that are offered within the community.
- An analysis of funding considerations and priorities for the City and our partners.
- Identification of potential state and federal funding opportunities.

The Community Needs Assessment for early childhood education should include, at a minimum:

- A compilation of demographic data from census records.
- Results from the community study by the selected firm. The selected firm should also consider previous findings from similar community studies.
- Formal/informal feedback from the community and community partners
- Documentation should include the following:
 - Number of young children and families currently being served;
 - Number of young children and families not being served;
 - The cost for the additional early childhood education service to meet unmet needs in the community.
- Analysis of the need for a sliding scale/affordability intervention to access early childhood education services.
- Projection of future project needs for a continuously growing community.

A Site Analysis for appropriate and available locations within the City of West Lafayette. Considerations for a potential site should include, at a minimum:

- Proximity to likely families.
- Proximity to locations of primary schools in the area.
- Proximity to the largest employers in the City of West Lafayette.
- Proximity to natural playscapes.
- Proximity to public transportation.
- Drive time analysis for the above.

An Operational/Business Plan Analysis should include, at a minimum:

- Effective policies and best practices for an early childhood education center.
- A cost-per-child estimate.
- An estimation of the cost required for initial resources to startup an early childhood education center.
- Size of a building needed, per regulation, to provide services for the gap in early childhood education spots.
 - Cost to build the required building and/or renovate an existing identified structure. (Identification of structure(s) to be by selected firm).
- Staffing Requirements (i.e. licensure, education, salaries, etc.)
- A "break-even" analysis.

- Estimation of return on investment – both quantifiable, and qualitative ROI should be considered for the benefit of the community.
- Operational considerations.
- A business/partnership structure.
- Transportation requirements for the future facility.
- Estimated time for early childhood education program implementation.

Cost Estimate

Cost estimate should not exceed \$100,000

Deliverables

- Report of final findings: including methodology used for the gap analysis and community needs assessment, including publicly or privately funded services.
- A summary of community and stakeholder input.
- Recommendations for the next steps – a capital and operational business plan to meet the measured unmet need.
- An in-person presentation of the study and its conclusions to a joint meeting of the West Lafayette Redevelopment Commission, Tippecanoe School Corporation, and the West Lafayette Community School Corporation on a mutually agreed upon date.

Submittal Requirements

Six hard-copy responses must be submitted by 8:30 a.m. (EDT) on Wednesday, July 19, 2023. **Documents received following this date and time will not be considered.** Please seal all submittal documents in a separate interior envelope or box labeled as follows.

West Lafayette Redevelopment Commission
Early Childhood Education Gap Analysis, Community Needs Assessment, Site Analysis, and Operational/Business Plan Analysis
Request for Proposals: West Lafayette Early Childhood Education

Responses are to be sent to:

City of West Lafayette
Department of Development
Attention: Redevelopment Commission
222 N. Chauncey Ave.
West Lafayette, IN 47906

Submittal shall include the following components submitted in this order. The total submission shall not exceed 25 pages. The page limit excludes the front and back

covers, tabs, table of contents, and the non-collusion agreement. Only pages of content in response to the RFP will be included in the page count.

Proposals must include the following:

A. Proposal Form

Place the "Proposal Form" at the top of the packet with the base proposal and/or any combination proposal alternatives. The "Proposal Form" is located below.

B. Cover Letter

Briefly introduce the respondent, explain the respondent's interest in providing the services, and articulate why the respondent is qualified. Include the name, address, email address, and phone number of the person who will serve as the respondent's principal contact and identify the individual(s) who will be working on the project.

C. Method

Describe the respondent's approach to completing deliverables systematically and timely.

D. Qualifications of Contractor

Information on recent, relevant, or similar projects. Respondents should demonstrate relevant experience in similar projects and qualifications about the individuals that will be assigned to the project. All proposed subcontracts must be identified.

E. Past Performance

Examples of past projects, preferably in similar size and scope. Two (2) client references with contact information.

F. Exclusions & Additional Services

The respondent must include any proposed exclusions to the services or draft contract, providing specific details, the reasoning behind the exclusion, and any proposed additional services.

G. Additional Information

The respondent may list any additional information or data not requested as part of the RFP that the respondent believes should be considered in the evaluation of the proposal.

H. Fee Proposal

A fee proposal consisting of rates should be broken down into standard hourly rates, travel expenses, and any other standard rate charged for procurement.

Evaluation Criteria:

Interviews may be requested once proposals have been reviewed. The City of West Lafayette may contact references provided with the proposal. The City of West Lafayette reserves the right to request clarification or additional information from respondents and to consider independently obtained information.

In its sole discretion, the City of West Lafayette will select the respondent to be best valued by the City of West Lafayette. In addition to the criteria stated above, the City of West Lafayette may consider, without limitation, the respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the services in a timely and satisfactory manner, history of performance, reputation, ability to obtain the necessary equipment, and any other factor deemed important by the City of West Lafayette.

Interviews with the evaluation committee for first-round selected firms will be conducted on July 26, 2023, at West Lafayette's Margerum City Hall – 222 N. Chauncey Avenue, West Lafayette, IN 47906. Please ensure that your team – individuals you identified as part of this project – will be available on the interview date.

The Redevelopment Commission has established a 15 percent goal for participation in the overall project by minority/women/veteran-owned businesses. Firms certified as minority/women/veteran-owned businesses by the City of Indianapolis or the Indiana Department of Transportation will be considered eligible for meeting this goal.

The evaluation committee will consist of the following:

- Erin Easter – West Lafayette Director of Development
- Shawn Greiner – West Lafayette Community School Corporation Superintendent
- Scott Hanback – Tippecanoe School Corporation Superintendent
- Larry Oates – West Lafayette Redevelopment Commission President
- Jen Van Schuyver – West Lafayette Deputy Director of Development

Submissions are to be sent to:

West Lafayette Redevelopment Commission
Attn: Request for Proposals – West Lafayette Early Childhood Education
222 N. Chauncey Avenue
West Lafayette, IN 47906

Questions and Clarifications

To provide an equal opportunity to meet and communicate with the Development Department, the City will only answer written questions submitted by email during the RFP period. Verbal inquiries shall not be made to the City or the partner organizations.

Questions shall be submitted to:

Erin Easter
Director of Development
development@westlafayette.in.gov

Questions must be emailed by Thursday, July 6, 2023, at 4:30 p.m. (EDT). If clarifications or corrections need to be issued to this RFP, an addendum with questions

and responses will be posted to the city website by Monday, July 10, 2023, at 9:30 a.m. (EDT) on the West Lafayette Bids and Proposals page.

<https://www.westlafayette.in.gov/services/bid-opportunities>

City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge the ability to meet these requirements in the Acknowledgments section of your proposal.

Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation, including a reasonable attorney fee.

E-Verify

[Selected Respondent] shall comply with E-Verify Program as follows:

- a. Pursuant to IC 22-5-18, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program ("Program"). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.
- b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), the City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after the City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, the City of West Lafayette shall terminate the contract for breach of contract. If the City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to the City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.
- c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but the City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, the City of West Lafayette may allow the contract to remain in effect until the City of West Lafayette procures a new contractor.
- d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor

- does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.
- e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to the City of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

Non-Discrimination

[Selected Respondent] agrees:

- a. That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;
- b. That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin, or ancestry;
- c. That the City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;
- d. If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by the City of West Lafayette and all money due or to become due hereunder will be forfeited.

Compliance with Accessibility

It is the intent and goal of the City to ensure that all new construction within the City of West Lafayette shall comply with all ADA and PROWAG guidelines.

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA SAD standards for new construction and alterations for facilities, and also adopted the Proposed

Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011.

Facilities located within the City of West Lafayette, the 2010 ADA SAD standards shall be met for new construction and alterations for projects within the City.

Facilities located within the right of way, PROWAG standards shall be met for new construction and alterations for projects within the City.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and the Architectural Barriers Act (ABA) standards and guidelines shall be followed.

Accessibility guidelines shall be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to not be in compliance with these standards and guidelines will be assessed fines, as follows:

- Non-compliant fee (\$250 per day), and a "Stop Work" order will be issued.
- If after (3) violations and (10) business days to correct non-compliance issues, your contract will be revoked.

Compliance with Title VI

It is the intent and goal of the City to ensure that all new construction within the City of West Lafayette shall comply with the Title VI guidelines.

[Selected Respondents] in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Acts, hereby notifies all bidders that it will **affirmatively ensure** that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income in consideration for an award.

Proposal Form

Next section. To be placed at the front of submission materials.

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- West Lafayette Early Childhood Education Gap Analysis, Community Needs Assessment, Site Analysis, and Operational/Business Plan Analysis –

In accordance with the Notice for the above project, due Wednesday, July 21, 2023 at 8:30 a.m., we hereby submit our proposal for the above project(s). Having examined the plans and specifications and being familiar with all of the conditions of the requested analyses we hereby propose to supply all requested analysis, assessments, reports, and data in accordance with the contract documents.

In accordance with the Instructions to submit, we hereby submit our proposal for the following.

BASE PROPOSAL

1. **West Lafayette Early Childhood Education** – Furnish all requested analyses, assessments, reports, and data for the work in accordance with the documents.

PROPOSAL:

_____ DOLLARS
(\$ _____)

SUBMITTER INFORMATION:

Company Name:

Address:

Agent / Officer Name: _____

Signature: _____

Date: _____

CITY OF WEST LAFAYETTE NON-COLLUSION AFFIRMATION

STATE OF INDIANA

COUNTY OF: TIPPECANOE

SS:

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, _____, who acknowledged the truth of the statements in the foregoing affirmation on this _____ day of _____, 20__.

My Commission Expires:

(written) Notary Public

(printed)

County of Residence: _____