



REQUEST FOR PROPOSAL: ARCHITECT FOR CHILD CARE FACILITY PROJECT

BACKGROUND

Little Tots Child Care Center is a private, nonprofit organization incorporated in 1985 to provide child care services in Kid City. Little Tots serves 80 children in two facilities located about one mile from each other. One facility serves infants and toddlers, the other serves preschoolers. Little Tots wants to consolidate its services into a single building for easier access and continuity of care for neighborhood families, as well as for cost efficiencies.

SCOPE OF SERVICES

Little Tots is seeking an experienced architect to assist with all phases of site evaluation, design, and construction oversight. The scope of services includes:

- Once a site is selected, meet with the executive director and other staff to clarify space needs and develop a space program for the new site.
- Work with the executive director and development team to evaluate zoning regulations, special conditions, building codes, site conditions, and state licensing requirements.
- Provide alternative schematic design layouts, and review options with Little Tots staff.
- Provide a cost estimate for the project.
- Provide presentation materials such as color renderings of the proposed project, to be used for fundraising purposes.
- Prepare construction documents.
- Assist with preparing the contractor bid package and evaluating potential contractors.
- Monitor the construction process.

DESIRED QUALIFICATIONS

- Prior experience in the design of child care facilities.
- Experience working with nonprofit organizations.
- Prior experience working on a project of similar size and scope.
- Licensed to work in the state of (your state).
- Excellent references.

PROPOSAL CONTENT

Proposals submitted in response to this RFP should include the following:

1. **Statement of Qualifications:** Please provide:
 - a. A description of your practice or firm, including the qualifications of the principal of the firm, as well as the architect who will serve as the day-to-day project manager. Please indicate which tasks will be subcontracted, and how subcontractors will be selected.
 - b. An overview of the respondent's specific prior experience in the design of child care facilities, including a list and description of similar projects.
 - c. Plans, renderings, and photographs of other projects that reflect relevant experience.
 - d. Three references who can comment on the respondent's qualifications based on previous experience as clients on a similar project.
2. **Cost Proposal:** Please provide a cost proposal that includes a breakdown of hourly or daily costs for each component of the scope of services.

RESPONSES

Please submit two copies of your response to this RFP by (Date) to the following:

Executive Director, Little Tots
123 Children's Place
Kid City