

**REQUEST FOR PROPOSAL (RFP)**  
**PROJECT CONSULTANT**

**RUTH WASHBURN COOPERATIVE NURSERY SCHOOL**  
**914 N 19<sup>TH</sup> STREET**  
**COLORADO SPRINGS, CO 80904**

**12/15/15**

## **1. SUMMARY AND BACKGROUND**

With a 50 year history, Ruth Washburn Cooperative Nursery School (RWCNS) is a beloved preschool in the Pikes Peak region. Children two and a half through six years of age enjoy an enriching preschool experience that focuses on their full development as human beings. Through small class size and a wide variety of materials, music, art, movement, and dramatic play, the children are invited to creatively explore the world and discover how to uniquely express themselves.

RWCNS sits on a 2.5 acre property. In the past and currently, there have been ongoing and various challenges with erosion of the property, groundwater under the building and run-off into the foundation.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm, January 8, 2015. Any proposals received after this date and time will be returned to the sender.

The Individual or Organization submitting this proposal is ineligible to be the General Contractor or subcontractor on any portion of the project.

A proposed fee schedule for this Contracted Project Consultant position must be attached.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. The winning bidder will be an independent contractor for the duration of the project and will NOT be an employee of Ruth Washburn Cooperative Nursery School. All contractual terms and conditions will be subject to review by Ruth Washburn Cooperative Nursery School Board of Governors and will include scope, budget, schedule, and other necessary items pertaining to the project.

## **3. PROJECT PURPOSE AND DESCRIPTION**

### **The purpose of this project is as follows:**

During the spring and summer of 2015, it was discovered that the school's foundation had suffered damage from erosion. Multiple contractors & an engineering firm were brought in for bids. The scope of the projects has necessitated hiring a consultant to oversee the bidding process, acting as a liaison to the School Director and Board of Governors.

### **Project Description:**

RWCNS is seeking a proposal for a Project Consultant who can act in the following roles:

Solicit Bids on Behalf of RWCNS-Solicit bids from at least 2 licensed general contractors for each project, reach out to contractors who have an established relationship with Ruth Washburn (as current or alumni families), submit bids to Board of Governors & Executive Director for approval and solicit additional bids as deemed necessary.

Advise RWCNS Board of Governors and Director. Consultant will advise the Board of Governors and the Executive Director on the best course of action to take, the logistics involved with each possible course of action and possible challenges.

Act as a Liaison. The Consultant will act as a liaison between the Board of Governors/Executive Director and the Licensed Contractors contracted with RWCNS. As a part of the final contract with the Consultant, there will be a meeting timetable, a format for reporting to involved parties, and an expectation of professional, timely communication.

#### **4. PROJECT SCOPE**

The scope of this project includes attending necessary meetings to report to the Board of Governors, advising the Board of Governors about various bids and project plans, soliciting and submitting bids from contractors in a timely manner, supporting communications between all parties, being available during the full project (estimated timeline of spring and summer 2016) and submitting reports as requested.

#### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

##### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5 P.M. January 8, 2016.

Evaluation of proposals will be conducted starting January, 15, 2016. If additional information or discussions are needed with any bidders during this week long window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than January 20, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by January 29, 2016.

Notifications to bidders who were not selected will be completed by February 1, 2016.

##### **Project Timeline:**

Project timeline will be dependent on weather, General Contractor availability, and the schedule of the school. The plan is to begin the process in early February 2016 with a completion date of no later than July 30, 2016.

#### **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	MRC
Bid Solicitation	NRC	MRC
Advisor to Board	NRC	MRC
Liaison between parties	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience relevant to role
- Connection (if any) to Ruth Washburn Cooperative Nursery School; specifically any information about connection and knowledge of the facility
- Any licenses or formal qualifications for role
- Suggested timeframe for completion of the project
- Communication plan to keep all parties informed

## **8. PROPOSAL EVALUATION CRITERIA**

Ruth Washburn Cooperative Nursery School Board of Governors will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Experience/Qualification: Bidders will be evaluated on their experience and qualification as it pertains to the scope of this project
- Knowledge of the facility: Bidders will be evaluated on their experience with the RW facility.
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

Each bidder must submit their proposal to the address below by January 8, 2016 at 5 P.M.

Ruth Washburn Cooperative Nursery School  
914 N. 19<sup>th</sup> Street  
Colorado Springs, CO 80904