

October 11, 2023



## REQUEST FOR PROPOSALS

Sparta Childcare Facility

**DEADLINE FOR SUBMISSIONS:**

**12:00PM (NOON) ON November 27, 2023**

**CONTACT:**

James Lower, Village Manager

Village of Sparta

616-887-8251

[villagemanager@spartami.org](mailto:villagemanager@spartami.org)

## SECTION I OVERVIEW

### **THE OPPORTUNITY**

The Village of Sparta owns a previously licensed 5600 sq ft childcare facility. The building is in good structural condition with a newer roof and has 5 standard and 2 handicap bathrooms as well as a kitchen. The property is fenced in with a 4' chain link fence. The parking lot has 25 spots and is in fair condition. The building and grounds are being made available for lease to a qualified childcare provider.

#### **Room Sizes:**

38 X 20

13 X 20

8 X 12

7 X 12

6 X 9

20 X 20

9 X 9

22 X 34

27 X 28

Several Closets

18 X 10 Kitchen with industrial Gas Range, Range Hood, Refrigeration, Dishwasher, and Storage.

The parcel boasts 2.5 acres and backs up to a village owned park (Nash Field). There is ample space outside for recreation and playground equipment.

Private tours of the facility and grounds can be arranged prior to the submission deadline for parties that are interested in submitting a proposal. This can be arranged by contacting the village manager.

### **BACKGROUND**

The Village of Sparta obtained the property at 347 Evergreen Street from Kent County in the summer of 2023. After evaluating several options, the Village Council decided the best option was to use the building for childcare. Many Sparta families have a difficult time finding childcare options in the village. The Village Council hopes that if the right partner can be identified, then the building can be used to help meet the childcare needs of village residents.

### **PURPOSE**

The purpose of this request for proposal is to identify a partner with which the Village of Sparta can work to provide childcare service to residents of the Village of Sparta and surrounding areas. The ideal proposal will demonstrate a clear ability to provide safe, affordable, available, and sustainable daycare service to the area. It is important that the provider be invested in providing daycare services in the village for a long period of time.

## SECTION II PROPOSAL FORMAT

### **REQUIRED PROPOSAL COMPONENTS**

The following proposal components outline the requirement for this RFP:

- Business Organization and History
- Competence, Experience, and Staff Capacity
- Lease Proposal Narrative

#### **Business Organization and History**

State the full name, address, phone number, and contact person for Respondent organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the proposal must state whether the organization is licensed to operate in the State of Michigan.

#### **Competence, Experience, and Staff Capacity**

Describe the prior experience of the Respondent organization that may be considered relevant to the RFP. Include sufficient detail to demonstrate the relevance of such experience.

The Respondent must be able to provide all licensing, staffing, equipment and assets needed to run a successful and sustainable (meaning viable long term) childcare facility.

Include any visual aides of currently or previously run facilities if applicable.

Include proposed hours of operation, how many children maximum can be served per week and at any given time, how many staff will be required, and potential/approximate costs that will be charged per child (broken out by age group).

Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.

The proposal narrative is limited to a 10-pages, single spaced, single side 8.5 x 11 page with 12-point Arial font, using one-inch margins. PDF format.

#### **Lease Proposal Narrative**

A comprehensive lease proposal narrative must be provided by the respondent. This will include: the maximum amount of rent to be paid per month, how maintenance costs will be allocated, who will provide lawn service and snow removal (village or lessee?), and the proposed duration of the lease.

The village will consider deducting from the first year's rent the cost of any needed upgrades for licensing and cosmetics to the building as long as such upgrades will stay with the building at the end of the lease. If interested in this provision, please provide details of such upgrades and the probable costs in the lease narrative.

**SECTION III  
RFP PROCESS AND TERMS AND CONDITIONS**

**TIMELINE FOR PROPOSAL AND POTENTIAL AWARD**

**Proposals must be submitted to the contact person listed below via email by 12:00 PM (NOON) on November 27, 2023.**

Contact: James Lower, Village Manager  
Village of Sparta  
616-887-8251  
villagemanager@spartami.org

All respondents will be contacted regarding their status and/or potential award per the following schedule:

<b>DATE</b>	<b>ACTIVITY</b>
<b>October 11, 2023</b>	RFP Posted
<b>November 27, 2023</b>	<b>Deadline for Submission</b>
<b>December 11, 2023</b>	Proposals evaluated by the Village Council

**PROPOSALS**

To be considered, Respondents must submit a complete response to this RFP by noon on Monday, November 27, 2023. No other distribution of proposals is to be made by the Respondent. Respondent's proposal must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the proposal. Each section of the proposal should be clearly identified with appropriate headings.

The proposal must include a statement as to the period during which it remains valid; this period must be at least ninety (90) days from December 11, 2023. The rates quoted in the lease proposal narrative must remain firm for the period indicated in lease terms proposal.

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

**SELECTION CRITERIA**

Respondents will be rated on evidence of the capacity, commitment, and experience to operate a successful childcare facility; the degree to which village assistance is needed to maintain the building and grounds, the number of children that can be served, and lastly the proposed rental terms.

Preference will be given to those respondents who can demonstrate experience and successful participation in the state's child care system.

Responses to this RFP will be evaluated by the village manager and village council. The village reserves the right to accept or reject any or all proposals.