



**Procurement Division**  
Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045  
(503) 742-5444 (Office)

## **REQUEST FOR INFORMATION (“RFI”) #2018-15**

Issue Date: March 5, 2018

Project Name:	ON CAMPUS CHILD CARE PROJECT		
RFI Due Date/Time:	<b>April 5, 2018 at 2:00 PM Pacific Time</b>		
Procurement Analyst:	Kimberly Randall	Phone:	503-742-5443
		Email:	<a href="mailto:krandall@clackamas.us">krandall@clackamas.us</a>

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“ON CAMPUS CHILD CARE PROJECT” IN THE SUBJECT LINE**

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### **1. ANNOUNCEMENT AND SPECIAL INFORMATION**

It will be the responsibility of potential Responders to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Information (“RFI”). The intent of this RFI is to gather marketplace information so that the County may refine its project before commencing a procurement process.

All questions regarding this RFI are to be directed to the Procurement Analyst named above. Respondents may not communicate with County employees or representatives about the RFI during this process.

The County requests that interested vendors provide information to the County via email to the above email address by no later than the above referenced Due Date/Time.

### **2. PURPOSE OF THIS REQUEST FOR INFORMATION**

Clackamas County is seeking to gain information to be used for a future Request for Proposals or lease negotiations for a Private Entity to lease and operate a daycare/preschool facility on the County’s Red Soils Campus in Oregon City. The County will use the information gathered as a result of this RFI and other resources to better define its objectives, market availability of potential lessee/operations, and needed financial and infrastructure resources. The objective is to have an operating facility during the 2019/2010 fiscal year.

### **BACKGROUND**

In 2016, a task group from the Clackamas County Leadership Academy was charged with conducting preliminary investigation to establish a daycare/preschool facility at or near the Red Soils Campus (located at 2051 Kaen Road, Oregon City, OR) for employee childcare needs. The primary focus of the task group was to look at: 1) the interest of County staff to have on-site childcare services; 2) to evaluate the best business model for childcare operations between County operated or Private Entity operated; and 3) identify facilities, challenges, and steps needed to bring the concept to reality.

The survey conducted by the task group identified that there is likely a significant need for child care services. It is likely that there is far more demand than what a provider can accommodate with the available infrastructure. Desired services ranged from daycare to preschool. It was also identified that the primary need was from Monday through Thursday from 7AM to 6PM (main County operation hours) with an option

for limited Friday services. It is recognized that the survey was to gauge preliminary interest and that a more detailed survey would be needed in the future to gauge specific service needs from age of children, number of children, type of service (daycare/preschool), and desired service costs.

The task group also reviewed the two business models for childcare operations and the conclusion was that it is in the County's interest to seek a third party operator for a facility housed on the County's campus.

The final area the task group investigated was the available on-campus facilities, challenges to commencing services, and likely support that the County would need to provide to enable a Private Entity to establish services. Information from this component is outlined below.

## **THE FACILITIES**

Clackamas County has two buildings which would be available for use:

- a. One building of approximately 3,500 square feet, currently occupied by the Clackamas County Extension Service ("CCES").
- b. A modular building of approximately 1,792 square feet, currently housing CCES offices. In addition, the County can make available sufficient outdoor play space adjacent to the facility to meet licensing requirements. CCES main building plan is attached as **Exhibit A**.

## **COUNTY EMPLOYEES**

Clackamas County has approximately 2000 employees. The largest single concentration, approximately 700 employees, work at the county's Red Soils Campus in Oregon City. We anticipate that the facility would be available first to County employees, but recognize that the operator needs to be able to fill the facility, and could offer slots to non-County employees in the event that County employees could not fill the space.

## **COUNTY EMPLOYEE SURVEY RESULTS**

As part of the project, the team conducted a survey of County employees. Of the number of respondents, over 220 had children in the preschool to kindergarten age range who need preschool or child care services.

A copy of the full report and survey can be found at:

<http://www.clackamas.us/leadership/documents/childcare.pdf>

## **3. REQUIRED INFORMATION:**

- 3.1 Would you be willing to construct tenant improvements to convert the space to a usable child care/preschool facility? If so, under what conditions?
- 3.2 What is the minimum lease term you would be willing to contract for?
- 3.3 Organizational Profile, Structure and Qualifications - Provide a summary profile of the firm/organization, including the year founded, form of organization (corporation, partnership, sole proprietorship, and non-profit organization), number and location of offices and existing child care centers, number of employees, and general description of the firm's financial condition.
- 3.4 Facility Design Requirements - Provide a summary of knowledge regarding the square footage requirements for serving pre-school-age children, and knowledge of unique design requirements for child care centers and other specialized knowledge regarding space requirements that will be used to operate the center.
- 3.5 Conceptual Business Plan – Provide a conceptual business plan for the operation of a daycare/preschool facility. This should include ages of children accepted, scheduling options (address if the operator will offer partial day care, full day care, after-school care, before-school care, flex hours, drop-in care), outreach and marketing plan, elements of an education/activity curriculum, and description of how facility certifications will be achieved. List any center or program accreditations that will be obtained.

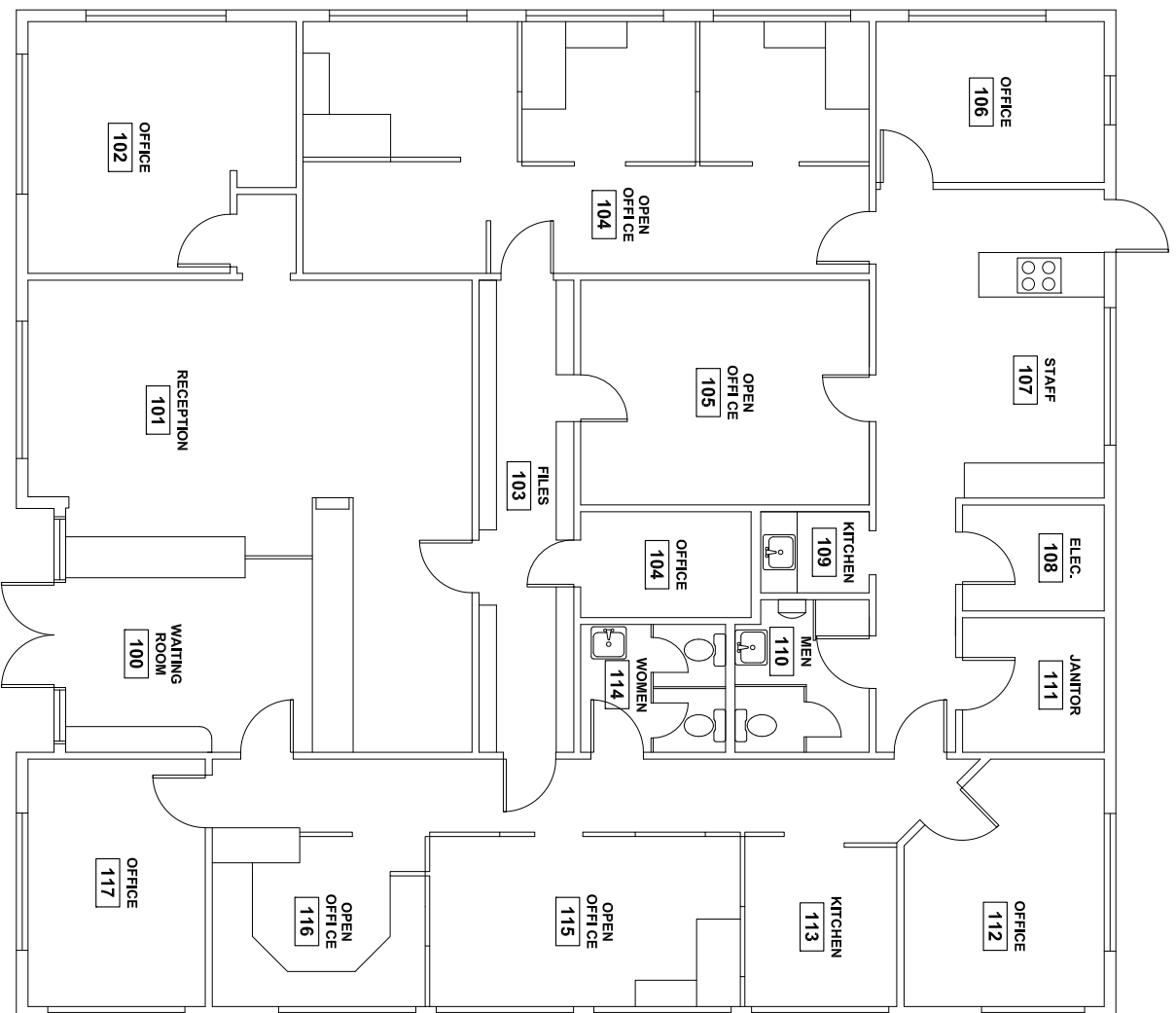
**3.5.1 Operating Budget Proposal** –In a tenant structure, what is the typical operating costs for this type of facility. Is there an expectation that the County subsidize any of the operating costs such as utilities or tenant improvements?

**3.5.2 Anticipated Program Fees** – Provide an estimated fee schedule, including range of fees for differing ages of children and types of care (i.e. partial day care, full day care, after-school care, before-school care, flex hours, drop-in care, etc.). Please state assumptions used in the calculations.

**3.6 Best Practices and Quality Assurance** – Describe generally how you would meet the best practices and quality assurance guidelines set out below:

- a. **Positive Relationships:** The environment is characterized by warm, positive and respectful interactions among professional staff, children, and families. Both the total number of children and the number of children per adult are limited. The program works in partnership with community agencies and neighborhoods to enhance the experiences of children and assist families in locating appropriate services.
- b. **Family Involvement:** Family involvement includes regular communications, family participation, family input into program policies and evaluation, and assistance to families with identified needs or interests.
- c. **Program for Child Development and Learning:** The program is based on a statement of philosophy and goals; knowledge of child development and learning; and each individual child's interests, needs and strengths. The program supports the social, emotional, physical and intellectual development of children. Assessments of children's development and learning are used to plan an appropriate program.
- d. **Professional Staff:** The professional staff is well-qualified by education, training, and experience. Staff continually seeks to advance their knowledge and skills, follow a code of ethics that includes respect for children, families, colleagues, and community. Staff advocates for children and families. Compensation and benefits are comparable with other professional positions that have similar qualifications and responsibilities.
- e. **Environments for Learning, Health and Safety:** The physical environment and its furnishings support the development and learning of the children enrolled. The environment is planned to maximize health and safety, and helps to prevent accidents, injuries and unhealthy conditions for children and adults. The environment contains adequate indoor and outdoor space for children, and has adequate space for adult planning, management activities, and privacy.
- f. **Health Promotion:** Adults and children use important measures, such as regular hand-washing with anti-bacterial soap, to protect and promote physical and mental health. Healthful eating habits are encouraged through the provision of nutritious and culturally relevant foods eaten in a positive social atmosphere.
- g. **Inclusion Practices:** Professional staff understands and commits to practices that build on each child's culture and language and expose children to diverse cultures, languages, and ability levels. The program is individualized to reflect the diversity of the families and the community, and to build awareness and respect for others. Children with special needs are integrated with more typically developing, same-age peers.
- h. **Effective Administration and Business Practices:** The program complies with all applicable federal, state, and local standards, laws and codes. The program follows sound administrative and business practices, assures a professional working climate for professional staff and is evaluated at least annually.
- i. **Continuity for Children and Families:** Professional staff and families work together to ensure a smooth transition for all children as they move from setting to setting within a day, between levels or grades in a program, and from program to program. Professionals across settings work to build relationships and participate in joint activities to strengthen ties. Community childhood care and education programs collaborate to develop a common mission and philosophy, and inclusive, comprehensive services for children and families.

**EXHIBIT A**  
**CLACKAMAS COUNTY EXTENSION SERVICE MAIN BUILDING PLAN**



OSU EXTENSION