

**CITY OF NEWPORT, OREGON**

**REQUEST FOR PROPOSALS**

**CHILDCARE SERVICES**



**SUBMIT PROPOSAL TO:**

**Mike Cavanaugh  
Parks and Recreation Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365**

**Due Date: April 12, 2024 by 4:00 P.M., PST**

## CITY OF NEWPORT, OREGON

### REQUEST FOR PROPOSALS CHILDCARE SERVICES

#### I. BACKGROUND

##### A. Proposer Entity

The City of Newport (“City”) is seeking a licensed, experienced, and qualified childcare service provider to submit a proposal to provide professional services for childcare at Newport Parks and Recreation facilities.

##### B. Overview

The City of Newport Parks and Recreation department is integral to the sense of community, place and high quality of life enjoyed by the residents. The department has a track record of providing excellent, high-quality recreation and education programs and facilities for Newport residents and non-residents of all ages. The department administers the City’s diverse array of recreation opportunities, including youth and adult sports, health and wellness activities, specialty classes, and summer camps, among many other offerings. The department manages the Newport Recreation Center, Aquatic Center, 60+ Activity Center and produces special events, such as the Autumn Art Festival, Coast Hills Classic Mountain Bike Race, Agate Beach Surf Classic, and Buccaneer Mud Run Race.

The Newport Recreation Center is a community gathering place. The center was built in 2001 and includes places for people to participate in programs for fitness, community enrichment/education, dance and art, sports, and adult and youth programs. The recreation center is an active community center that brings in more than 40,000 visitors per year. There are private rentals of the facility and flexible community meeting spaces are used throughout the year. People also come to the building daily for numerous activities including morning fitness programs, and to swim in the Newport Aquatic Center, located next to the recreation center.

The current mission statement for Newport Parks and Recreation’s youth childcare program is as follows; “The Newport Recreation Center youth program provides a safe, inclusive, and encouraging environment for Newport’s youth, with fun activities organized by Recreation Leaders who strive to be role models and have a personal connection with the program’s participants.”

The goal of the childcare facility within the recreation center is to create a year-round, welcoming, multi-use environment that provides high-quality, affordable, all-day care options for childcare. The City seeks a long-term relationship with a childcare service provider who cares for and educates youth of parents /guardians who live in or around Newport. The leasing of the space for a childcare program is to replace the City’s existing childcare program with having the opportunity to expand childcare services. The City

wishes to privatize existing childcare services while allowing the City the chance to enhance other recreation programs and offerings.

### **C. Lease Payments to the City**

The City anticipates a minimum lease fee of \$1,500 per month for the childcare facility at the Newport Recreation Center. Lease is subject to annual cost of living adjustments beginning July 1, 2025 and will occur July 1 each year after. Proposer shall state the amount they are willing to pay per month for use of the facility.

## **II. RFP SPECIFICATIONS**

### **A. Goals and Objectives**

The objective of this RFP is to award a lease to a licensed, experienced, and qualified childcare service provider to provide professional services for childcare at Newport Recreation Center.

The goal of leasing the space to the childcare facility at the Newport Recreation Center is to create a year-round, welcoming, multi-use environment that provides high-quality, affordable, all-day care options for childcare. We seek a long-term relationship with a childcare service provider who cares for and educates children from the age of five (5) to twelve (12) year old of parents/guardians who live and/or work in Newport.

Specific objectives include:

1. Continue the current mission in providing a safe, affordable, inclusive, and encouraging environment for Newport's youth.
2. Provide care that has accessible pricing.
3. Provide care for after school hours, non-school days, and summer.

### **B. Scope of Services**

The operational hours of the recreation center are Tuesday through Friday 7:00 a.m. to 8:00 p.m., and Saturday 8:00 a.m. to 7:00 p.m. It is preferred that the childcare provider be open Monday through Friday from 7:30 a.m. to 5:30 p.m. Facility hours for public access of the recreation center will not interfere with childcare operating hours. However, hours may be negotiated as part of the final lease by the successful proposer and the City.

The childcare space is a purpose-built space that is approximately 970 square feet (Exhibit A) and is located in the recreation center's west wing. The childcare space has access to the west wing's hallway and has its own external entry through a fenced play area. The space comes with one-time furnishings and equipment (Exhibit B) that will become the childcare service provider's property upon execution of a lease. Possible partnerships with the City such as non-exclusive use of recreation center gym space and activity rooms are possible for routine childcare programming. The lease will also include

two free rentals of gym space and two free rentals of classrooms per year for other specialty childhood functions such as parent-teacher conferences. All Aquatic Center use will be handled as a paid rental.

Specific services include:

1. Abide by all state laws in regards to childcare.
2. Provide high quality childcare with qualified staff to ensure the optimal physical, social, emotional and intellectual development of each child.
3. Assist each child in the development of positive self-worth through personal success and positive reinforcement.
4. Provide representation of children and adults of different ethnicity, ages, cultures, languages, socioeconomic groups and abilities through enrollment, hiring and programming.

**C. Eligible Proposers**

Proposals will be accepted only from organizations that:

1. Are qualified to conduct business in the State of Oregon and the City of Newport.
2. If a corporation or limited liability company, it is in good standing with the Secretary of State.

**D. Lease Term**

The City seeks a qualified childcare provider to enter into a lease that expires on June 30, 2025. The lease will include an annual review and an option for a four-year renewal (through June 30, 2029). An additional option for a five-year extension at the City’s option may be considered six months before June 30, 2029, ending June 30, 2034. This is a potential for a 10-year lease. The City prefers proposals that closely align with and further the City’s goals, specifically surrounding the critical need for childcare in our community.

**E. Preliminary Schedule**

<i>Event</i>	<i>Date</i>
Release of Request for Proposals	March 8, 2024
Optional Pre-Proposal Conference	March 20, 2024 @ 1:00 P.M.
Proposals Due	April 12, 2024 @ 4:00 P.M.
Proposal Award Date	April 24, 2024
Lessee Begins Work	After Lease Signed

**F. Pre-Proposal Conference**

A Pre-Proposal Conference has been scheduled as an opportunity to answer questions about this RFP on Wednesday, March 20, 2024, at 1:00 P.M. in the Newport Recreation Center, 225 SE Avery Street. Room 110 - Child Center.

Please RSVP to Mike Cavanaugh at 541.574.5453, or e-mail: [m.cavanaugh@newportoregon.gov](mailto:m.cavanaugh@newportoregon.gov) to confirm your attendance.

At this conference, City staff will review the RFP document and respond to questions regarding requirements of the RFP. A tour of the recreation center will be included in this meeting. The City of Newport does not discriminate based on disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Please contact the City at least 72 hours in advance to request an accommodation.

## **G. Proposal Requirements**

### **1. General Information**

- a. Submission of a proposal pursuant to this RFP constitutes acknowledgement and acceptance of the terms and conditions set forth herein, and those required under City's Rules (located on City's webpage under City Recorder). The RFP will be incorporated into any resulting lease with the successful proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful proposer may become contractual obligations if a lease is awarded.
- b. Failure of the successful proposer to accept these obligations may result in cancelation of the award. The City reserves the right to withdraw this RFP at any time without prior notice.

### **2. Proposal Components**

The specific content listed below must be organized in the submitted proposal in the order they are listed below. Tabs must be included to identify each section. The proposal shall be limited to no more than twenty-five (25) pages, double sided.

- a. Cover Letter: A cover letter must be submitted with the proposal. The cover letter should be limited to one page and must include the proposer's name, address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the proposer on all matters relating to the RFP and any lease awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.
- b. Experience with Similar Projects: A brief description of the proposer's experience as a current childcare provider. This section shall be limited to no more than four (4) pages, double sided.
- c. Expertise: A description of the proposer's capability in providing the service(s) as described in the scope of work. This includes all proper licenses and

certifications to operate a commercial childcare program and the ability to meet the requirements of completing local/state/federal background and criminal history checks as indicated by the City of Newport. Include copies of all required licenses and certifications to running a commercial childcare service in the State of Oregon.

- d. Performance of Services: Description of the proposer's approach to address the objectives and scope of services listed in Section II. The proposer must provide a proposed schedule of dates and times of skill instruction and childcare/practices and a proposed list of fees the proposer will charge each participant.
- e. Program Costs: The proposer must provide a proposed list of fees that should include a tuition schedule with a scale based on area median income. The proposer will have the ability to adjust pricing as needed, but the proposed price structure should be maintained through the entire term of the lease. The proposal should also include teacher/employee pay range, living wage incentives, benefits, and time off. The proposer should indicate whether they will accept Department of Human Services subsidy payments and other financial solutions for underserved students and families.
- f. Lease of Premise: The City anticipates an initial minimum lease fee of \$1,500 per month. Proposer shall state the amount they are willing to pay per month for use of the facility. The proposal should also outline, if desired, how the childcare program will coordinate with facility staff regarding use of other areas of the recreation center. The proposer will need to outline those facility uses and potential fees they are willing to pay for the outlined use.
- g. Insurance: All insurance required by the City shall be with companies duly licensed to do business in the State of Oregon. Each insurer shall have a current A.M. Best rating of not less than "A."
- h. Point of Contact: The name/contact information for the primary contact person.
- i. References: Each proposer shall also furnish a list of at least three (3) professional references, including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar services within the last five years. By submitting a proposal, a proposer consents to City contacting listed references, as well as parties with whom proposer has previously leased. The results of those contacts will be considered by City in its evaluation of proposer's proposal.
- j. Other information that may assist the City in making its selection.

### III. PROPOSAL EVALUATION AND SELECTION PROCESS

Proposals will be evaluated based upon the following categories, including references and information from entities or persons with whom Proposer has entered into lease(s) within the last five years. Proposals will be scored, and ranked. No single category is determinative or entitled to greater weight in the evaluation process than any other. The proposal selected as the successful proposal will be determined by the highest point total, based on the categories below. The successful proposal may be eligible for negotiation as to the matters, if any, which are identified as suitable for negotiation in this RFP.

<b>Proposer experience and competence of personnel assigned to the program.</b> <i>(i.e., Does the proposer have proven ability to provide the services requested? Does the proposer have prior experience with the same or similar work scope?)</i>	<b>25 points</b>
<b>Demonstrated understanding of the project approach.</b> <i>(i.e., Does the proposal address the range and scope of the services desired? Does the proposal adequately demonstrate an approach that will deliver the requested outcomes?)</i>	<b>25 points</b>
<b>Program tuition schedule and fees.</b>	<b>20 points</b>
<b>Proposed lease fee and other rental usage fees.</b>	<b>20 points</b>
<b>References</b>	<b>10 points</b>
<b>Total Points Possible</b>	<b>100 points</b>

#### **IV. LEASE AWARD PROCESS**

The City Council may accept or reject the recommendation of the staff as to the successful proposer, cancelation of the RFP, or related matters.

The successful proposer that is selected to perform the services outlined in this RFP shall enter into a lease, approved by the City Manager and City Attorney, directly with the City of Newport, within thirty (30) days of the Notice of Intent to Award Lease, or such later date as determined by the City Council.

The City reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a lease was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the lease, without penalty therefor, and with all rights reserved.

#### **V. GENERAL RFP AND CITY LEASE INFORMATION**

The following terms and conditions apply to the lease entered into between the successful proposer and the City of Newport:

##### **A. Laws and Policies**

In the performance of the work, the successful proposer shall abide by and conform to all applicable laws and rules of the United States, State of Oregon, and the City of Newport.

## **B. Costs Incurred by Proposers**

All costs of proposal preparation shall be the responsibility of the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

## **C. Public Records Disclosure**

Information provided to the City will become property of the City and will be subject to public inspection after completion of the evaluation in accordance with Oregon Public Records Law, ORS 192.311 et seq. If an entity responding to this RFP believes that a specific portion of its response constitutes a “trade secret” under Oregon Public Records Law (ORS 192.345(2)) and is therefore exempt from public disclosure, the entity must clearly identify that specific information as a “trade secret.” Identification of information as a “trade secret” does not necessarily mean that the information will be exempt from disclosure. The City will make that determination based upon the nature of the information and the requirements of Oregon Public Records Law.

## **D. General City Reservations**

City reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify proposers that the RFP has been canceled. The City makes no representation that any lease will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

If in City’s judgment, an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may, at its sole discretion, reissue the RFP, or execute a lease with the next highest ranked proposer, or to cancel this RFP, all subject to compliance with applicable laws and the City’s rules.

City reserves the right, subject to the City’s rules and applicable statutes, to reject any and all proposals and to waive any minor informality when to do so would be advantageous to the City.

## **E. Proposer’s Contact for Information**

Proposers may contact Mike Cavanaugh, Parks and Recreation Director, with any questions regarding the scope of work of this RFP at:



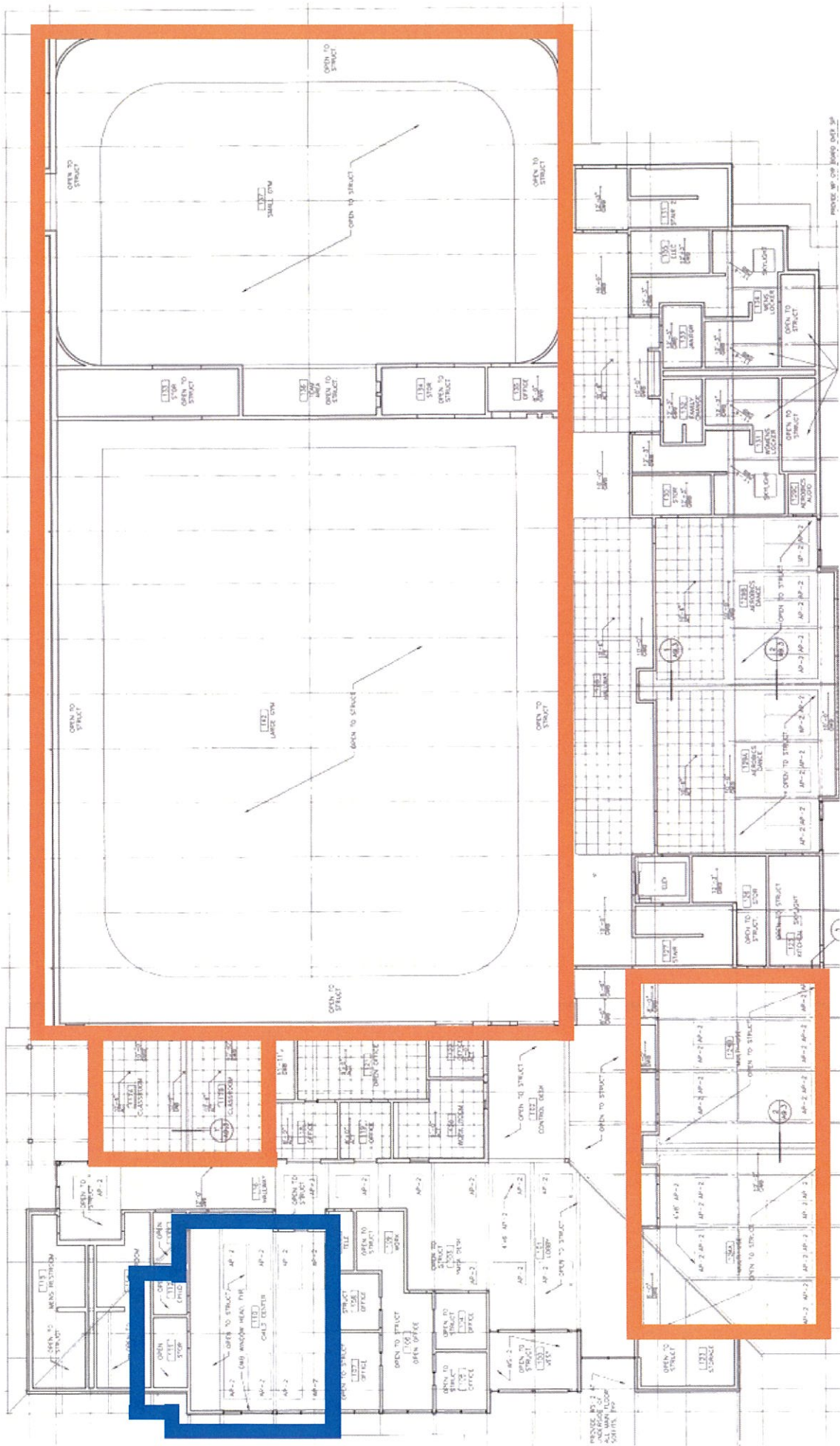
Mike Cavanaugh  
Parks and Recreation Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365  
541.574.5453  
[m.cavanaugh@newportoregon.gov](mailto:m.cavanaugh@newportoregon.gov)

**F. Proposal Submission Requirements**

The proposals must be **received** by 4:00 P.M., PST, on Friday, April 12, 2024. Proposals must be submitted electronically to [m.cavanaugh@newportoregon.gov](mailto:m.cavanaugh@newportoregon.gov), with “RFP FOR CHILDCARE SERVICES” in the subject line.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will be returned unopened.

# Exhibit A

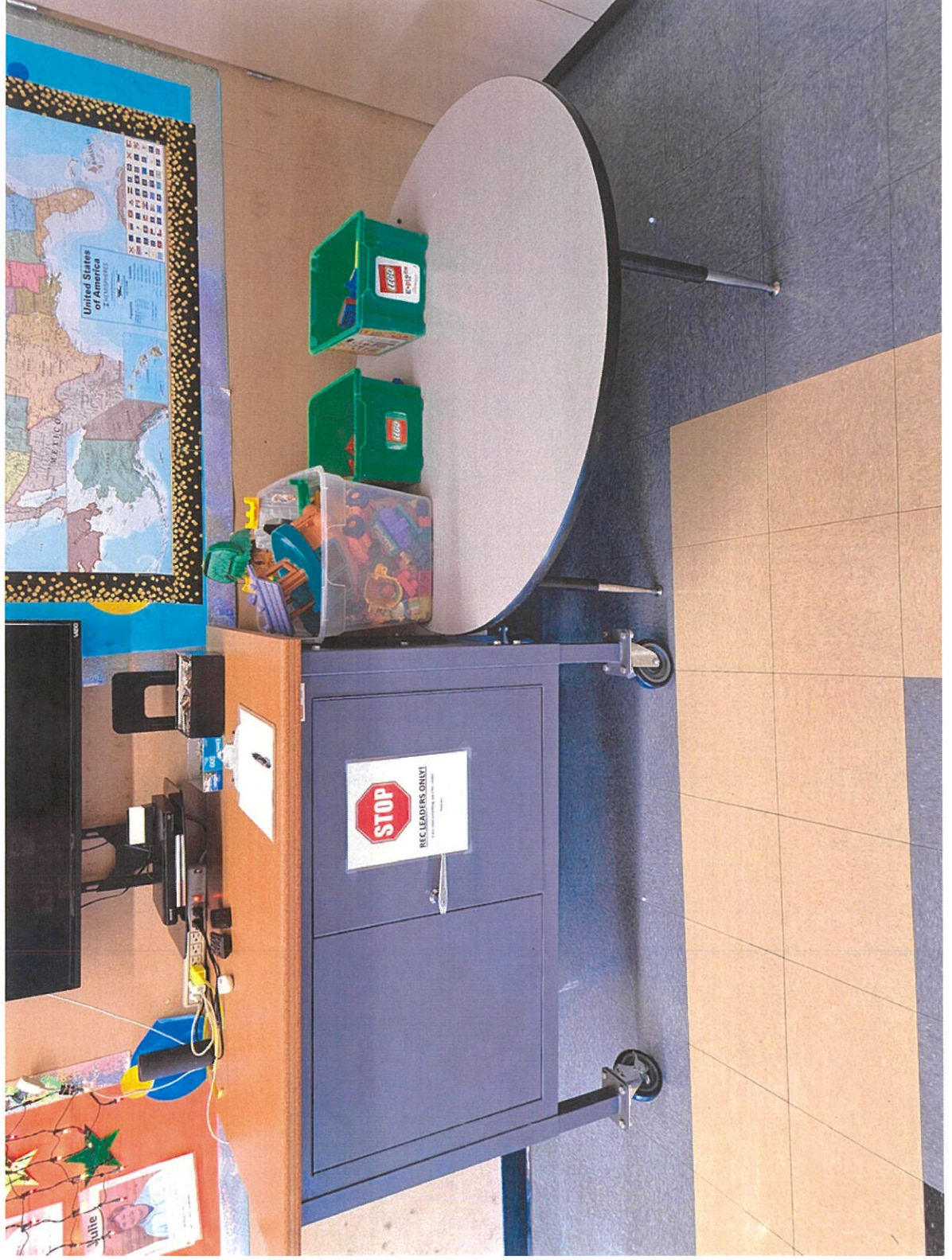


Exclusive Use

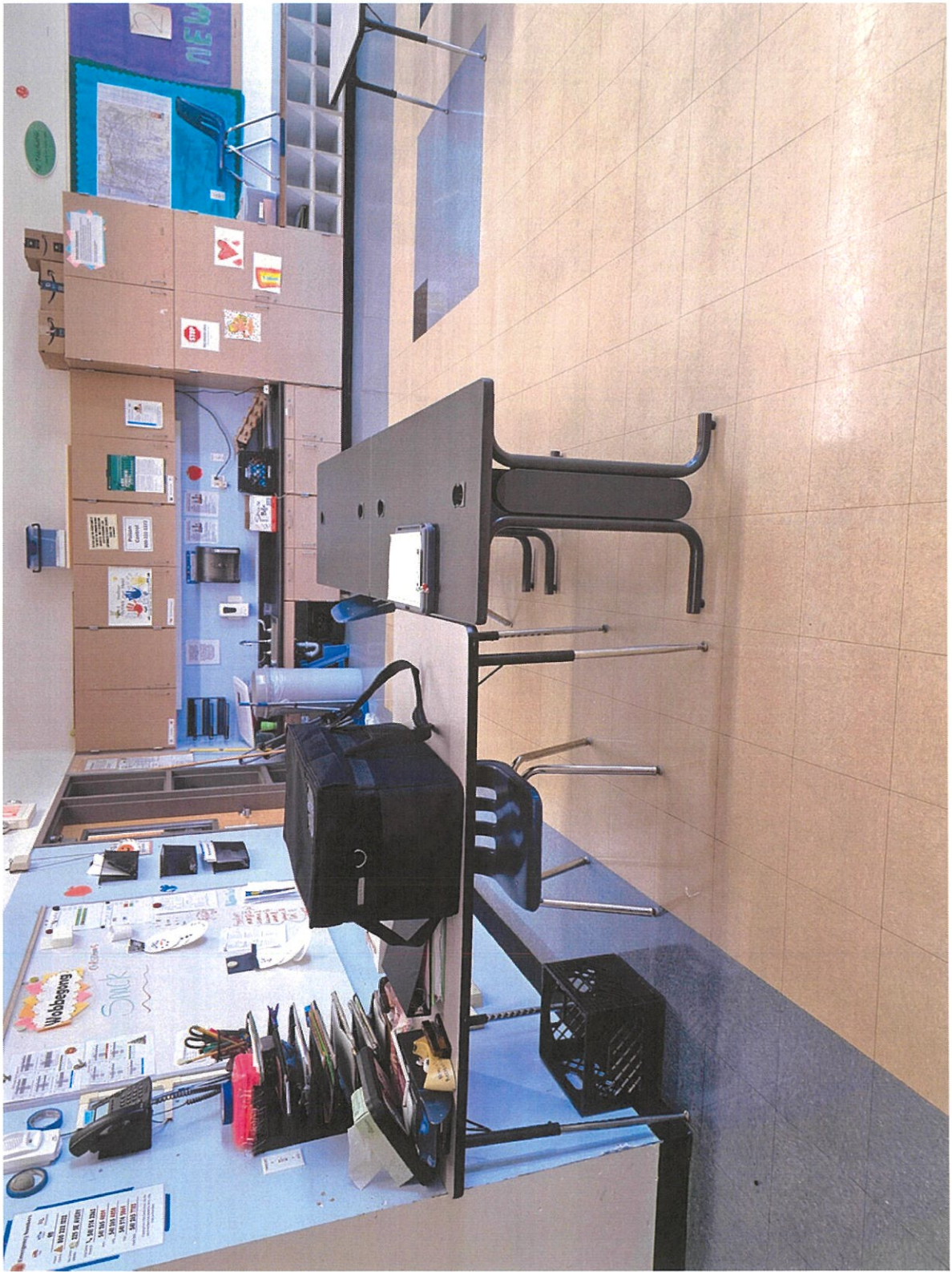
Non-Exclusive Use

# Exhibit B

Images of Child Center Furnishings and Inventory can be found below.  
A detailed list of Child Center Furnishings and Inventory is after the images.

















Washable  
MARKERS  
COLORED PENCILS

Fiber paper

Straws

STRAWS

art supplies













Item	Amount	Category	Aprox Value	Total Value
Adult height table	1	furniture	\$100.00	\$100.00
Adult height desk	2	furniture	\$200.00	\$400.00
Child height round table	1	furniture	\$115.00	\$115.00
Child height long rectangle table	2	furniture	\$100.00	\$200.00
Child height short rectangle table	4	furniture	\$80.00	\$320.00
mat corner seat	1	furniture	\$430.00	\$430.00
flat screen TV	1	furniture	\$50.00	\$50.00
DVD player	1	accessories	\$20.00	\$20.00
Box of toddler toys	1	toys	\$25.00	\$25.00



Item	Amount	Category	Aprox Value	Total Value
Bin medium size Legos	2	toys	\$7.50	\$15.00
Bin large size Legos	1	toys	\$20.00	\$20.00
floor mats	13	furniture	\$5.00	\$65.00
green child size chairs	16	furniture	\$40.00	\$640.00
yellow child size chairs	8	furniture	\$40.00	\$320.00
bookshelf with books	1	furniture	\$120.00	\$120.00
tempra paint jugs with various amounts	15	arts & crafts	\$8.00	\$120.00
large glue jug - unopened	1	arts & crafts	\$12.00	\$12.00
watercolor kits - most unopened	23	arts & crafts	\$1.50	\$34.50

Item	Amount	Category	Aprox Value	Total Value
bags flour - various amounts	2	arts & crafts	\$0.00	\$0.00
toddler paint blotters	25	arts & crafts	\$5.00	\$125.00
large box of paint brushes	1	arts & crafts	\$10.00	\$10.00
large box paint funnels and lids	1	arts & crafts	\$8.00	\$8.00
box foil roll mostly full	1	arts & crafts	\$10.00	\$10.00
small traffic cones	10	games	\$0.50	\$5.00
box of musical instruments	1	games	\$10.00	\$10.00
cabinet of activity books	1	games	\$5.00	\$5.00
reams of white paper	14	arts & crafts	\$5.00	\$70.00

Item	Amount	Category	Aprox Value	Total Value
large and regular size construction paper	1	arts & crafts	\$20.00	\$20.00
Used drop cloths - washable	2	arts & crafts	\$5.00	\$10.00
various DVDs	6	accessories	\$2.00	\$12.00
music CDs	17	accessories	\$1.00	\$17.00
box baby toys	1	toys	\$5.00	\$5.00
box bubbles and bubble toys	1	toys	\$8.00	\$8.00
box 800 crayons half full	1	arts & crafts	\$25.00	\$25.00
stencil set - large	1	arts & crafts	\$10.00	\$10.00
large and small paper plates - lots	1	arts & crafts	\$10.00	\$10.00

Item	Amount	Category	Aprox Value	Total Value
box of 288 markers - mostly full	1	arts & crafts	\$35.00	\$35.00
box of 408 colored pencils - mostly full	1	arts & crafts	\$80.00	\$80.00
lot of craft supplies - plastic cups, pom poms, paper bags, foam sheets, pipe cleaners, straws, tissue paper, plastic spoons, and more	1	arts & crafts	\$75.00	\$75.00
craft scissors set	1	arts & crafts	\$12.00	\$12.00
various puzzles and games - not all complete	1	games	\$35.00	\$35.00
boxes sidewalk chalk	3	arts & crafts	\$10.00	\$30.00
ball maze game	1	games	\$15.00	\$15.00
box fuze beads	1	arts & crafts	\$20.00	\$20.00

Item	Amount	Category	Aprox Value	Total Value
refridgerator	1	furniture	\$100.00	\$100.00
heavy duty shelving	3	furniture	\$75.00	\$225.00
boxes of seasonal decorations	4	misc	\$8.00	\$32.00
bag of beach toys	1	toys	\$25.00	\$25.00
<b>GRAND TOTAL</b>	<b>200</b>		<b>\$2,003.50</b>	<b>\$4,050.50</b>