



TOWN OF WEST YELLOWSTONE REQUEST FOR PROPOSALS SIEGEL LEARNING CENTER

This is a formal request for proposals (RFP) issued by the Town seeking innovative proposals from developers to construct and ultimately sell a learning center building to the Town of West Yellowstone, MT.

The Town, along with other community partners, is seeking bids in response to a lack of functional, cost-effective, and appropriately-sized space for a learning center.

The full text of the RFP can be found below. It has been publicly advertised in *Bozeman Chronicle and the West Yellowstone Star*. All for-profit and non-profit developers are encouraged to submit a proposal.

Introduction:

The Town of West Yellowstone is seeking innovative proposals from for-profit and non-profit developers to construct a learning center in the 4,000 SF to 5,000 SF range on Town owned property west of the Povah Center on Yellowstone Avenue. The learning center should be designed to accommodate up to 50 students which shall include 8 infants.

Information and specifications can be obtained on the Town's webpage www.townofwestyellowstone.com.

Background / Problem:

Due to the recent closing of the Town's primary day care, the Town assisted with the creation of a non-profit organization to create and operate a learning center. Due to the lack of available buildings, this organization was able to find a temporary location, in a local church, to house their operations. However, this is only a short-term solution. Therefore, the Town of West Yellowstone is interested in securing a developer to design and construct a learning center and ultimately sell said structure to the Town. Financing for the purchase of the structure will be accomplished with Town and private sector funding.

Proposal Requirements and Additional Information:

The Town is seeking proposals from regional and local developers experienced in providing cost effective building solutions. It is the intention of the Town to have the development of the learning center to meet the future needs of the community and conform to state and federal regulations regarding child care facilities. The responsive proposal should provide a strategy whereby the Town, Little Rangers Learning Center, and the West Yellowstone Foundation would be active partners in the design of the structure.

Proposals should include a proposed site plan, preliminary architectural renderings, and fixed purchase price for the Town. The Developer may use the Town's existing plans or the plans of their choice. The specifications for the facility should focus on providing functionality and value to the end-user besides meeting prescribed child care facility standards by all relevant state and federal agencies.

REQUIRED FORMAT FOR PRELIMINARY PROPOSAL

Sealed envelopes clearly marked "TOWN OF WEST YELLOWSTONE- DEVELOPER PROPOSAL"

The envelope, labeled as described above, containing the proposal must be submitted no later than 4:00 p.m. on September 21, 2017. Proposals received after this time will not be considered. Proposals will be publicly opened at 4:30 p.m. the same day. The proposal opening will consist only of reading the names and addresses of the respondents. As this is an RFP process, not a bid opening, which requires evaluation, no pricing information will be read aloud at the time of the opening.

Mail or deliver your original response along with three (3) complete copies and one (1) electronic submission to dsabolsky@bex.net:

Town of West Yellowstone.
Daniel Sabolsky, Town Manager
PO BOX 1570
West Yellowstone, MT 59758

I. PROJECT PLAN AND FEASIBILITY:

As a minimum, please provide the following:

- A narrative on the proposed project including a description of the proposed learning center building.
- A site plan, a preliminary architectural rendering, total cost estimate, and purchase price for the completed structure.
- Proof of financial ability to complete the project.
- A tentative development schedule (including estimated start and completion dates and the timing of all phases of the project).

II. DEVELOPER INFORMATION:

Please provide the following:

- The name of developer and legal status (i.e. sole proprietorship, corporation, partnership, non-profit corporation, etc.).
- A list of all principals and key individuals of the development team, as well as their qualifications, background, and experience.
- A description of the developer's previous experience with similar projects, including a list of recent completed projects including type, location, size, cost, date of completion, and the firm's/team's role within the project.
- Proof of good standing with all local, state, and federal taxing bodies.

DEVELOPMENT PROCESS

Interested developers are invited to submit a detailed proposal in the format described herein.

Proposals will be reviewed by the Town following the deadline for submission.

Depending on the number of submittals, the organizations may establish a shortlist for interviews in order to select a "preferred developer". The Town reserves the right to reject any and all proposals, at their sole discretion. Furthermore, it is the intention of the Town, following selection of a preferred developer, to negotiate the final terms and conditions in the form of a formal development agreement. A preliminary draft will be available for review by September 15th, 2017.

EVALUATION CRITERIA

The criteria used to evaluate the submissions will include, but not be limited to:

- The quality and functionality of the building proposed.
- The sufficiency of development experience of individual (s) and/or firms (s).
- The financial feasibility of the project.

- The purchase price and terms of the sale.
- The proposed site plan and architectural renderings.
- Project readiness and the schedule.
- Risk level to the Town and its partners.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make contact with Town staff or the partner organizations. Failure to comply with this request may result in disqualification of the RFP process.

QUESTIONS REGARDING THIS RFP

All pre-award communications relating to this RFP shall be directed to Daniel Sabolsky, Town Manager, at dsabolsky@townofwestyellowstone.com.

Responses will be communicated to all interested parties via e-mail. No communications received with fewer than five (5) working days until the date the responses are due will be answered. Last day for questions is September 14, 2017.

No verbal responses by any representatives of the Town (except the Town Manager) or partner organizations will have any bearing on the RFP responses nor be incorporated into any subsequent award.

Any addendum will be issued to all interested parties via email should one be required.

