
SECTION 00002- INSTRUCTIONS TO PROPOSERS

- Project:** ARCHITECTURAL AND ENGINEERING SERVICES FOR
RFP #101812: EARLY LEARNING CHILDCARE CENTER
- Owner:** Fort Wayne Community Schools
- Contact:** Attn: Darren Hess
1519 Catalpa Street
Fort Wayne, IN 46802
Email: Darren.Hess@fwcs.k12.in.us
- Proposals Due:** October 17, 2024 by 2:00 PM EDT (local time)
- Pre-proposal Meeting:** October 2, 2024 at 11:00 AM EDT
1519 Catalpa Street, Fort Wayne, IN 46802
Maintenance and Operations Training Room (Enter Door 10)

Though it is not mandatory, all proposers are strongly encouraged to attend the pre-proposal meeting.

Project Location(s): 2.533 acre lot combined with a 0.94 acre adjacent lot (total 3.462 acres) at the northeast corner of Queen Street and Werling Drive located in Fort Wayne, Indiana

You are hereby invited to submit your Proposal for architectural and engineering services for the Early Childhood Learning Center in accordance with the enclosed documents. Proposals shall be received at the FWCS Facilities Office, 1519 Catalpa Street, Fort Wayne, IN, no later than the Proposals Due Date/Time stated above. Faxed proposals will not be valid. The apparent successful proposer(s) may be contacted for an interview(s).

Documents: Each proposer responding to this invitation can view and download proposal documents via the Internet at <http://distribution.easternengineering.com/View/Default.aspx>.

The reproduction cost of the documents will be borne by Fort Wayne Community Schools. Please limit your firm to one copy of the documents. The following company can provide reproductions:

Eastern Engineering Plan Room
1239 North Wells Street
Fort Wayne, IN 46808
Telephone: 260.429.3119
Fax: 260.426.3101
<http://distribution.easternengineering.com>
Click on "Public Jobs"

These documents are the exclusive property of Fort Wayne Community Schools. This information is not to be shared with other companies without written permission.

Proposals may be sent via delivery service or hand delivered; do not mail proposals. Proposals received after the due date and time will not be accepted.

All Respondents are prohibited from making any contact with the District Personnel, Board of Education, or any other administrator or employee of the District regarding the RFP or Project, other than in the manner and to the person(s) designated herein. The Director of Facilities and Superintendent reserves the right to disqualify any Respondent found to have contacted the people listed above in any manner regarding the RFP or Project.

Any questions regarding the RFP should be e-mailed to Darren Hess at Darren.Hess@fwcs.k12.in.us. Please include "Early Childhood Learning Center" in the subject of the e-mail. The last day for questions to be submitted is **October 10, 2024**.

All questions will only be answered in writing, and sent to all proposers in the form of an addendum.

A. Background and Proposed Project Scope(s) of Work

Founded in 1857, Fort Wayne Community Schools is a public school district encompassing 150 square miles in and around Fort Wayne, Indiana. The district utilizes 61 educational and support buildings on 59 sites and has a student population of nearly 30,000. The District operates approximately 5,537,114 gross square feet and maintains approximately 900 acres of grounds. For more general information about FWCS visit our home page at <https://www.fortwayneschools.org/>.

B. PROJECT INFORMATION

EARLY LEARNING CHILDCARE CENTER

The Project

PROGRAMMING AND SPECIAL CONSIDERATIONS

1. Purposes:

- a. Keep parenting high school students in school and graduating with a plan for a meaningful future. Currently teen parents are simply disappearing from our schools and fading away to a future with little promise or hope.
- b. Provide much-needed, high-quality brain development for youth ages birth – 5. The life-altering impact that early learning can have upon the trajectory of a young life is well documented nationally and locally, as is the cost to our society when that opportunity is absent.
- c. Create an environment where early detection of cognitive and physical disabilities is offered, welcomed, and accepted. All families served by the program will meet Federal poverty guidelines and data indicates that parents navigating poverty often

prioritize survival over screening and prevention. Services of the Early Learning Center will eliminate the need for families to make that choice.

- d. Increase the number of trained early learning workers to fill the critical gap in quality child care seats that is crushing economic development for our community.
- e. Lift up a blighted area by creating a neighborhood anchor that enhances stability and is beautiful.

2. Partners:

- a. FWCS and FWCS Foundation – project developer, facility maintenance, student parent recruitment, CTE program operator
- b. EACS – student parent recruitment
- c. Head Start and Early Head Start – core program provider for high-quality early learning
- d. ECHO by Lutheran Social Services – one -to-one case management/advocacy for student parents
- e. Early Childhood Alliance – training and placement support for future early learning professionals
- f. Healthier Moms and Babies – prenatal advising and supports for parents of infants

3. Program:

- a. Our proposed activities are simplistic in nature, but very high-impact. We propose the construction and operation of a fully-subsidized, Path to Quality Level Four, high-quality early childhood education center to educate and care for children of high school students from birth through age five. In addition to childcare, the center will offer educational and enrichment programming for student parents. The new center will also serve as a training opportunity to expand the number of early childhood educators entering the profession in the region. Finally, site selection for the project will be designed to ensure placement in an area of highest economic need and demographic complexity, which also coincides with the highest concentration of residence of student parents.

4. Population Served:

- a. The program will serve as many as 118 infants and children, approximately 118 high school students who are parents, and 60 additional high school students who are pursuing certification as early learning instructors – all participation numbers are annual estimates. The number of individuals who will benefit from the eventual increase in the labor pool of employees staffing safe, high quality early learning facilities would be difficult to estimate, but certainly substantial.

5. Program Details:

- a. Site Development to include:
 - i. parking lot (approx. 125 spaces), short-term parking/drop-off lane
 - ii. site lighting
 - iii. hardscape and softscape playgrounds
 - iv. fencing for secure playgrounds/outdoor classrooms

- v. storage and shade elements integrated into playgrounds/outdoor classrooms
 - vi. turf, landscaping and hardscapes
 - vii. site utilities (electric, gas, water, sanitary and storm sewer) and tie-ins
 - viii. existing development has stormwater detention banked already through the overall development
 - ix. topographic and boundary survey to occur during the month of October and will be available in November 2024
 - x. holding on ordering any soil boring/Geotech until we have A/E on board to target areas to investigate
- b. Building Construction (+/-28,000 square feet) to include:
 - c. See Attachment G for site location and preliminary building program

CONSTRUCTION TIMELINE: Construction is anticipated to begin after funding is secured.

C. Scope of Design Services

The full scope of design services to be provided under this contract is listed within the draft contract included in this RFP.

D. Post-Proposal Review Meeting

Apparent successful Proposer(s) may be required to meet with the Owner to review their proposal and the scope of work prior to contract award. This may take place at the interview, or in a separate, subsequent meeting.

E. Addenda

Requirements contained in the Documents shall apply to all addenda, and the general character of the work called for in the addenda shall be the same as specified in the Documents for similar work, unless otherwise specified in the addenda. Incidental work necessitated by addenda shall be included in the proposals, even though not particularly mentioned.

Addenda shall become a part of the Documents, and shall be acknowledged in the Proposal.

End of Section