

## COLFAX ECONOMIC DEVELOPMENT CORPORATION

### REQUEST FOR QUALIFICATIONS

#### ARCHITECTURAL DESIGN SERVICES FOR THE

#### COLFAX CHILD CARE CENTER

1. **Purpose:** The Colfax Economic Development Corporation (CEDC) is soliciting qualification statements for the design of a new 11,500 sf and 100 child seat facility. As a new child care provider, and only one of two in the community, this facility will help meet the needs of families of Colfax and the surrounding communities. A preliminary study was done as part of a grant application to assist with funding for the project. Based on preliminary estimates and the awarded grant, a budget of **\$3.45M** has been set. The CEDCO is seeking a design team for preparing construction documents and providing construction administration services through the duration of the project.
2. **Objectives:** The preliminary study identified a 9,500 sf daycare and 2,000 sf pre school rooms. The building is located on Colfax Mingo CSD property across from the elementary school. This allows for an easy transition for both children and families as the child ages into preschool and on into elementary. It also allows use of shared playground, parking, and food services opportunities. At the completion of the project the facility will be able to support an additional 100 daycare slots for the Colfax area.
3. **Timeframe:** Due to the nature of the grant there is an expedited process for both selection, design, and construction. Bidding and contracts will need to be secured by June 25, 2025. Construction will need to be completed by June 2026 as part of the requirements for the Business Incentive Grant. It will be imperative that the design team is able to complete construction drawings by the end of May 2025. Once qualifications are submitted, the building committee will review submissions and select a design team by January 24, 2025. Design will be expected to start immediately following the firm selection process with bidding taking place in June. Construction would begin July of 2025 with anticipated occupancy in July of 2026.
4. **Submission Requirements**
  1. Cover letter – indicating why your firm is best qualified to assist with this project
  2. Firm Profile & Personnel – Provide an organization chart identifying disciplines, specific personnel, and role of those who will be assigned to this project.
  3. Relevant Experience – Provide a minimum of 4 example projects of similar childcare environments and design intent
  4. Services – Outline your services and a tentative design schedule
  5. Distinguishing Factors – Describe what makes your firm uniquely qualified for this project
5. **Selection:** The building committee will review and approve a design team in a special meeting prior to January 25, 2025. Fees will be negotiated with CEDCO following the selection process. If a mutually satisfactory contractual agreement is not reached, the board, may, at any time, discontinue negotiations with the preferred firm and enter into new negotiations with the next firm deemed most qualified. The following criteria will be considered in evaluating the responses:
  - Firm's approach and methodology to meet proposed timeframes
  - Firm's qualifications, professional skills of key personnel, and assigned roles
  - Firm's previous work experience on related childcare projects
  - Firm's familiarity of project requirements
6. **Submission and Inquiries:**

**Due Date: January 20, 2025 by 2:00pm**

Email to: Tim Salmon, Superintendent  
Colfax Mingo Community School District  
[tsalmon@colfaxmingo.org](mailto:tsalmon@colfaxmingo.org)