



**TOWN OF STEPHENVILLE  
REQUEST FOR PROPOSALS  
RFP 2025-001**

CHILDCARE CENTRE FEASIBILITY STUDY  
CONSULTING SERVICES

**Issue Date: January 8, 2025**  
**Closing: February 12<sup>th</sup>, 2025 at 2:30 pm**  
**Opening: February 12<sup>th</sup>, 2025 at 2:31 pm**

## **Purpose**

The Town of Stephenville seeks proposals from qualified consultants to complete a feasibility study on constructing and operating a net-zero childcare facility with a capacity of 100 subsidized places.

The RFP responses will form part of a funding application, and the study will only take place if funding is awarded.

## **Background**

The Town of Stephenville has been proposed as the location for multiple industrial projects, which could necessitate rapid expansion of the Town and its facilities to sustain a considerable influx of workers and their families.

Analysis of the Town's current capacity and how the Town can sustainably manage growth and development over the next decade was the subject of a 2024 Town of Stephenville Municipal Growth Plan study, which can be viewed on the Town website. <https://www.stephenville.ca/public/download/files/243244>

The expected expansion of the Town, along with an existing shortage of childcare places, requires that the Town takes steps to create additional capacity to allow both existing and newcomer parents equitable access to employment and study opportunities.

Further to the Town's membership of the ICLEI Building to Net Zero Cohort, the Town is committed to making all new municipal construction projects as energy-efficient as possible, with a target of net zero. <https://icleicanada.org/project/bnz/>

## **Definition**

This RFP considers the word "childcare" to include other commonly used terms for the provision of care and education for children before compulsory schooling, such as "daycare" and "early childhood education."

## **Scope of Work**

The Scope of work required for the Childcare Centre Feasibility Study shall include:

- Analysis of federal and provincial funding streams and policy frameworks for the provision of subsidized childcare
- Assessment of the current childcare capacity in Stephenville, using an existing needs assessment to be provided by the Town and through a survey of childcare operators
- Analysis of the demographics of families currently enrolled in childcare programs by age of children, family types, family size, and by the labour force participation of parents

- Assessment of parents' childcare preferences
- Evaluation of local not-for-profit organizations' abilities to operate the childcare centre based on interest and capacity
- Assist Town staff in assessing the suitability of potential sites
- Provision of a concept design and layout suitable for the expected number and ages of the children and with consideration for the energy efficiency requirements, including a cost estimate with a breakdown of financing sources and the Town's financial commitment requirements
- Development of a cost/benefit analysis, including potential changes in the workforce participation among parents of young children should additional childcare spaces be made available and an estimate of the resulting economic benefits to the Town
- Undertake a public consultation program appropriate to the Town's size. The purpose of the consultations should be to engage Council, residents, businesses, government agencies and other stakeholders in the project
- Prepare a written report of the study findings

### **Deliverables**

The successful respondent shall submit four (4) hard copies and one (1) digital copy of the Stephenville Childcare Centre Feasibility Study.

The respondent will be required to meet with Town management and Council:

- At the outset of the project
- Following public engagement
- Following the submission of a draft document
- Upon completion of the project

The respondent will be expected to report to the CAO or their designated representative and provide progress reports no less than monthly, in person, by online meeting, or by email.

### **Project Schedule**

The Town requires that respondents submit their proposals on or before February 12<sup>th</sup> 2025. A decision shall be made by March 6, 2025 with a target of April to begin work. The project's expected duration is six (6) months.

### **Qualifications and References**

The consultant team is expected to demonstrate knowledge and experience in the following areas:

- Preparation and review of childcare feasibility studies
- Understanding of relevant legislation
- Developing and conducting public engagement programs for municipal projects

- The principal planner responsible for parts of the study dealing with site analysis and concept design is required to be a Member of the Canadian Institute of Planners
- Proposals should include examples of recent (within the past ten years) relevant studies conducted by the proponent

## **Organization of the Proposal**

To assist with the fair evaluation of all submissions, proposals are to be organized to include the following sections:

- Understanding of the Project
- Approach and Methodology
- Timeline and Reporting, including milestones and deliverables
- Experience and Qualifications
- A description of each team member's role and the extent to which they will be involved in the project
- A Cost Proposal to include a detailed budget, allocating team resources, fees and expenses associated with described tasks, milestones and deliverables
- Appendices may be included to provide additional information on project personnel and corporate experience

## **Submission**

Questions related to the request for proposal must be submitted before 4:30pm on February 3, 2025 by email to Mike Ratter at [micheal.ratter@stephenville.ca](mailto:micheal.ratter@stephenville.ca) with subject line "Stephenville Childcare Feasibility Study RFP 2025-001".

Final proposals must be submitted on or before 2:30pm on February 12, 2025 in an envelope addressed as follows:

The Town Clerk  
The Town of Stephenville  
RFP 2025-001  
125 Carolina Ave  
Stephenville, NL  
A2N 2S6

Proposals will be opened publicly at 2:31pm on February 12<sup>th</sup>, 2025 at the above address.

## **Evaluation Criteria**

The proposal will be evaluated on the following criteria and weighting:

- Understanding of Stephenville and the work required - 5%
- Approach, Methodology and Schedule - 30%
- Experience and Qualifications - 30%

- Completeness and quality of the submission - 5%
- Cost - 30%
- Total - 100%

### **Terms and Conditions**

This RFP is subject to the Atlantic Provinces Standard Terms and Conditions Goods and Services, Effective 01/31/2013, excluding Newfoundland and Labrador supplements, where applicable.

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