DAYSTAR KIDS | GROWING IN PLACE

Request for Proposals

Architectural, engineering and design services: indoor playground, three-tier outdoor playground and safer front drop-off

RELEASE DATE	RESPONSE DEADLINE	ISSUED BY	LEARN MORE
November 19, 2026	December 11, 2026 Friday at 3:00 PM ET	Daystar Kids 700 Lac de Ville Boulevard	daystarkids.org

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1. Introduction and Overview

1.1 About Daystar Kids

Daystar for Medically Fragile Children, Inc., doing business as Daystar Kids, is New York State's only pediatric complex care learning center. Founded in 1988 by the Sisters of St. Joseph of Rochester, Daystar Kids provides coordinated pediatric nursing, early childhood education and individualized therapies for infants, toddlers and preschool children with complex medical needs. Learn more at **daystarkids.org**.

1.2 Purpose

Daystar Kids (the "Owner") is soliciting competitive written proposals for design and engineering services to restructure its indoor playground, its three-tier outdoor playground and the student drop-off at the front of the building, as detailed in the scope of services. The project is located at 700 Lac de Ville Boulevard, Rochester, NY 14618.

The proposal must meet the material, performance and quality requirements detailed in the scope of services. To be considered, all submissions must address each of the evaluation criteria detailed in Section 7 of this RFP. Each proposal must also include samples of the firm's completed work, sample designs showing what the firm envisions for this project, and pricing, as described in Section 5. Proposals are scored as shown in Section 7, with additional points for certified minority- and women-owned businesses.

1.3 Issued By

This RFP is issued by Daystar Kids, the Owner. The RFP Coordinator identified below is the sole point of contact regarding this RFP from the date of issuance until the selection of a successful respondent.

Dr. Seanelle Hawkins, Chief Executive Officer
Daystar Kids
700 Lac de Ville Boulevard
Rochester, NY 14618
dr.sean@daystarkids.org

Respondents are responsible for reporting any errors, omissions or discrepancies found in this RFP. All such reports shall be made to the RFP Coordinator **in writing via email**. Questions will not be answered individually. All questions and answers will be posted publicly on the Daystar Kids website, daystarkids.org, by Thursday, December 3, 2026.

Acknowledgment of any addenda issued will be required in the RFP response.

1.4 Timeline

Submission response deadlines	Date
RFP distribution	Thursday, November 19, 2026
Optional site visit. Email the RFP Coordinator to schedule.	By appointment through Tuesday, December 1, 2026
Requests for clarification. Must be submitted in writing to the RFP Coordinator named in Section 1.3 no later than 3:00 PM ET.	Monday, November 30, 2026
Questions and answers posted publicly on daystarkids.org. Questions will not be answered individually.	Thursday, December 3, 2026
Final RFP submission. Must be received by the RFP Coordinator by 3:00 PM ET.	**Friday, December 11, 2026**
Selection decision posted on daystarkids.org	By Monday, December 21, 2026
Tentative: consultant authorized to proceed	Early January 2027

2. Scope of Services

2.1 Project Overview

Our children use wheelchairs, gait trainers, adaptive seating, medical equipment and other supports. Growing in Place is our strategy for improving the building and grounds we have so that every child can play, move and arrive safely alongside their peers.

This project has three parts:

- **Indoor playground.** Restructure the indoor playground as a year-round space for active play and therapy that connects directly to outdoor play.
- **Three-tier outdoor playground.** Restructure the outdoor playground into three connected tiers, one each for infants, toddlers and preschoolers, that children using mobility devices can reach and use.
- **Safer front drop-off.** Redesign the drop-off at the front of the building so that students can be loaded and unloaded safely, with a protected accessible route to the entrance.

The Owner is seeking a qualified firm to provide architectural, engineering and design services for the development and future construction of the project described in this section. Collaborative work between all selected consultants will be paramount for project success.

2.2 Budget and Site Information

The Owner has not set a construction budget and is relying on respondents to help determine what this work will cost. This is a renovation of an existing building and grounds, not new construction, and the design should be cost-effective and inclusive. Each proposal should estimate the cost of each part and show how its design could be scaled or phased, so the Owner can size the project appropriately.

A site plan of the existing building and grounds will be made available to all firms on daystarkids.org.

2.3 Consultant Services

All respondents must demonstrate their understanding of the project and their qualifications to perform the services outlined. The selected respondent will be required to perform services during the following phases: general oversight, schematic design, design development, construction documents, bidding and construction administration (as required). Services may include, but will not be limited to, the following.

General oversight

- Conduct progress meetings with the Owner and construction manager (CM) partners
- Coordinate with utility and other agencies as required
- Consult with the Owner, including nursing, therapy and education staff, to understand full project requirements
- Investigate existing conditions that may differ from record documentation
- Work with the CM and stakeholders to confirm scope prioritization and ensure achievable goals within the project budget
- Identify special project needs

Schematic design services

- Prepare sufficient schematic design options for presentation and review by the Owner
- Prepare design renderings of all options for presentation
- Provide additional programming as required to ensure the full project scope is achieved

Design development services

- Confirm selection of the schematic design before proceeding with further advancement
- Work with the Owner and CM to develop alternates as required to preserve the project budget
- Prepare a bid schedule with targeted project bidding timelines
- Provide an outline of specification sections (titles and section numbers delineating proposed products)
- Provide for all applicable building codes, ADA compliance, playground safety and accessibility standards, and other provisions
- Provide architectural and engineering design drawings, including but not limited to layouts, appearance, systems, notes, details and elevations applicable to the work:
    - Site and civil designs, including drop-off and vehicle circulation
    - Architectural designs (as required)
    - Structural designs
    - Mechanical and HVAC system designs (as required)
    - Plumbing designs (as required)
    - Electrical, power and lighting
    - Safety and security systems (as required)
    - Playground equipment, surfacing and fencing

Construction document services

- Confirm approval of cost and scope before proceeding with construction documents
- Verify compliance with all town, county and state regulations, including child care licensing requirements
- Prepare construction documents, which must include bidding forms, contract agreements, general conditions, boilerplate language, project specifications and full contract drawings
- Prepare “front end” documents in enough time for Owner and CM review
- Prepare and submit necessary permits and other approval applications
- Prepare SEQR review (if required)

Bidding phase services

- Before bidding, make any necessary changes based on reviews
- Support the advertisement or invitation for bids in accordance with Owner rules
- Prepare addenda as needed
- Attend pre-bid conferences
- Work with the CM and Owner on the bid opening
- Assist in verification of the selected bidder, ensuring receipt of all required documents and conformance to the construction documents
- Prepare and publish conformed documents combining all addenda and pre-bid changes

Construction administration (CA) services

- Attend the pre-job kickoff meeting and regular project meetings (as required)
- Participate in the submittal and RFI process
- Assist the Owner and CM in resolving drawing conflicts and discrepancies
- Provide site visits as required and prepare an architect or engineer report after each visit
- Perform other tasks outlined after selection

3. Project Timeline

Below is the anticipated project schedule. This schedule is tentative from award through closeout. The consultant will be responsible for overseeing the project schedule and adhering to the milestones outlined after award.

Milestone	Anticipated date
Request for Proposals issued	November 19, 2026
Questions and answers posted on daystarkids.org	December 3, 2026
Proposal due	December 11, 2026 at 3:00 PM ET
Select firm presentations (as required)	Week of December 14, 2026
Selection decision posted	By December 21, 2026
Design phase, bidding, construction start and substantial completion	To be set with the selected consultant
End of contract term	Target December 31, 2027

4. Minimum Qualifications

Firms must meet the following minimum qualifications to be considered.

Experience

A minimum of five years of experience providing architectural and engineering design services for projects of similar size and scope. Firms should be able to demonstrate their experience in the following areas:

- Pediatric, early childhood, therapy or disability-serving spaces
- Inclusive and adaptive playgrounds, including accessible routes, surfacing and equipment
- Site circulation and safe drop-off for children, families and transport vehicles
- Renovation of an occupied building where care continues during construction
- A currently registered New York architect of record

Insurance requirements

The proposer agrees to keep and maintain for the duration of this agreement insurance including but not limited to commercial general liability, auto liability, workers' compensation, employer's liability, professional liability and umbrella coverage with the minimums shown below. No work shall be performed until the consultant has furnished to the Owner certificates of insurance for each type of insurance described herein. A 30-day written cancellation or change notice is required by contract.

Coverage	Minimum	Coverage	Minimum
Commercial general liability	$1,000,000 per occurrence, $3,000,000 aggregate	Professional liability	$1,000,000 per occurrence, $3,000,000 aggregate
Commercial auto liability	$1,000,000 combined single limit	Employer's liability	$500,000
Workers' compensation	Statutory	Excess (umbrella) liability	$5,000,000

5. Proposal Requirements

All submissions must include, and will be evaluated on, the following, in the order shown.

A. **Cover letter or transmittal letter.** Proposals should be accompanied by a cover letter outlining the firm's interest in and understanding of the project and summarizing key points. Include contact information (email, phone number and address) and acknowledgment of any addenda.

B. **Table of contents.** Outline the proposal contents clearly.

C. **Company information.** Provide information relevant to the proposed firm, specifically: history of the firm (year of organization); ownership and key personnel; location of offices and how they will support the project; and areas of specialization, if any.

D. **Experience and qualifications.** Include the following to demonstrate the firm's experience and ability to perform the scope of services:

- Resumes for all key personnel who will perform work with the Owner, the anticipated organizational chart and the anticipated availability of each proposed team member
- The firm's in-house capabilities, including a listing of any anticipated outsourcing for the project
- Specific sub-consultants to be used and how they will integrate with the project team

- Samples of completed work: three to five relevant projects, each with a project description, project imagery, detailed services provided, client references and contact information
- Proposal of services: the respondent's approach to the scope of services and how it has seen success on other projects of similar scope and scale

E. **Sample designs (required).** Show us what the firm envisions for each of the three parts: the indoor playground, the three-tier outdoor playground and the front drop-off, with its most innovative thinking for children who use mobility devices and medical equipment. Sketches, renderings, or a marked-up site plan or photographs of our spaces are all acceptable, on up to three landscape 11-by-17-inch sheets with a short explanation of each. Engineered design is not required. A proposal without sample designs will not be scored.

F. **Pricing and estimated cost of the work.** Provide two figures: the firm's fee for the services in Section 2.3 by phase (fixed or not-to-exceed, with sub-consultants, reimbursables and hourly rates for additional services), and the firm's estimate of what the work in its sample designs will cost to build, for each of the three parts, with its main assumptions and how the design could be scaled or phased to manage cost.

G. **MWBE certification.** Include a copy of any current Minority- or Women-owned Business Enterprise certification held by the firm or a sub-consultant, with each certified sub-consultant's share of the fee.

H. **Certification.** The respondent must submit a letter from an authorized corporate officer certifying the accuracy of the information provided and guaranteeing the ability to participate in the project if selected. This letter should be separate from the cover letter and include a signature.

6. Instructions for Submittal

A. Submit one (1) electronic copy of the signed proposal by email as a single searchable PDF, including the sample designs and pricing, clearly marked "Daystar Kids RFP" with the firm's name.

B. Proposals must be received on or before **3:00 PM ET on Friday, December 11, 2026** by the RFP Coordinator named in Section 1.3, at dr.sean@daystarkids.org. There will be no public opening or review of proposals.

7. Evaluation Criteria and Selection Process

A. **Evaluation committee.** Selected personnel from the Owner will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate the submitted proposals and make a recommendation of award.

B. **Evaluation and selection criteria.** Each committee member will score each proposal independently on the criteria below. Scores will be averaged, and additional points for certified minority- and women-owned businesses will be added to the average. Proposals without sample designs will not be scored.

How proposals are scored	Points
Sample designs: vision, innovation and fit for the children Daystar Kids serves	25
Demonstrated experience and samples of completed work	20
Project team, qualifications of key personnel and availability	15
Project approach and understanding	15
Pricing, estimated cost of the work and value	15
Capacity to perform all services on schedule	10
Subtotal	**100**
Additional points: lead firm is a certified Minority- or Women-owned Business (MWBE)	+10
Additional points: certified MWBE sub-consultants perform 20% or more of the fee	+5
Maximum possible score	**110**

MWBE certification must be current and issued by New York State Empire State Development or another government certifying agency. The two additional-point awards do not combine. The lowest price does not automatically determine selection.

C. **Contract approval process.** Execution of any contract with any selected respondent will require Board approval and legal review before formal execution.

D. **Oral presentations.** The Owner may invite a shortlist of firms to present their sample designs during the week of December 14, 2026, and is under no obligation to do so. The committee may update its scores after presentations.

E. **Reservation of rights.** The Owner reserves the right to refuse any and all proposals in part or in entirety and to disregard all non-responsive, nonconforming or conditional responses. The Owner will base its selection on greatest value and benefit to the Owner as determined by the evaluation committee.

F. **Acceptance of proposal content.** The contents of the proposal of the successful respondent may become contractual obligations should a contract ensue. Failure of a respondent to accept these obligations may result in cancellation of the award.

G. **Contract negotiation.** Negotiations may be undertaken with respondents whose proposals show them to be qualified and capable of performing the work.

H. **Notification of respondent selection.** The selection decision will be posted on the Daystar Kids website by Monday, December 21, 2026. All respondents who submit a proposal will also be notified of acceptance or rejection of their proposal by the RFP Coordinator.

8. Terms and Conditions

Non-discrimination compliance. The Owner neither affiliates with nor grants recognition to any individual, contractor or organization, on or off premises, having policies that discriminate on the basis of race, color, sex, age, religion, national origin, disability or sexual orientation as defined by applicable laws and regulations. The provider agrees that it will comply with all federal, state and local regulations.

Confidentiality. If, in responding to this RFP, the provider receives proprietary information of the Owner relating to its business, operations, equipment or products, the provider will keep it confidential and disclose it only to its own and the Owner's employees as needed to respond. This does not apply to information that is public, already in the provider's possession, or furnished by a third party. The provider will protect such information with at least reasonable care and will require its employees and subcontractors to do the same.

Sample designs. Respondents prepare their proposals and sample designs at their own expense. Respondents retain ownership of their designs. The Owner may reproduce them to evaluate responses to this RFP and will obtain the respondent's permission before any other use.

9. Attachment A: Project Reference Views

These images illustrate the Owner's goals for the project. They are not measured or approved plans, and firms may propose another arrangement.

Indoor playground



Year-round active play and therapy, connected to outdoor play

Three-tier outdoor playground



A tier each for infants, toddlers and preschoolers

Safer front drop-off



Proposed drop-off inlet from Lac de Ville: families pull in and use a protected, accessible path to the entrance

End of Request for Proposals