



**ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS**  
**AGENDA COMMUNICATION FORM**

<b>ITEM DATE:</b> March 29, 2022	<b>ITEM TIME:</b>
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<b>FROM:</b>	J. Kennedy/J. Stepan
<b>TODAY'S DATE:</b>	March 22, 2022
<b>AGENDA TITLE:</b>	RFP 726 Childcare Center Feasibility Study Consultant Phase 2 First Amendment Approval

<b>CHECK ONE THAT APPLIES TO YOUR ITEM:</b>	
<input checked="" type="checkbox"/> <b>X ACTION ITEM</b>	
<input type="checkbox"/> <b>DIRECTION</b>	
<input type="checkbox"/> <b>INFORMATION</b>	

**I. DESCRIBE THE REQUEST OR ISSUE:**  
Request the Board of County Commissioners approve the First Amendment to the EPIC Professional Services Agreement dated October 11, 2021, the Chair sign the First Amendment and authorize the County Manager to electronically sign the Purchase Order to Executives Partnering to Invest in Children (EPIC) to provide Phase 2 of the Childcare Center Feasibility Study for an amount not to exceed \$28,000.

**II. RECOMMENDED ACTION (motion):**  
Motion by the Board of County Commissioners to approve the First Amendment to the EPIC Professional Services Agreement dated October 11, 2021, the Chair sign the First Amendment and authorize the County Manager to electronically sign the Purchase Order to Executives Partnering to Invest in Children (EPIC) to provide Phase 2 of the Childcare Center Feasibility Study for an amount not to exceed \$28,000.

**III. DESCRIBE FISCAL IMPACTS (VARIATION TO BUDGET):**

<b>PROPOSED REVENUE (if applicable):</b>
<b>CURRENT BUDGETED AMOUNT: \$31,000 **remaining of original grant funds</b>
<b>PROPOSED EXPENDITURE: \$28,000</b>
<b>FUNDING SOURCE: Match Grant (\$25k) SS (\$12,500) RC (\$12,500) 10106112 530755</b>
<b>SUPPLEMENTAL BUDGET NEEDED: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></b>

**IV. IMPACTS OF A REGIONAL NATURE OR ON OTHER JURISDICTIONS (IDENTIFY ANY COMMUNICATIONS ON THIS ITEM):**  
None

**V. BACKGROUND INFORMATION:**  
The Routt County Purchasing agent sent out RFP 726 Childcare Center Feasibility Study to 5 vendors and received 2 proposals. We selected EPIC for their vast knowledge and network in Colorado relating to the regulations and requirements to establish a Childcare Center. Based on their final report to the combined City Council and Commissioners meeting on March 15, 2022, EPIC has submitted a proposal to expand the feasibility study for a future combined childcare center to include other properties located in Steamboat Springs/Routt County. They will begin on April 4, 2022 with Phase 2 and complete the report for the committee by June 30, 2022, which is within the constraints of the grant requirements.



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**VI. LEGAL ISSUES:**

None

**VII. CONFLICTS OR ENVIRONMENTAL ISSUES:**

None

**VIII. SUMMARY AND OTHER OPTIONS:**

Recommend the Board of County Commissioners approve the First Amendment to the EPIC Professional Services Agreement dated October 11, 2021, the Chair sign the First Amendment and authorize the County Manager to electronically sign the Purchase Order to Executives Partnering to Invest in Children (EPIC) to provide Phase 2 of the Childcare Center Feasibility Study for an amount not to exceed \$28,000.

**IX. LIST OF ATTACHMENTS:**

EPIC PSA First Amendment  
EPIC PSA ATTACHMENT A; Phase 2 SOW