



REQUEST FOR PROPOSALS

Release Date: March 1, 2018

Responses must be received by 5:00 p.m. Pacific Standard Time on April 11, 2018

REQUEST FOR PROPOSAL FOR THE OPERATION OF A CHILD CARE CENTER

March 1, 2018

Messiah Lutheran Church is seeking a child care operator to lease and manage a program in its existing 3,200 square foot center at 1835 Valota Road in Redwood City, California.

Submission deadline: 5:00 p.m. on April 11, 2018

**Proposals must be submitted electronically to Heather Hopkins
(h.m.hopkinsconsulting@gmail.com) via:**



or



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Project Overview

Messiah Lutheran Church has a legacy of supporting early learning programs that nurture and engage young minds and hearts. For decades, the church has hosted a preschool program on its spacious, redwood-covered campus. It is eager to carry on this tradition.

Since 2001, a private preschool operator has leased the center, which is currently licensed by the California Department of Social Services and accredited by the National Association for the Education of Young Children (NAEYC). The current licensed capacity is sixty-eight (68) preschool-aged children.

The center is comprised of four (4) bright, spacious classrooms in two buildings separated by a grassy courtyard. Additional space includes a shared kitchen area, shared meeting hall space, a director's office, a staff restroom, separate children restrooms, and two (2) outdoor play areas. Onsite parking is plentiful. Though renovations are not essential, future operators may wish to modify the facility to better support their program (e.g. for expansion of services beyond the preschool age group).

The center is located on the corner of Valota and Woodside Roads in Redwood City. The neighborhood consists of a mix of single-family and low-to-medium density multifamily residential uses, as well as commercial uses along Woodside Road. The center is tucked into the northeast end of the property fronting the parking lot and Valota Road.

Messiah Lutheran Church intends to enter into a five (5) year lease with an operator. The current rental rate is \$7,000 per month.

Timeline and Process

TASK	TIMELINE
Distribute RFP	March 1, 2018
Optional pre-submission meeting and site walk. Messiah Lutheran Church: 1835 Valota Road	March 21 3:00 p.m. to 4:00 p.m.
Deadline for written questions/requests for information	March 26, 5:00 p.m.
Consolidated responses published to website	March 28
Proposals due	April 11, 5:00 p.m.
Finalist interviews begin	April 16
Finalist negotiations	May 1 to May 31
Selection of operator	June 1, 2018

** Messiah Lutheran Church reserves the right to amend the above schedule.

Pre-Submission Meeting

This optional meeting will give applicants the opportunity to familiarize themselves with the facility and RFP process.

Questions, Requests for Information and Changes to the RFP

All written questions or requests for clarification relating to this RFP must be submitted by the deadline above via the RFP website, <http://bit.ly/MessiahRFP>. Messiah Lutheran Church will respond to each question by email and will publish the complete list of questions and answers to the RFP on this website.

If changes to the RFP are warranted, Messiah Lutheran Church will post them on the website above as "Addenda." Applicants are responsible for checking the website for changes and/or clarifications to the RFP prior to submitting a response.

Under no circumstance should applicants contact the members or staff of Messiah Lutheran Church in regard to this request for proposal.

Contractor Visits

Applicants considering renovations to the facility may arrange onsite appointments with contractors for the purpose of assessing costs and scope of work between March 1 and April 11 by emailing Heather Hopkins at h.m.hopkinsconsulting@gmail.com.

Finalist Interviews, Negotiations and Selection

Representatives of Messiah Lutheran Church may interview selected applicants and/or visit applicants' existing centers by appointment. It will negotiate the terms of a lease, renovation plans (if any), and other administrative issues with finalists and select an operator based on the merits of the proposal and its compatibility with the goals of the church.

Program Assumptions and Standards

Messiah Lutheran Church is seeking an operator with experience providing a high-quality early learning program. The operator should also demonstrate a track record of ethical integrity.

Minimum Qualifications

- ◆ Applicant must have at least three (3) years of experience operating a center-based child-care program in a similar environment.
- ◆ Operator must maintain good standing with California Department of Social Services Community Care Licensing Division (CCL).
- ◆ Applicant must be familiar with and adhere to all federal, state, and local regulations pertaining to operating a child care center in this location.

Pre-Licensing Costs and Requirements

The provider is responsible for obtaining approval from Community Care Licensing prior to opening. Messiah Lutheran Church must pre-approve any facility changes and will not be responsible for the funding, permitting, and/or managing of any such renovations.

Operating Costs

The provider will be responsible for all operating costs associated with the center including utilities, maintenance, cable services, security, and janitorial costs.

Proposal Requirements

All proposals must address the following items in the order and with the numbering listed below.

Cover Sheet

Please include a cover sheet with the following information: organization name, contact person and title, phone number (direct line), email address, mailing address, and signature and printed name of an individual authorized to submit the proposal on behalf of your organization.

I. Background and Qualifications

- A. Describe your organization's history/background, mission, services, location of your centers, and the ages and number of children you serve.
- B. Describe the quality standards to which your program adheres and/or any experience you have with accreditation.
- C. List the companies, cities, or other entities, if any, with which you currently have contractual or lease arrangements to provide child care services. Describe your approach and success in managing relationships with these client entities.
- D. Describe your understanding of Redwood City and its child care needs.

II. Program

- A. Explain your approach to child development. What is your program philosophy? Goals?
- B. Describe your curriculum and how you diversify your program by age, ability, and learning style.
- C. How does your program address the social/emotional needs of children?
- D. Describe your approach to providing care to children with special needs.
- E. Will you prioritize enrollment for any group? If so, please describe this process.
- F. State the group size and adult-to-child ratios planned for each age group.
- G. Describe any additional services or enrichment activities you will provide.
- H. State your proposed hours of operation and schedule options (e.g. part-time schedules, drop-in care) by age group.

III. Organizational Management and Staffing

- A. Indicate your organizational structure: Nonprofit Organization (provide 501c3 certificate), Limited Liability Company (with date formed), Partnership (date formed and names of all partners), Sole Proprietorship (date started and owner name) or other.
- B. How will you staff this center? Include positions and the qualifications for each.
- C. Describe your compensation philosophy (including benefits and leave policies).
- D. What is your approach to professional development?
- E. Explain how you evaluate employee performance and retain staff. Describe any problems you've had and how you have addressed them.

IV. Facility

Describe any plans you propose for renovating the center. You may submit a variety of conceptual ideas based on funding or other factors.

V. Timeline

State your ideal timeframe to begin operations. Provide a timetable for relevant milestones including obtaining a license, hiring staff and attaining permits/making renovations (if desired). Note any potential challenges to this timeline and how you might mitigate them.

VI. References

Provide information for two (2) parent references and two (2) employee references for similar programs managed within the last five (5) years. List the name, contact information and nature of the relationship for each reference. Messiah Lutheran Church or its representatives may contact some or all of the references in order to determine the applicant's fit and qualifications. The church also reserves the right to contact references other than those provided.

VII. Financial Information

- A. Submit financial statements for the organization's two (2) previous fiscal years. Provide audited statements if available.
- B. Provide a start-up budget, including licensing, equipment, permitting, renovations and other pre-opening costs.
- C. Submit an annual budget for the proposed program.
- D. Include narrative statements about the following:
 - (i) Tuition schedule (note subsidies offered to families with economic need, if appropriate).
 - (ii) Other income, including grants/fundraising, other program revenues, and general support, if any, to be provided by the applicant's agency.
 - (iii) Wage scale by position.
 - (iv) Proposed rent to Messiah Lutheran Church.
 - (v) Plans for financing renovations to the center, if included in your proposal.

VIII. Compliance and Risk Assessment

- A. **Licensing.** Summarize your agency's history with Community Care Licensing, noting any compliance issues and how they were resolved.
- B. **Insurance.** Provide a summary of your insurance coverage (certificates of insurance or a list of coverage and amounts) and whether you intend to provide this level of coverage to the center at Messiah Lutheran Church.
- C. **Organization name changes.** List any prior legal/DBA names and explain the reason for each change.
- D. **Contracts.** Describe any circumstances in which your contractual agreement to provide child care services to any organization has been cancelled, terminated, or not renewed within the last five (5) years.
- E. **Litigation.** Explain any litigation related to the operation of your child care programs against your organization or its employees in the past ten (10) years.
- F. **Sale of business.** Indicate if your organization is preparing for or in the process of negotiations toward being sold.

IX. Additional Information (Optional)

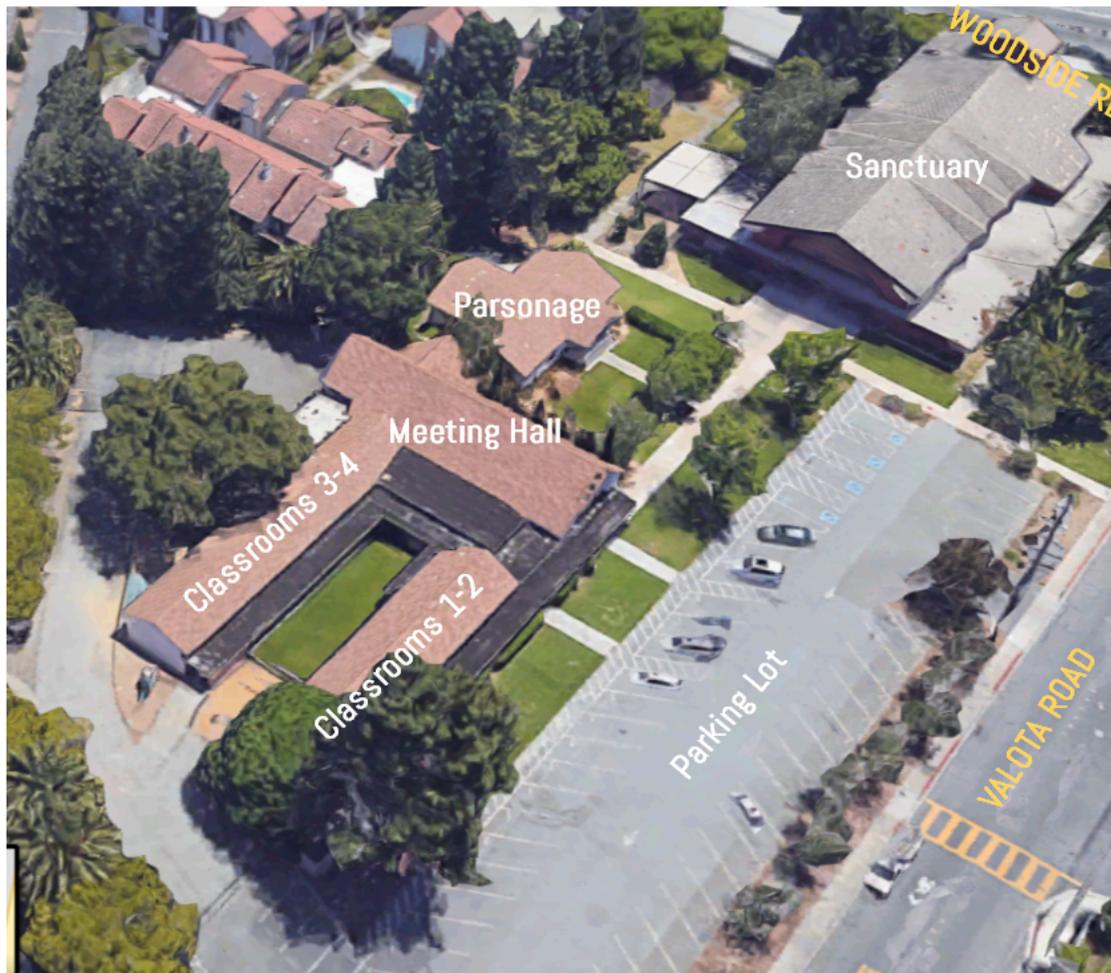
Provide any other information that may assist in the evaluation of this proposal.

Submission Guidelines

Documents must be formatted and submitted electronically according to the instructions below:

- ◆ Use 11- or 12-point font with at least single line spacing.
- ◆ Save in pdf format with the document name “[Name of Organization]_RFP.” If submitting more than one file, number the documents accordingly (e.g. “[Name of Organization]_RFP_1”).
- ◆ Submit proposals electronically via Dropbox or Google Drive to Heather Hopkins at h.m.hopkinsconsulting@gmail.com.

APPENDIX A: CHILD CARE CENTER AERIAL PHOTO



APPENDIX B: PHOTOS OF THE CENTER



APPENDIX C: GENERAL TERMS AND AGREEMENTS

- ◆ **Accuracy of Proposal.** The proposal must set forth accurate and complete information as required by this RFP. Messiah Lutheran Church reserves the right to reject proposals that include misinformation, errors or omissions of any kind at any time.
- ◆ **Withdrawal of Proposal.** Applicants may withdraw their proposals by submitting a written request to Messiah Lutheran Church.
- ◆ **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the applicant. Messiah Lutheran Church shall not, in any event, be liable or responsible for any pre-contractual expenses incurred by the provider in the preparation and/or submission of the proposal.
- ◆ **Post-Award Conditions.** An applicant selected through this RFP process will receive a letter notifying the applicant of such selection, and the applicant shall confirm its interest in proceeding with negotiations. After such confirmation, Messiah Lutheran Church reserves the right to make a general announcement to the public regarding the results of the RFP selection process.
- ◆ **Reservation of Rights by the Church.** Messiah Lutheran Church reserves the right to pursue any and/or all ideas generated by this RFP. This RFP is a solicitation of proposals only, and in no way intends nor implies an offer to enter into a contract, agreement, or formal negotiation. Messiah Lutheran Church reserves the right to reject any and all submissions; waive or modify any Messiah Lutheran Church requirement of this RFP; suspend or terminate the RFP process; or suspend or terminate the negotiating process, reject a previously-selected applicant, and select another applicant if it determines that taking any such action is in the best interest of Messiah Lutheran Church. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, Messiah Lutheran Church assumes no liability for any unintentional errors or omissions in this document.