

# Sonoma County Office of Education

## REQUEST FOR PROPOSALS FOR AIRPORT AREA/BUSINESS CHILD CARE CENTER

Request for Proposals Issued: Thursday, October 10, 2019

Questions Accepted Until: Thursday, October 31, 2019 (1:00 p.m. Pacific Time)

Proposals Due: Monday, January 6, 2020 (1:00 p.m. Pacific Time)

## I. INTRODUCTION

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The Sonoma County Office of Education (SCOE) is seeking proposals from qualified organizations/teams<sup>1</sup> to fund, construct, and operate a child care center (modular facility) pursuant to a long-term (potentially 30+ years) ground lease on approximately 1.48 acres of undeveloped SCOE owned land located at 5410 Skylane Boulevard, Santa Rosa, California (assessor parcel number 059-340-035). The parcel is adjacent to SCOE's main office and is currently used for overflow parking and a section of this property will continue to be used for overflow parking. Further, the parcel is located within the Airport Business Center in Santa Rosa (<http://www.airportbusinesscenter.com/map/index.html>). Maps of the parcel and Airport Business Center are attached.

The ideal proposal would represent a consortium of organizations that each bring expertise to the table, including developers, builders, child care agencies, non-profits, local government, and school districts.

SCOE wishes for some of the child care spaces to be reserved for certain classifications of parents, including SCOE employees and parents working within the Airport Business Center (who become endowment supporters), and for there to be employment opportunities for students from SCOE's Special Education Transition Program.<sup>2</sup>

This Request for Proposals (RFP) is intended to establish a short list of qualified entities with the proven capacity to meet SCOE's goals. Once the short list is established, SCOE will interview the top-qualified organizations/teams and seek additional information regarding their proposed ideas, approach, business terms, and business relationship with SCOE. Based thereon, an entity may be chosen to enter into an agreement. The selected vendor would have five years to raise funds and complete the project. Additionally, the selected vendor will have the first option to operate the El Colegio Child Care Center site in Cotati/Rohnert Park scheduled for occupancy in 2022.

Proposers are encouraged to think creatively and strategically about how best to approach meeting SCOE's goals, and provide additional information as desired. Except as otherwise required by law, proposals received will not be shared with any other respondents before beginning negotiations with the selected candidate and to the extent legally allowed, will be kept confidential.

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<sup>1</sup> Including private entities, non-profit entities, government agencies, a consortium of entities and/or agencies, etc.

<sup>2</sup> The Transition Program is designed to teach independent living skills, including vocational skills, to students receiving special education services, ages 18-22. The goal of the Transition Program is to help students become as independent as possible, including securing competitive integrated employment.

## II. INSTRUCTIONS

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All proposals are due via email by 1:00 p.m. (Pacific Time), Monday, January 6, 2020. Late proposals will not be accepted. Proposals must be submitted via email to Jonathan Edwards of Government Financial Strategies at [jonathan@gfsi.com](mailto:jonathan@gfsi.com).

The proposal must be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

It is the proposer's sole responsibility to ensure that their proposal is received before the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This RFP is NOT a formal request for bids, or an offer by SCOE to contract with any organization(s) responding to this RFP.

SCOE reserves the rights to reject any and all proposals, amend this RFP as necessary, contract with any organization responding to this RFP for all or portions of the services requested, reject any proposal as non-responsive, seek proposals from, or contract with, any organization not participating in this process, and not contract with any organization for the services requested.

SCOE makes no representation that participation in the RFP process will lead to the award of a contract or any consideration whatsoever.

All materials submitted to SCOE in response to this RFP shall remain the property of SCOE and may be subject to public review as required by law. SCOE shall not be responsible for the costs of preparing any proposal in response to the RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of SCOE or any Proposers. SCOE reserves the right, in its sole discretion, to amend, suspend, terminate or reissue this RFP in whole or in part at any stage. In no event shall SCOE be liable to proposers for any costs or damages incurred in connection with the RFP process, including but not limited to any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No proposer shall be entitled to any repayment from SCOE for any costs, expenses or fees related to this RFP. Proposers may also withdraw their interest in the RFP, in writing, at any point in time, as more information becomes known.

It is understood that any proposer acting as an individual, partnership, corporation or other legal entity, is State and Federally licensed and otherwise certified in accordance with all State and Federal requirements that may apply. The proposer shall be financially solvent and each of its members, if a joint venture, its employees, agents, or sub-contractors shall be competent to perform the services under this RFP.

This project will comply with all codes, standards, regulations, and rules that are administered by Federal agencies, State agencies, and any other local regulations and standards.

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS RFP, INCLUDING FAILURE OF A PROPOSAL IN RESPONSE TO THIS RFP TO BE RECEIVED BY THE DEADLINE NOTED ABOVE, MAY RESULT IN DISQUALIFICATION OR REJECTION OF THE PROPOSAL.**

### III. REQUESTS FOR INFORMATION

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Questions related to this RFP should be submitted via email to Jonathan Edwards at jonathan@gfsi.com. Questions are welcome anytime up until **1:00 p.m. (Pacific Time), Thursday, October 31, 2019. Please specify "SCOE-RFP for Construction and Operation of Child Care Center" in the subject line.** We encourage questions early and throughout the proposal preparation period, and questions and responses will be distributed to all potential proposers to whom this RFP was sent by SCOE. Efforts will be made to be prompt in responding to questions, but SCOE is not responsible for any effect on a particular proposal from the timing of, or the response itself.

Organizations interested in submitting a proposal are directed not to make personal contact with members of the Sonoma County Board of Education and SCOE Administration. **FAILURE TO ADHERE TO THIS REQUIREMENT MAY RESULT IN DISQUALIFICATION.**

### IV. PROPOSAL REQUIREMENTS

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**To facilitate review of the proposals, proposals must be organized to address each of the following in the order set forth below. Please note, we are not looking for a large proposal document and brevity will be valued.** You will not be evaluated on the formality of your response, only completeness.

Please address/provide the following:

1. Information describing your organization/team.
2. Describe your organization's/team's experience in funding, constructing, and operating child care centers.
3. Describe the expertise and experience of the professionals who would be assigned to work with SCOE, particularly the individual(s) who would be SCOE's primary day-to-day contact(s).
4. Describe your organization's plan for funding the child care center.
5. Describe your organization's plan for constructing the child care center.
6. Describe your organization's plan for operating the child care center in cooperation with SCOE's onsite needs and uses.
7. The estimated cost of the facility development and a general breakout of those costs.
8. Describe how your organization will ensure that the facility complies with all licensing requirements of the type of program you plan to operate.
9. Describe your model for Early Childhood Education (ECE) services - i.e. subsidized? private pay? employer stipend to employee? employer pays the operator directly? a mix of all of these? infant/toddler care? preschool?
10. Provide a pro forma budget for the ECE program.

11. Will your organization operate the facility? If so, describe your qualifications to operate an early care and education program. If not, describe how the operator will be selected.
12. Describe how the facility will meet the need for child care in the geographic area as per the Child Care Planning Council needs assessment.
13. Describe your plans to ensure that the ECE programming will be high quality (beyond just health and safety requirements as per licensing).
14. Provide a proposed timeline for the five years with specific benchmarks to determine if the project is on track.
15. List critical community partners and their roles.
16. Describe potential or anticipated challenges/barriers and how those would be resolved.
17. Describe how parents will be engaged by the ECE program, including whether there will be co-located services to support the whole family.
18. Provide at least two (2) examples of comparable projects (with stated justification as to why the examples are comparable) completed or underway.
19. Describe your organization's financial strength. Include evidence of financial stability - Audited financial statements for the most recent three calendar or fiscal years for all development team entities that are proposed to be involved.
20. A clear and concise rationale as to why SCOE should select your organization over other qualified organizations.
21. At least three references regarding your work on similar projects.
22. Describe any litigation or other like proceedings against your organization or any of its professionals, whether current or pending, during the past five (5) years.
23. Describe the status and nature of any bankruptcy that the organization has been involved in during the past five (5) years.
24. Describe the type and level of insurance (including the deductible amount) carried by your organization/team that would be relevant for the project to cover errors and omissions, improper judgments, or negligence. Provide evidence of such insurance.
25. Certificate of Good Standing (Corporation) or Certificate of Existence (LLC) issued by the Secretary of State (if Proposer is a joint venture a certificate must be submitted for each entity comprising the joint venture).
26. Provide verification of childcare licensing.

## VI. EVALUATION CRITERIA & SELECTION PROCESS

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Selection criteria include, but are not limited to:

- Conformity to RFP
- The above-requested information
- Fit with SCOE

- Experience
- Capacity to meet timelines
- Familiarity with the area
- Knowledge and experience with employer-supported child care
- Knowledge and experience with local government
- Knowledge, experience and proposed practices regarding effective scheduling and budget management
- Pricing and costs
- Experience and proposed practices regarding:
  - Community hiring
  - Engaging community stakeholders
  - Building effective community partnerships and collaboration
  - Utilizing local contractors and suppliers
  - Sustainability/Green Practices
- Any other relevant factors

After proposals have been reviewed, we may request additional information and/or an interview.

Attachments: Maps of the parcel and Airport Business Center