



9

DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

ROBERT P. THOMAS
DIRECTOR

G. ERLING LINGGI
ASSISTANT DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

November 13, 1987

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

916-449-5200

DIVISIONS:

CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM & HISTORY
PARKS
RECREATION
ZOO

CITY MANAGER'S OFFICE
RECEIVED
NOV 16 1987

City Council
Sacramento, California

Honorable Members in Session

SUBJECT: Oak Park Child Care Center Provider - Authorization to Call for Proposals

SUMMARY

This report provides information relating to the Oak Park Child Care Center and requests that the City Council authorize the call for proposals to operate the center and provide child care services.

BUDGET AND FINANCE COMMITTEE ACTION

The attached report will be heard by the Budget and Finance Committee at their meeting of November 24, 1987. Results of that meeting will be presented orally to City Council.

RECOMMENDATION

It is recommended that Council authorize, by resolution:

- 1) The Request for Proposals for the Oak Park Child Care Center Provider; and
- 2) The Requirements listed in the Request for Proposal relating to proposal submission; and

APPROVED *as amended.*
BY THE CITY COUNCIL
NOV 24 1987
OFFICE OF THE
CITY CLERK

9


Oak Park Child Care Center
Provider - Authorization to Call
for Proposals

-2-

November 13, 1987

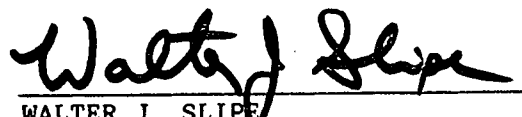
- 3) The accumulation of a portion of the monthly use fee to be used exclusively for long term maintenance of the Child Care Center.

Respectfully submitted,



ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:



WALTER J. SLIPE
City Manager

AMB:jeh

November 24, 1987
District 5

RESOLUTION NO. 87-962

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

A RESOLUTION AUTHORIZING THE REQUEST FOR PROPOSALS FOR THE
OAK PARK CHILD CARE CENTER PROVIDER AND THE ACCUMULATION
OF FUNDS FOR THE LONG TERM MAINTENANCE OF THE CHILD CARE CENTER

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the Request for Proposals for the Oak Park Child Care Center Provider is hereby authorized.
2. The Sacramento City Council hereby invites and calls for sealed proposals for Child Care Services in accordance with the specifications entitled "Request for Proposals for the Oak Park Child Care Center Provider." Copies of the specifications are available in the office of the City Clerk, Room 300, 915 I Street, Sacramento, California 95814. Sealed proposals shall be submitted to the City Clerk no later than 10:30 a.m. January 19, 1988.
3. That the accumulation of a portion of the monthly use fee to be used exclusively for long term facility maintenance of the Child Care Center is hereby authorized.

MAYOR

ATTEST:

CITY CLERK

RESOLUTION No.

Adopted by The Sacramento City Council on date of

A RESOLUTION AUTHORIZING THE REQUEST FOR PROPOSALS FOR THE OAK PARK CHILD CARE CENTER PROVIDER AND THE ACCUMULATION OF FUNDS FOR THE LONG TERM MAINTENANCE OF THE CHILD CARE CENTER

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That the Request for Proposals for the Oak Park Child Care Center Provider is hereby authorized.
2. The Sacramento City Council hereby invites and calls for sealed proposals for Child Care Services in accordance with the specifications entitled "Request for Proposals for the Oak Park Child Care Center Provider." Copies of the specifications are available in the office of the City Clerk, Room 300, 915 I Street, Sacramento, California 95814. Sealed proposals shall be submitted to the City Clerk no later than 10:30 a.m. January 19, 1988.
3. The accumulation of a portion of the monthly use fee to be used exclusively for long term facility maintenance of the Child Care Center.

MAYOR

ATTEST:

CITY CLERK



9

DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

ROBERT P. THOMAS
DIRECTOR

November 13, 1987

916-449-5200

G. ERLING LINGGI
ASSISTANT DIRECTOR

DIVISIONS:

CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM & HISTORY
PARKS
RECREATION
ZOO

Budget and Finance Committee
Sacramento, California

Honorable Members in Session

SUBJECT: Oak Park Child Care Center Provider - Authorization to Call for Proposals

SUMMARY

This report provides information relating to the Oak Park Child Care Center and requests that the City Council authorize the call for proposals to operate the center and provide child care services.

BACKGROUND

The Sacramento Housing and Redevelopment Agency is constructing, on behalf of the Oak Park Project Area Committee, a Child Care Center at the Oak Park Complex, 3425 Sacramento Blvd. When completed in the late Spring of 1988, this 4,150 square foot facility will provide space for seventy-five (75) preschool youngsters. It was the intent of the Oak Park PAC to provide a first-class child care center within the Oak Park Redevelopment Project Area to replace limited facilities currently being used by child care providers within the project area.

Upon its completion, the Center will be turned over to the City of Sacramento to operate and maintain. The Center will be administered by the Recreation Division of the Department of Parks and Community Services. Staff of the Division have worked with the Child Care Sub-Committee of the Oak Park PAC in the development of the Request for Proposal (Attachment I). The proposal has been developed based on the intent of the Oak Park PAC that the provider meet the following minimum qualifications:

9

- 1) Have experience in operating a licensed child care facility in the Oak Park Redevelopment Area.
- 2) Have at least ninety (90) percent of the enrollees be children who are qualified for state and/or federally subsidized program.
- 3) Have at least fifty (50) percent of the enrollment be children who reside within the Oak Park Redevelopment Area.

The above minimum requirements are in addition to other operation and professional qualifications that will be required of all potential providers. Members of the Oak Park PAC and a representative from the child care community will assist Recreation Division staff in screening the various respondents to this request for proposal and in recommending the successful respondent to City Council.

The Oak Park Project Area Committee unanimously approved the Request for Proposal and the financial plan at its meeting of November 4, 1987.

FINANCIAL DATA

The child care provider will pay a monthly use fee to the City that will recover the City's costs in operating and maintaining the new Oak Park Child Care facility (janitorial services, facility and grounds maintenance, water, sewer, garbage and security services) as well as provide for long range facility maintenance and/or future expansion. As shown on Attachment II, this amount is substantially below market rate, but is in keeping with the intent and purpose of the facility which will be operated by a non-profit, community based organization serving low-income children and families. Subject to the outcome of the RFP process, annual revenue is to be adjusted annually to cover the City's operation and maintenance costs and is estimated for the first three years as follows:

<u>88-89</u>	<u>89-90</u>	<u>90-91</u>
\$17,100	\$17,952	\$18,852

RECOMMENDATION

It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that Council authorize, by resolution:

- 1) The Request for Proposals for the Oak Park Child Care Center Provider; and
- 2) The requirements listed in the Request for Proposal relating to Proposal Submission.


Budget and Finance Committee
Oak Park Child Care Center Provider -
Authorization to Call for Proposals

-3-

9
November 13, 1987

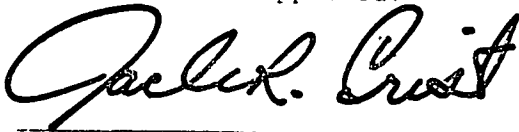
- 3) The accumulation of a portion of the monthly use fee to be used exclusively for long term facility maintenance of the Child Care Center.

Respectfully submitted,



ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:



JACK R. CRIST
Deputy City Manager

AMB:jeh

November 24, 1987
District 5

November 1987

Request for Proposal
Oak Park Child Care Center Provider

APPROVED
BY THE CITY COUNCIL

NOV 24 1987

OFFICE OF THE
CITY CLERK

I. INTRODUCTION

The Department of Parks and Community Services, City of Sacramento is requesting proposals from qualified child care providers to operate the new Child Care Center at the Oak Park Complex, 3425 Sacramento Blvd., Sacramento.

The child care provider selected will be experienced and qualified in the specific field of preschool child care services, and fully licensable by the State of California as a child care provider. The Recreation Division will administer this agreement as to its terms and conditions.

The new Child Care Center is approximately 4150 square feet in size and is designed to serve 75 preschool children (Attachment A). The Center meets all state requirements for licensing as a child care center including outside space and will have furnishings and equipment adequate to support the maximum number of children and staff. The design of the center has allowed for expansion to serve an additional 25 children as soon as funding becomes available to subsidize additional children. The anticipated completion of the Center is late Spring 1988. The selected provider will work with the Department of Parks and Community Services, the Sacramento Housing and Redevelopment Agency, the Oak Park Project Area Committee, and the architect and contractor to insure that the needs of the provider are accommodated for where possible.

II. PURPOSE AND INTENT

It is the intent of the City of Sacramento to negotiate a contract and lease agreement for providing child care services with an organization that has previous experience serving low-income children in the Oak Park Redevelopment Project Area (Attachment B) and can fill the center substantially with government subsidized participants. The purpose in building the center was to provide a first-class child-care center within the Oak Park Redevelopment Project Area to replace limited facilities currently being used by child care providers within the project area.

III. MINIMUM REQUIREMENTS

The selected provider will at a minimum be required to:

- A) Provide a full range of child care services to preschool children including educational, recreational and social programs.
- B) Be fully licensable by the State of California, Department of Social Services.
- C) Have no less than three years experience in operating a licensed child care facility with 20 children or more in the Oak Park Redevelopment Project Area.

- D) Be financially capable of operating such a child care center and have a good financial history.
- E) Be insurable as required in Section IV-D and V-C-2.
- F) Attend the Pre-Submittal Conference as described in Section VI below.
- G) Be a non-profit organization under Section 501-(C)-(3) of the Internal Revenue Code.

IV. PROPOSAL REQUIREMENTS

The proposal must contain the following:

- A. A copy of non-profit status as described in Section III-G above.
- B. A statement detailing the provider's child care experience.
- C. A summary of the capability of the organization and its staff in the administration and implementation of child development programs.
- D. A certificate of insurability with coverage of at least \$1,000,000 per occurrence for general liability, personal injury and property damage, comprehensive vehicle insurance and business interruption insurance (See Section V-C-2);
- E. The names and addresses of the provider's insurance carrier and/or broker for the last three years.
- F. An audited financial statement and tax return for the past operating year and a list of bank or other financial references (2 or more).
- G. A monthly operating budget and budget work sheet (Attachment C).
- H. Statement of program philosophy and goals and objectives for the emotional, motor, intellectual, and social growth and development of children in the program.
- I. A description of provisions made for direct participation of parents in the planning, conduct, and administration of the program.
- J. An activity schedule for one month which includes a description of the activities to be conducted and the purpose of the activity.
- K. Schedule of Operation, denoting hours/days/holidays of proposed services and enrollment/withdrawal criteria.

- L. Brief summary of staffing plans, to include qualifications, assignment schedule, and performance evaluation methods.
- M. A description of provisions made for employment of qualified target area residents and career development opportunities for paraprofessional and other staff.
- N. Philosophies and policies regarding child discipline.
- O. A menu of food service for a one-month period.
- P. An intended fee schedule for participants. The fee schedule should anticipate both full and part-time enrollment and multiple child enrollment. Such fee schedule to be used when all slots are not filled by government subsidized students.
- Q. A description of how the provider proposes to expand their program so that it will serve 75 children if provider currently serves fewer.
- R. A statement of your current operational status that would allow you to meet the Conditions Section, Items V-C-5, 6, and 7 listed below.
- S. A complete authorization for release of records (Attachment D).

V. LEASE TERMS AND CONDITIONS

The lease will include, but not be limited to, the following provisions:

A. Term

The lease will be on an initial three year basis, with subsequent renewals of two years each.

B. Use Fee:

- 1. Commencing with the opening of the child care facility the use fee will be as follows:
 - a. \$1,425 per month for the first year.
 - b. \$1,496 per month for the second year.
 - c. \$1,571 per month for the third year.
- 2. The use fee will include the cost of water, trash and garbage disposal, security, landscape maintenance, janitorial services and also provide for deferred building maintenance and a fund for future expansion.
- 3. The lessee will pay directly for the phone service, gas, and electricity.

9

4. The use fee for beyond the third year will be negotiated at a future date and will reflect the cost of City operations, Consumer Price Index and/or any expansion of the facility.

C. Conditions

1. The lessee will obtain all necessary licences and permits.
2. The lessee agrees to provide evidence of insurance in an amount and type satisfactory to City of Sacramento. The lessee agrees to name City of Sacramento as a named insured on said coverage.
3. The lessee will be required to file all City standard reporting forms including an audited financial statement.
4. The lessee agrees to maintain all of the Minimum Requirements as described in Section III during the term(s) of the lease.
5. The lessee agrees to have at least ninety (90%) percent of the annual enrollment be children who are qualified for state and/or federally subsidized programs.
6. The lessee agrees to have at least fifty (50%) percent of the annual enrollment be children who reside within the Oak Park Redevelopment Project Area.
7. The lessee agrees to maintain an enrollment of at least ninety (90%) percent capacity on a monthly basis beginning one year after the first October following the starting date of the Center.
8. The lessee agrees to abide by the building regulations of the City of Sacramento and the State day care facilities standards.
9. The lease is not transferable without the prior written approval of the Department of Parks and Community Services.
10. The lessee will provide immediate written notification of changes in the center director to designated staff of the City.
11. The City of Sacramento reserves the right to approve all furnishings and equipment placed in the Center by the provider.

D. Commencement Date

The selected provider and City will determine a mutually agreeable starting date.

9

VI. PRE-SUBMITTAL CONFERENCE

The City will hold a pre-submittal conference and orientation at 10:00 a.m. on Monday, December 14, 1987 at the Oak Park Community Center, 3424 Sacramento Blvd., Sacramento, CA 95817. THIS IS A MANDATORY MEETING REQUIRED OF ALL POTENTIAL APPLICANTS

VII. PROPOSAL SUBMISSION REQUIREMENTS

Sealed proposals (original and four copies) must be submitted to the office of the City Clerk, 915 I Street, Room 300, Sacramento, CA 95814, by 10:30 a.m. on Tuesday, January 19, 1988. Proposals received after this time and date will be rejected without exception.

Proposals should be submitted in the order outlined in Section IV - Proposal Requirements.

VII. EVALUATION PANEL INTERVIEW

A. Preliminary Review

1. The proposal will be dated and time stamped when received. Proposals received after the final date and time will be rejected. There will be no exceptions.
2. Proposals will be reviewed to determine which meet the minimum qualifications and requirements specified in Section III. Those not meeting the minimum qualifications will be rejected.

B. Evaluation of Proposal

Evaluation of all proposals meeting the minimum qualifications will be conducted by an evaluation panel selected by the City and the Oak Park PAC. Each team member will independently evaluate and score the proposal based on the criteria contained in the proposal rating sheet. (Attachment E)

C. Oral Interview Panel/Site Visitation

1. The top three applicants will be interviewed by the evaluation panel the week of February 1, 1988.
2. It is anticipated that an on-site visitation to the Applicants current site will be made. The applicant will be notified of the time of the site inspection. The Evaluation Panel will conduct the site inspections.

D. Award of the Lease

1. The finalist with the highest combined scores will be recommended

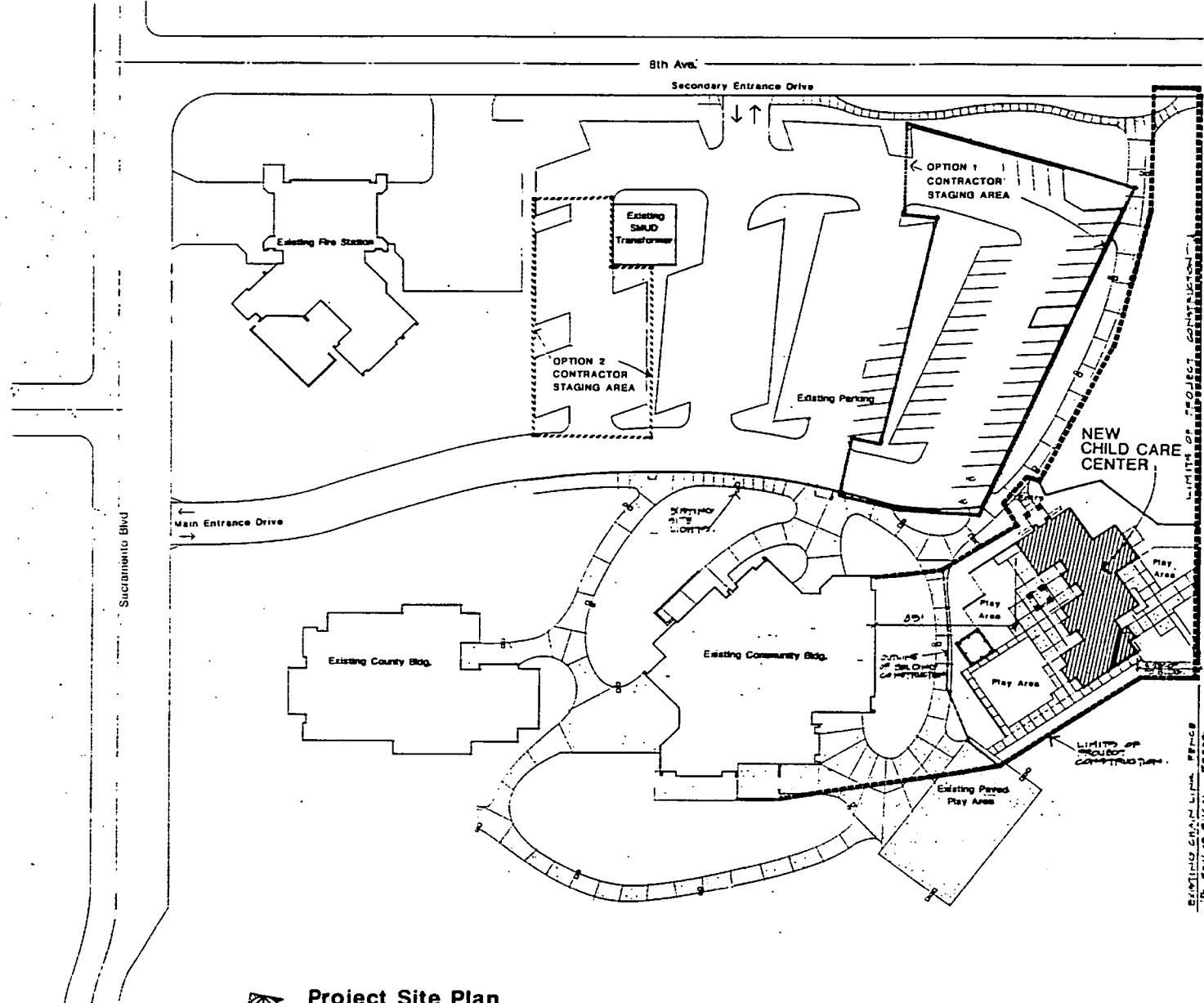
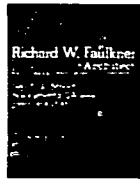
9

to the City Council for approval pending satisfactory background and reference checks. All respondents will be notified of the recommendation made.

2. The City of Sacramento reserves the right to reject any and all proposals without cause.

VIII TIME SCHEDULE

	<u>Dates</u>
City Council Authorization of Request for Proposal	November 24, 1987
Distribution of RFP's	November 25- December 14, 1987
Pre-Submittal Conference	December 14, 1987
Proposals Due	January 19, 1988
Selection Advisory Committee Review of Proposals	January 20 - 29, 1988
Interviews/Site Visitation	February 1-5, 1988
Selection Advisory Committee/City Recommendation for Award	February 5, 1988
Contract Prepared	January 20 - February 12, 1988
Request for City Council to Award Contract	February 16, 1988
Contract Awarded	February 23, 1988



Project Site Plan
Scale: 1"=30'

Project
Oak Park Child Care Center
Sacramento Housing & Redevelopment Agency
Oak Park Community Center, Sacramento, CA.

Issues

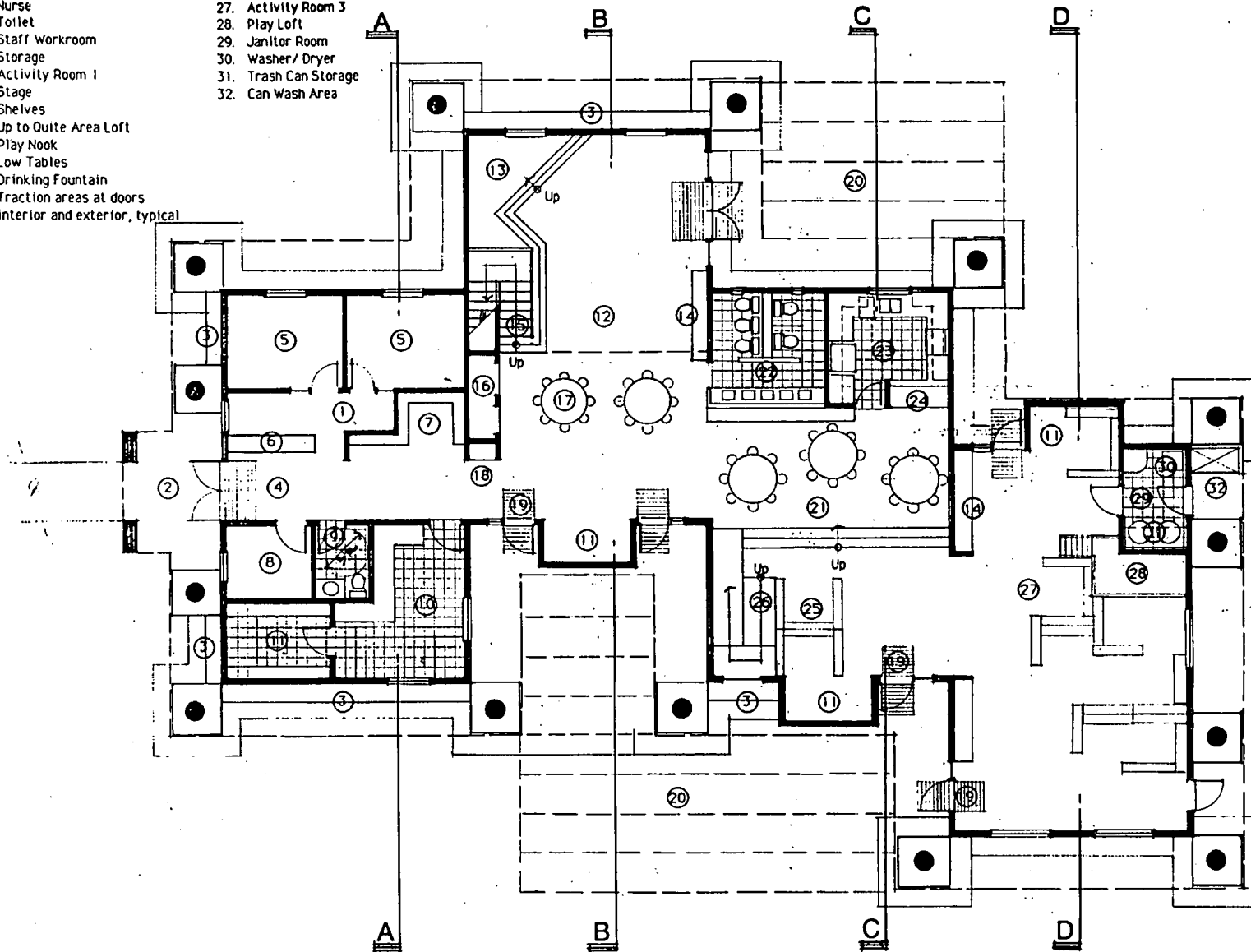
Title
Project Site Plan
Site Details

Sheet
A1

6

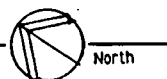
Attachment A-1

- | | |
|---|-----------------------|
| 1. Administration Building | 20. Trellis |
| 2. Porch | 21. Activity Room 2 |
| 3. Bench | 22. Toilets |
| 4. Entry | 23. Kitchen |
| 5. Office | 24. Low Counter |
| 6. Counter | 25. Modular Shelves |
| 7. Coat Racks | 26. Ramp |
| 8. Nurse | 27. Activity Room 3 |
| 9. Toilet | 28. Play Loft |
| 10. Staff Workroom | 29. Janitor Room |
| 11. Storage | 30. Washer / Dryer |
| 12. Activity Room 1 | 31. Trash Can Storage |
| 13. Stage | 32. Can Wash Area |
| 14. Shelves | |
| 15. Up to Quite Area Loft | |
| 16. Play Nook | |
| 17. Low Tables | |
| 18. Drinking Fountain | |
| 19. Traction areas at doors
Interior and exterior, typical | |



Floor Plans

Scale 1/8"=1'-0"

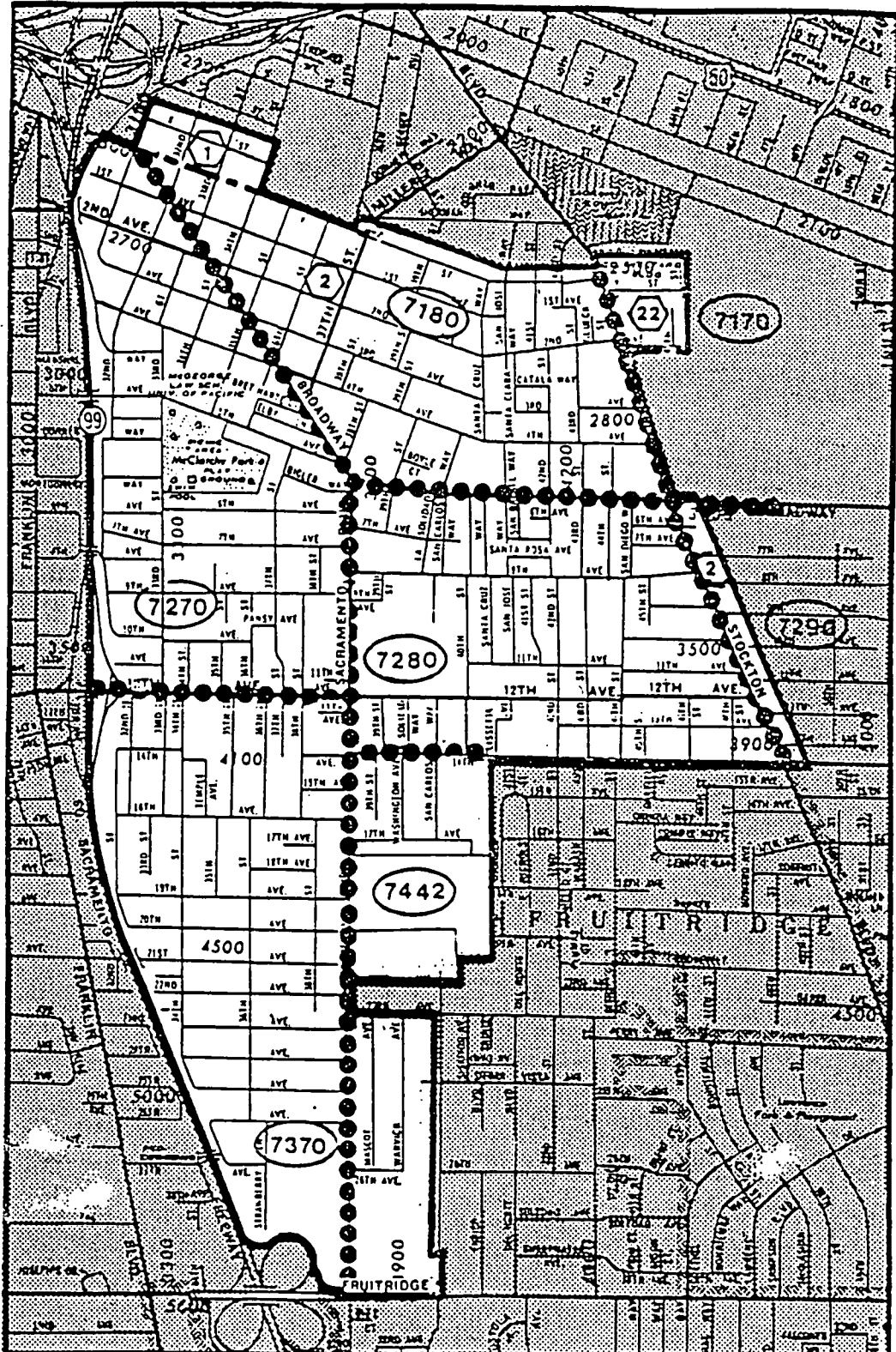


North

Oak Park Child Care Center

Sacramento Housing

And Redevelopment Agency



●●●●● Major Zone
 - - - - - Minor Zone
 ○○○○ Major No.
 ⊙ Minor No.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
 City Community Development Area
Oak Park
 January 31, 1977 OSA Issue Date Sheet 2-12

MONTHLY OPERATING BUDGET - FULL CAPACITY

MONTHLY INCOME

<u>Fees</u>	\$ _____
<u>Grants</u>	
Head Start.....	\$ _____
State Dept. of Education.....	_____
<u>Other</u>	\$ _____
_____	_____
_____	_____
Total Income	\$ _____

MONTHLY OPERATING COSTS

Food Service & Supplies.....	\$ _____
Housekeeping Services & Supplies.....	_____
Educational Program & Supplies.....	_____
Health Services & Supplies.....	_____
Recreation Supplies.....	_____
Salaries.....	_____
Consultant Services.....	_____
Fringe Benefits.....	_____
Employer Taxes.....	_____
Staff Training.....	_____
Office Equipment.....	_____
Office Supplies.....	_____
Telephone.....	_____
Publicity.....	_____
Insurance.....	_____
Licenses/Bonding/Fingerprinting.....	_____
Transportation.....	_____
Annual Audit.....	_____
Use Fee.....	_____
Utilities: Gas.....	_____
Electricity.....	_____
Water.....	_____
Repairs/Maintenance.....	_____
<u>Other</u>	\$ _____
_____	_____
_____	_____
Total Operating Costs	\$ _____

AUTHORIZATION FOR RELEASE OF RECORDS

The undersigned represent that (he/she/they) (has/have) authority to authorize the release of information affecting _____

_____ the entity that (he/she/they) (represents/represent).

(I/we) hereby authorize _____, an insurance company underwriting the insurance policy of the _____, which is the agency bidding on a contract to

operate a child care center to release any and all claims information with respect to the operation of (my/our) (facility/facilities). (I/we) hereby release said broker and/or insurance company from any and all liability that may otherwise be incurred from release of that information.

This authorization shall be valid for a period of one year from the date ascribed below.

Dated: _____

(Name of Bidding Agency)

(Address)

(City and State)

(Telephone)

By:

(Authorized Agent)

(Authorized Agent)

(Authorized Agent)

AUTHORIZATION FOR RELEASE OF RECORDS

The undersigned represent that (he/she/they) (has/have) authority to authorize the release of information affecting _____

_____ the entity that (he/she/they) (represents/represent).

(I/we) hereby authorize the California State Department of Health Services to release any and all information in its possession with respect to the operation of (my/our) (facility/facilities), including but not limited to reports of Health and Safety Code violations.

(I/we) hereby release said Department and its officers of employees from any and all liability that may otherwise be incurred from release of that information.

This authorization shall be valid for a period of one year from the date ascribed below.

Dated: _____

_____ (Name of Bidding Agency)

_____ (Address)

_____ (City and State)

_____ (Telephone)

By:

_____ (Authorized Agent)

_____ (Authorized Agent)

_____ (Authorized Agent)

EVALUATION CRITERIA

PROPOSAL - 50%

- * Educational/Development Philosophy and Supportive Activities
- * Fee Schedule/Schedule of Operation
- * Staff Ratio/Scheduling
- * Staff Experience/Neighborhood Hiring/Parent Participation
- * Nutrition/Meals
- * Adequacy of Insurance Coverage/Insurance History
- * Operating Budget/Financial Statements
- * Program Expansion
- * Oak Park Experience

INTERVIEWS - 25%

- * Program Philosophy and Implementation
- * Operating Budget and Income Projections
- * Staff Recruitment/Training/Support
- * Expansion and Clarification of Proposal

SITE INSPECTION - 25%

- * Lack of Hazardous Conditions
- * Cleanliness
- * Record Keeping (Staff and Participant Files)
- * Child to Staff Relationship (Caring Atmosphere)
- * Activities Consistent with Center Education Goals

NOTE:

Each of the above criteria will have a 1 (low) to 10 (high) value for evaluation purposes

BASES AND COMPARISONS FOR USE FEE FOR OAK PARK CHILD CARE CENTERCITY COSTS IN OPERATING AND MAINTAINING CENTER (MONTHLY)

Water, Sewer, Garbage	\$ 50
Janitorial Services	550
Building Maintenance (Routine)	100
Grounds Maintenance	150
Security System (Monitoring/Maintenance)	<u>75</u>
Sub-Total	\$925
Deferred Building Maintenance and/or Future Expansion	500
Total	<u>\$1425</u>

USE FEE/LEASE COMPARISONS

*Brand new/high quality child care centers with a full service lease and fully built out space.

\$.75 - 1.20 square foot or \$3,115 to \$4,980 per month for comparable space as the Oak Park Child Care Center

*Brand new/high quality retail and/or commercial space in Oak Park with a full service lease and fully built out space

\$.65 - .95 square foot or \$2,700 - \$3,945 per month for same space as Oak Park Child Care Center

*Oak Park Child Care Center (4,150 sq. ft.)

Proposed use fee of \$1,000 - \$1,500 per month would equate to \$.24 - .36 a square foot.



REQUEST FOR PROPOSAL



OAK PARK CHILD CARE CENTER PROVIDER



A Program of



CITY OF SACRAMENTO DEPARTMENT OF
PARKS AND COMMUNITY SERVICES



DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

ROBERT P. THOMAS
DIRECTOR

G. ERLING LINGGI
ASSISTANT DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

SOLICITATIONS OF PROPOSALS

1231 I STREET
SUITE 400
SACRAMENTO, CA
95814-2977

916-449-5200

DIVISIONS:

CROCKER ART MUSEUM
GOLF
METROPOLITAN ARTS
MUSEUM & HISTORY
PARKS
RECREATION
ZOO

Dear Prospective Bidder:

Pursuant to Council resolution, the City of Sacramento is inviting sealed proposals for the Oak Park Child Care Center Provider. In soliciting proposals, it is the intent of the City of Sacramento to provide the best possible child care services to the public within the Oak Park Community.

The award will be made to the best responsible organization who, as determined by the City Council, will operate the child care center consistently with the contract and in the best interests of both the City and the public. Proposals will be evaluated by a child care provider selection advisory committee. The evaluation process will include a personal interview. A mandatory pre-proposal conference for all prospective providers will be held on Monday, December 14, 1987, at 10:00 a.m. at the Oak Park Community Center, 3425 Sacramento Boulevard, Sacramento, California 95817.

The sealed proposals must be submitted to the office of the City Clerk, Room 203, 915 I Street, Sacramento, CA 95814 no later than 10:30 a.m., Tuesday, January 19, 1988. Bids will not be accepted after this time. The bids will be opened on Tuesday, January 19, 1988, by the City Clerk at 10:30 a.m. or as soon thereafter as practicable.

Questions regarding the request for proposal process should be addressed to Alan Boyd, Department of Parks and Community Services, 1231 I Street, Suite 400, Sacramento, California 95814, (916) 449-5171.

Sincerely,

ROBERT P. THOMAS, Director
Parks and Community Services

AMB:jeh

**CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES**

**OAK PARK CHILD CARE CENTER PROVIDER
REQUEST FOR PROPOSAL**

TABLE OF CONTENTS

Introduction.....1
 Diagram of Facility

Purpose and Intent.....1
 Map of Project Area

Pre-Submittal Conference.....1

Proposal Submission Requirements.....2

Time Schedule.....3

Minimum Requirements.....4

Proposal Requirements.....5
 Budget Form
 Authorization for Release Forms

Lease Terms and Conditions.....7

Selection Process.....8
 Evaluation Criteria

SUMMARY / TIME SCHEDULE

**CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES**

OAK PARK CHILD CARE CENTER PROVIDER

SUMMARY

INTRODUCTION

The Department of Parks and Community Services, City of Sacramento is requesting proposals from qualified child care providers to operate the new Child Care Center at the Oak Park Complex, 3425 Sacramento Blvd., Sacramento.

The child care provider selected will be experienced and qualified in the specific field of preschool child care services, and fully licensable by the State of California as a child care provider. The Recreation Division will administer this agreement as to its terms and conditions.

The new Child Care Center is approximately 4150 square feet in size and is designed to serve 75 preschool children (Attachment A). The Center meets all state requirements for licensing as a child care center including outside space and will have furnishings and equipment adequate to support the maximum number of children and staff. The design of the center has allowed for expansion to serve an additional 25 children as soon as funding becomes available to subsidize additional children. The anticipated completion of the Center is late Spring 1988. The selected provider will work with the Department of Parks and Community Services, the Sacramento Housing and Redevelopment Agency, the Oak Park Project Area Committee, and the architect and contractor to insure that the needs of the provider are accommodated for where possible.

PURPOSE AND INTENT

It is the intent of the City of Sacramento to negotiate a contract and lease agreement for providing child care services with an organization that has previous experience serving low-income children in the Oak Park Redevelopment Project Area (Attachment B) and can fill the center substantially with government subsidized participants. The purpose in building the center was to provide a first-class child-care center within the Oak Park Redevelopment Project Area to replace limited facilities currently being used by child care providers within the project area.

PRE-SUBMITTAL CONFERENCE

The City will hold a pre-submittal conference and orientation at 10:00 a.m. on Monday, December 14, 1987 at the Oak Park Community Center, 3424 Sacramento Blvd., Sacramento, CA 95817. **THIS IS A MANDATORY MEETING REQUIRED OF ALL POTENTIAL APPLICANTS.**

PROPOSAL SUBMISSION REQUIREMENTS

Sealed proposals (original and four copies) must be submitted to the office of the City Clerk, 915 I Street, Room 300, Sacramento, CA 95814, by 10:30 a.m. on Tuesday, January 19, 1988. Proposals received after this time and date will be rejected without exception.

Proposals should be submitted in the order outlined in the Proposal Requirements Section (Pages 5 and 6).

Project

**Oak Park
Child Care Center**

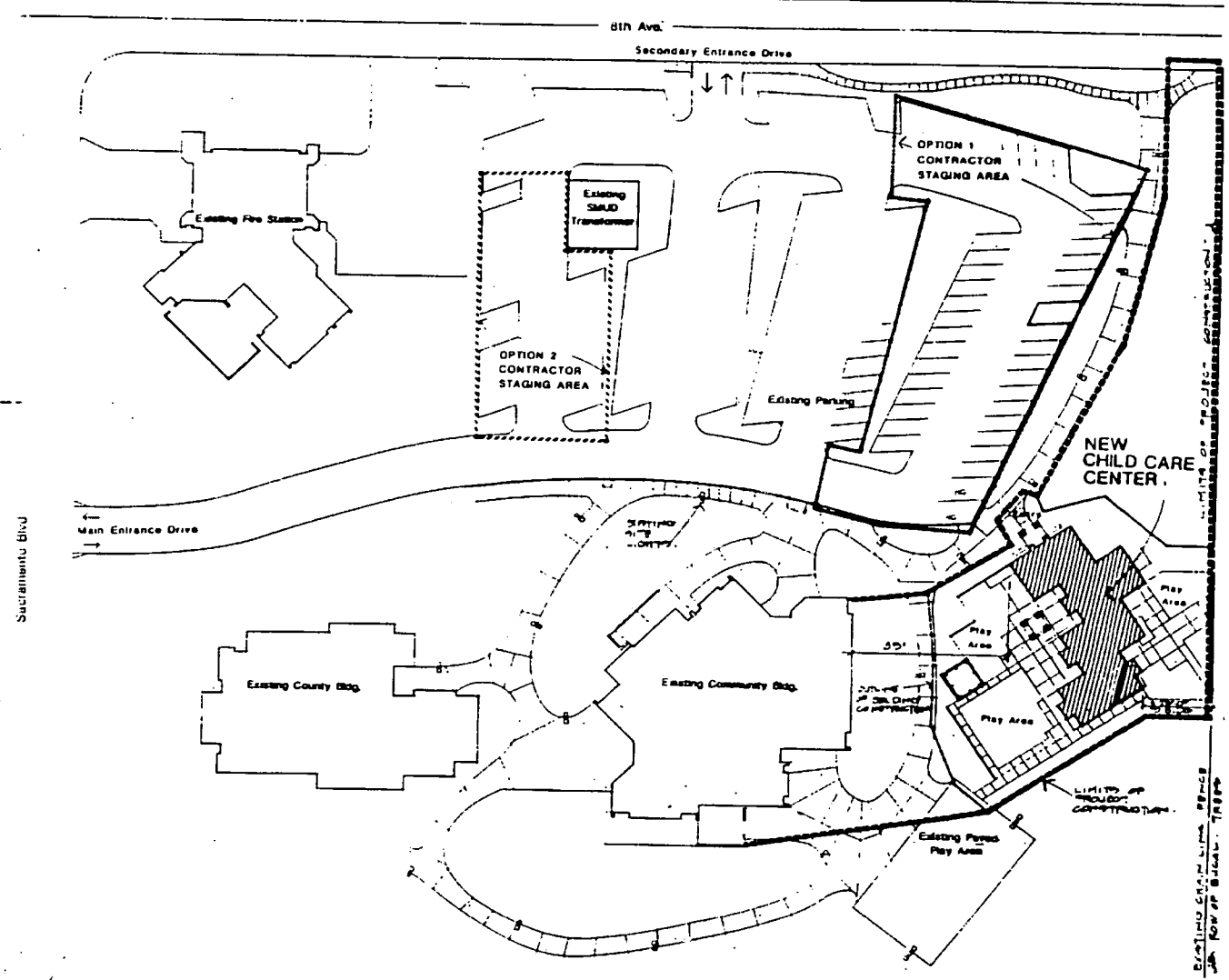
Sacramento Housing
& Redevelopment Agency
Oak Park Community Center, Sacramento, CA.

Issues

Title
Project Site Plan
Site Details

Sheet

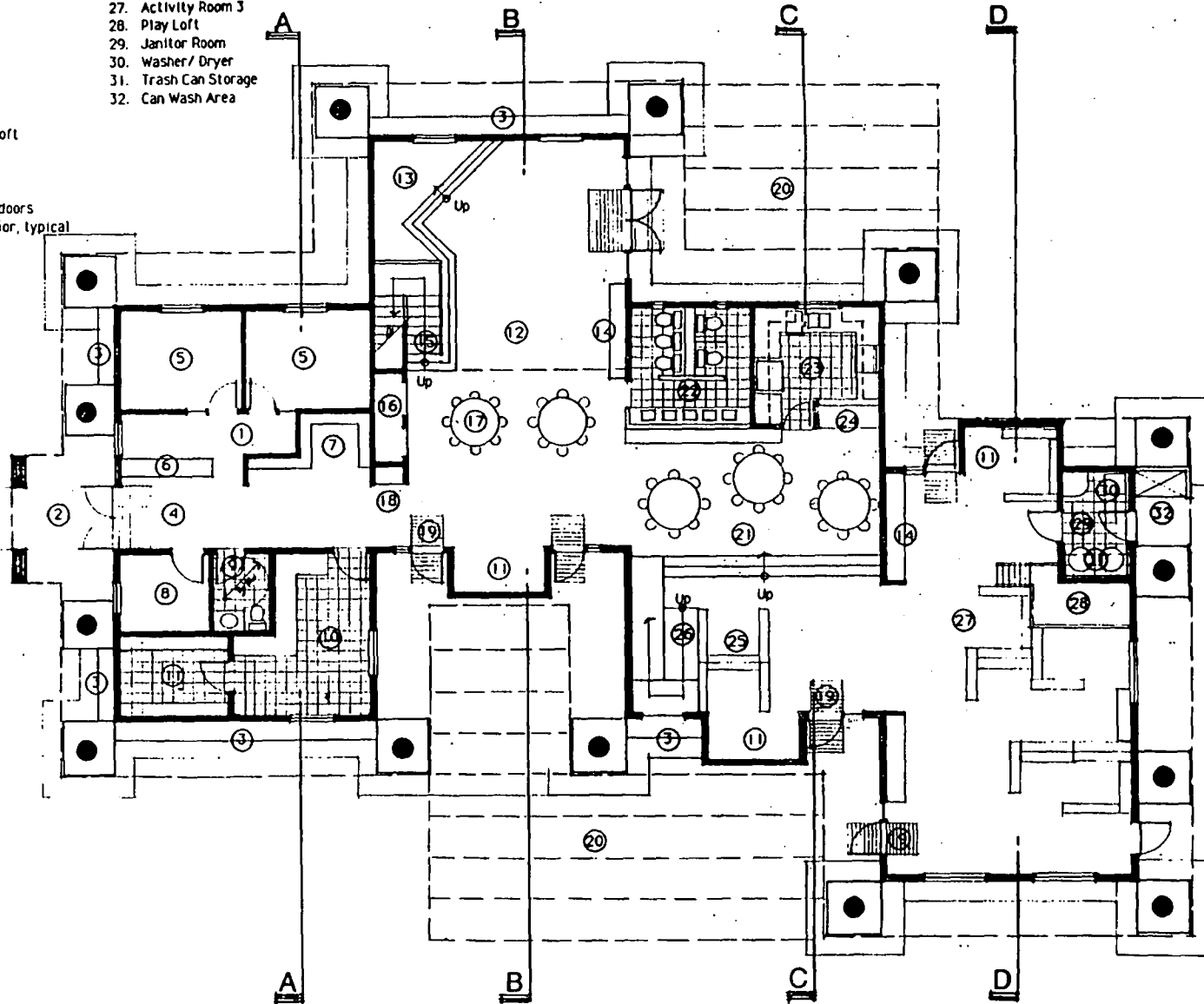
A1



Project Site Plan
Scale 1"=30'

Attachment A-1

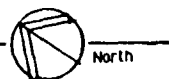
- | | |
|---|-----------------------|
| 1. Administration Building | 20. Trellis |
| 2. Porch | 21. Activity Room 2 |
| 3. Bench | 22. Toilets |
| 4. Entry | 23. Kitchen |
| 5. Office | 24. Low Counter |
| 6. Counter | 25. Modular Shelves |
| 7. Coat Racks | 26. Ramp |
| 8. Nurse | 27. Activity Room 3 |
| 9. Toilet | 28. Play Loft |
| 10. Staff Workroom | 29. Janitor Room |
| 11. Storage | 30. Washer/Dryer |
| 12. Activity Room 1 | 31. Trash Can Storage |
| 13. Stage | 32. Can Wash Area |
| 14. Shelves | |
| 15. Up to Quiet Area Loft | |
| 16. Play Nook | |
| 17. Low Tables | |
| 18. Drinking Fountain | |
| 19. Traction areas at doors
interior and exterior, typical | |



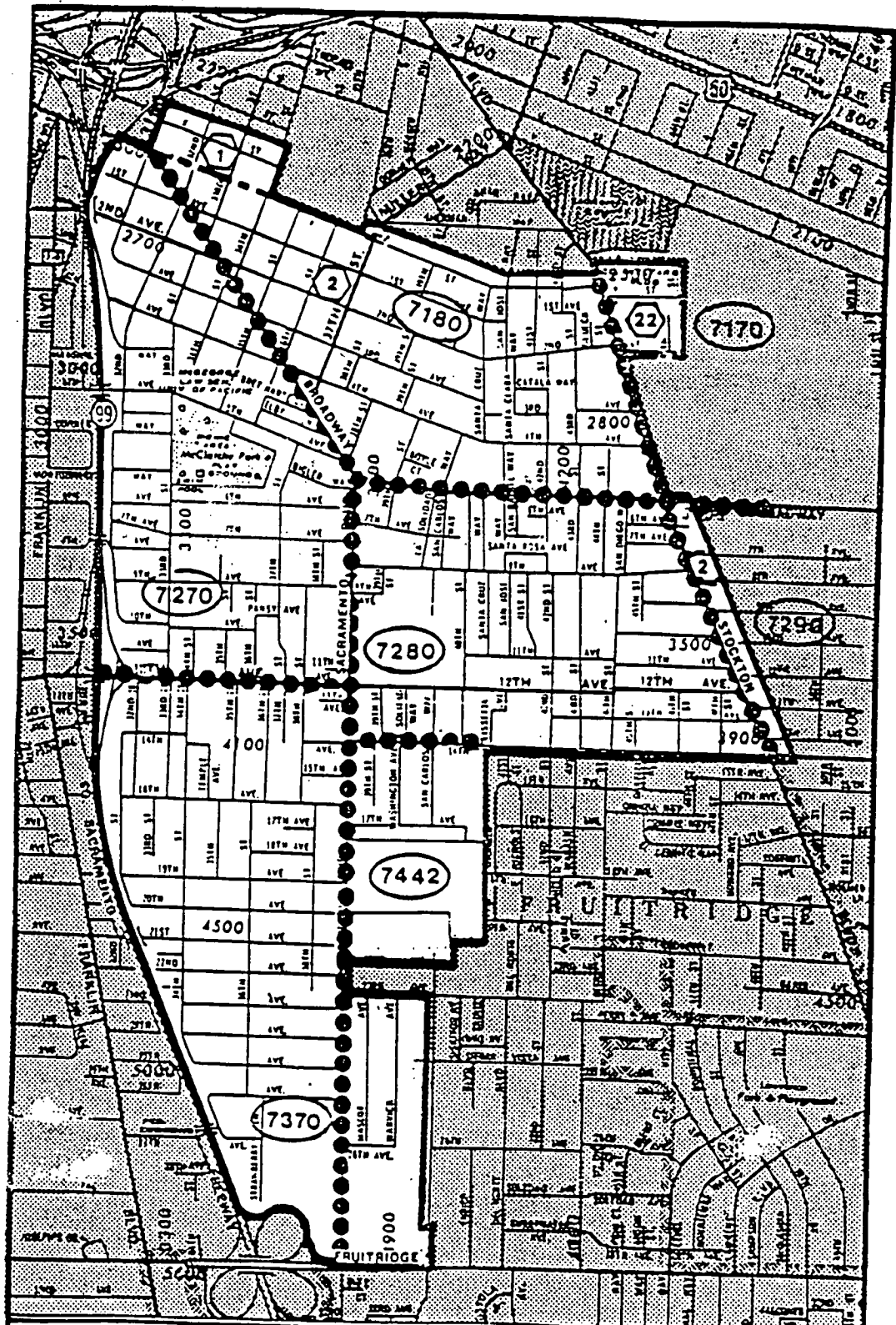
Attachment A-2

Floor Plans

Scale 1/8"=1'-0"



Oak Park Child Care Center
Sacramento Housing
And Redevelopment Agency



- - - - - Major Zone
 - - - - - Minor Zone
 (000) Major No.
 (0) Minor No.

SACRAMENTO HOUSING and REDEVELOPMENT AGENCY
 City Community Development Area
Oak Park
 1977 O.S.A. 2-12

TIME SCHEDULE

	<u>Dates</u>
City Council Authorization of Request for Proposal	November 24, 1987
Distribution of RFP's	November 25- December 14, 1987
Pre-Submittal Conference	December 14, 1987
Proposals Due	January 19, 1988
Selection Advisory Committee Review of Proposals	January 20 - 29, 1988
Interviews/Site Visitation	February 1-5, 1988
Selection Advisory Committee/City Recommendation for Award	February 5, 1988
Contract Prepared	January 20 - February 12, 1988
Request for City Council to Award Contract	February 16, 1988
Contract Awarded	February 23, 1988

MINIMUM REQUIREMENTS

**CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES**

OAK PARK CHILD CARE CENTER PROVIDER

MINIMUM REQUIREMENTS

The selected provider will at a minimum be required to:

- A. Provide a full range of child care services to preschool children including educational, recreational and social programs.
- B. Be fully licensable by the State of California, Department of Social Services.
- C. Have no less than three years experience in operating a licensed child care facility with 20 children or more in the Oak Park Redevelopment Project Area.
- D. Be financially capable of operating such a child care center and have a good financial history.
- E. Be insurable as stated in the Proposal Requirements Section (Page 5, Item D).
- F. **Attend the Pre-Submittal Conference as described in Summary Section I (Page 1).**
- G. Be a non-profit organization under Section 501-(C)-(3) of the Internal Revenue Code.

PROPOSAL REQUIREMENTS

**CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES**

OAK PARK CHILD CARE CENTER PROVIDER

PROPOSAL REQUIREMENTS

The proposal must contain the following and submitted in this order:

- A. A copy of non-profit status as described in the Minimum Requirements Section (Page 4).
- B. A statement detailing the provider's child care experience.
- C. A summary of the capability of the organization and its staff in the administration and implementation of child development programs.
- D. A certificate of insurability with coverage of at least \$1,000,000 per occurrence for general liability, personal injury and property damage, comprehensive vehicle insurance and business interruption insurance.
- E. The names and addresses of the provider's insurance carrier and/or broker for the last three years.
- F. An audited financial statement and tax return for the past operating year and a list of bank or other financial references (2 or more).
- G. A monthly operating budget and budget work sheet (Attachment C).
- H. Statement of program philosophy and goals and objectives for the emotional, motor, intellectual, and social growth and development of children in the program.
- I. A description of provisions made for direct participation of parents in the planning, conduct, and administration of the program.
- J. An activity schedule for one month which includes a description of the activities to be conducted and the purpose of the activity.
- K. Schedule of Operation, denoting hours/days/holidays of proposed services and enrollment/withdrawal criteria.
- L. Brief summary of staffing plans, to include qualifications, assignment schedule, and performance evaluation methods.
- M. A description of provisions made for employment of qualified target area residents and career development opportunities for paraprofessional and other staff.
- N. Philosophies and policies regarding child discipline.
- O. A menu of food service for a one-month period.

- P. An intended fee schedule for participants. The fee schedule should anticipate both full and part-time enrollment and multiple child enrollment. Such fee schedule to be used when all slots are not filled by government subsidized students.
- Q. A description of how the provider proposes to expand their program so that it will serve 75 children if provider currently serves fewer.
- R. A statement of your current operational status that would allow you to meet the Lease Terms and Conditions Section, Pages 7 and 8, Items C-5, 6 and 7.
- S. A complete authorization for release of records (Attachment D).

PROPOSAL SUBMISSION REQUIREMENTS

Sealed proposals (original and four copies) must be submitted to the office of the City Clerk, 915 I Street, Room 300, Sacramento, CA 95814, by 10:30 a.m. on Tuesday, January 19, 1988. Proposals received after this time and date will be rejected without exception.

MONTHLY OPERATING BUDGET - FULL CAPACITY

MONTHLY INCOME

Fees..... \$ _____

Grants

Head Start..... \$ _____

State Dept. of Education..... _____

Other

_____ \$ _____

_____ _____

Total Income..... \$ _____

MONTHLY OPERATING COSTS

Food Service & Supplies..... \$ _____

Housekeeping Services & Supplies..... _____

Educational Program & Supplies..... _____

Health Services & Supplies..... _____

Recreation Supplies..... _____

Salaries..... _____

Consultant Services..... _____

Fringe Benefits..... _____

Employer Taxes..... _____

Staff Training..... _____

Office Equipment..... _____

Office Supplies..... _____

Telephone..... _____

Publicity..... _____

Insurance..... _____

Licenses/Bonding/Fingerprinting..... _____

Transportation..... _____

Annual Audit..... _____

Use Fee..... _____

Utilities: Gas..... _____

Electricity..... _____

Water..... _____

Repairs/Maintenance..... _____

Other

_____ \$ _____

_____ _____

Total Operating Costs..... \$ _____

AUTHORIZATION FOR RELEASE OF RECORDS

The undersigned represent that (he/she/they) (has/have) authority to authorize the release of information affecting _____

_____ the entity that (he/she/they) (represents/represent).

(I/we) hereby authorize _____ an insurance company underwriting the insurance policy of the _____

_____ which is the agency bidding on a contract to operate a child care center to release any and all claims information with respect to the operation of (my/our) (facility/facilities). (I/we) hereby release said broker and/or insurance company from any and all liability that may otherwise be incurred from release of that information.

This authorization shall be valid for a period of one year from the date ascribed below.

Dated: _____

(Name of Bidding Agency)

(Address)

(City and State)

(Telephone)

By:

(Authorized Agent)

(Authorized Agent)

(Authorized Agent)

AUTHORIZATION FOR RELEASE OF RECORDS

The undersigned represent that (he/she/they) (has/have) authority to authorize the release of information affecting _____

_____ the entity that (he/she/they) (represents/represent).

(I/we) hereby authorize the California State Department of Health Services to release any and all information in its possession with respect to the operation of (my/our) (facility/facilities), including but not limited to reports of Health and Safety Code violations.

(I/we) hereby release said Department and its officers of employees from any and all liability that may otherwise be incurred from release of that information.

This authorization shall be valid for a period of one year from the date ascribed below.

Dated: _____

(Name of Bidding Agency)

(Address)

(City and State)

(Telephone)

By:

(Authorized Agent)

(Authorized Agent)

(Authorized Agent)

LEASE TERMS & CONDITIONS

**CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES**

OAK PARK CHILD CARE CENTER PROVIDER

LEASE TERMS AND CONDITIONS

The lease will include, but not be limited to, the following provisions:

A. Term

The lease will be on an initial three year basis, with subsequent renewals of two years each.

B. Use Fee:

1. Commencing with the opening of the child care facility the use fee will be as follows:

a. \$1,425 per month for the first year.

b. \$1,496 per month for the second year.

c. \$1,571 per month for the third year.

2. The use fee will include the cost of water, trash and garbage disposal, security, landscape maintenance, janitorial services and also provide for deferred building maintenance and a fund for future expansion.

3. The lessee will pay directly for the phone service, gas, and electricity.

4. The use fee for beyond the third year will be negotiated at a future date and will reflect the cost of City operations, Consumer Price Index and/or any expansion of the facility.

C. Conditions

1. The lessee will obtain all necessary licences and permits.

2. The lessee agrees to provide evidence of insurance in an amount and type satisfactory to City of Sacramento. The lessee agrees to name City of Sacramento as a named insured on said coverage.

3. The lessee will be required to file all City standard reporting forms including an audited financial statement.

4. The lessee agrees to maintain all of the Minimum Requirements as described in Section III during the term(s) of the lease.

5. The lessee agrees to have at least ninety (90%) percent of the annual enrollment be children who are qualified for state and/or federally subsidized programs.
6. The lessee agrees to have at least fifty (50%) percent of the annual enrollment be children who reside within the Oak Park Redevelopment Project Area.
7. The lessee agrees to maintain an enrollment of at least ninety (90%) percent capacity on a monthly basis beginning one year after the first October following the starting date of the Center.
8. The lessee agrees to abide by the building regulations of the City of Sacramento and the State day care facilities standards.
9. The lease is not transferable without the prior written approval of the Department of Parks and Community Services.
10. The lessee will provide immediate written notification of changes in the center director to designated staff of the City.
11. The City of Sacramento reserves the right to approve all furnishings and equipment placed in the Center by the provider.

D. Commencement Date

The selected provider and City will determine a mutually agreeable starting date.

SELECTION PROCESS & CRITERIA

CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES

OAK PARK CHILD CARE CENTER PROVIDER

EVALUATION PANEL INTERVIEW

A. Preliminary Review

1. The proposal will be dated and time stamped when received. Proposals received after the final date and time will be rejected. There will be no exceptions.
2. Proposals will be reviewed to determine which meet the minimum qualifications and requirements as specified on Page 4. Those not meeting the minimum qualifications will be rejected.

B. Evaluation of Proposal

Evaluation of all proposals meeting the minimum qualifications will be conducted by an evaluation panel selected by the City and the Oak Park PAC. Each team member will independently evaluate and score the proposal based on the criteria contained in the proposal rating sheet. (Attachment E)

C. Oral Interview Panel/Site Visitation

1. The top three applicants will be interviewed by the evaluation panel the week of February 1, 1988.
2. It is anticipated that an on-site visitation to the Applicants current site will be made. The applicant will be notified of the time of the site inspection. The Evaluation Panel will conduct the site inspections.

D. Award of the Lease

1. The finalist with the highest combined scores will be recommended to the City Council for approval pending satisfactory background and reference checks. All respondents will be notified of the recommendation made.
2. The City of Sacramento reserves the right to reject any and all proposals without cause.

EVALUATION CRITERIA

PROPOSAL - 50%

- * Educational/Development Philosophy and Supportive Activities
- * Fee Schedule/Schedule of Operation
- * Staff Ratio/Scheduling
- * Staff Experience/Neighborhood Hiring/Parent Participation
- * Nutrition/Meals
- * Adequacy of Insurance Coverage/Insurance History
- * Operating Budget/Financial Statements
- * Program Expansion
- * Oak Park Experience

INTERVIEWS - 25%

- * Program Philosophy and Implementation
- * Operating Budget and Income Projections
- * Staff Recruitment/Training/Support
- * Expansion and Clarification of Proposal

SITE INSPECTION - 25%

- * Lack of Hazardous Conditions
- * Cleanliness
- * Record Keeping (Staff and Participant Files)
- * Child to Staff Relationship (Caring Atmosphere)
- * Activities Consistent with Center Education Goals

NOTE:

Each of the above criteria will have a 1 (low) to 10 (high) value for evaluation purposes