



## REQUEST FOR PROPOSALS

Release Date: March 14, 2022

Responses must be received by 5:00 p.m. Pacific Time on April 26, 2022

Prepared in consultation with



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## Request for Proposal For the Operation of a Preschool

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March 14, 2022

Ladera Community Church is seeking a preschool operator to lease its existing preschool space at 3300 Alpine Road in Portola Valley, California.

**Submission deadline: 5:00 p.m. on April 26, 2022**

**Proposals must be submitted electronically to Sue Bartalo via email ([preschool@ladera.org](mailto:preschool@ladera.org)) or Dropbox ([Ladera Church RFP](#)).**

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## Project Overview

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From 1966-2019, Ladera Community Church operated a highly-regarded preschool, Ladera Community Church Preschool (aka Ladera Preschool), on its lovely campus in Portola Valley. The preschool was a community outreach offered by the church, with an independent governing board of preschool parents and church members. The preschool was licensed for 2-5 year olds by the California Department of Social Services and accredited by the National Association for the Education of Young Children (NAEYC). With its expansive playgrounds and rural surroundings, the school welcomed children and families from Ladera, Portola Valley and surrounding communities. The church is eager to find a new preschool operator to lease its preschool space and welcome families and young children to the campus again in the fall of 2022.

The preschool space includes two sunny, spacious classrooms, two playgrounds and an office. The classrooms provide ample space for exploration and project areas, dramatic play areas, and a quiet corner for reading.

The younger children's classroom is approximately 972 square feet and includes a restroom with child-sized fixtures and built-in cubbies in the island dividing the room. There is an abundance of cabinets, a sink, refrigerator and microwave. The playground has a private, gated area which is directly connected with the classroom. There is a variety of age-appropriate equipment for outdoor play, including a climbing structure with slides, a sandbox, a trike path, and a playhouse.

The older children's classroom is approximately 960 square feet. There are cabinets, movable units of cubbies, a sink, refrigerator and microwave. The playground is separate from the classroom and very spacious and well-equipped with swings, a sandbox, a trike path, a playhouse, and a multi-level climbing structure with slides and many stairs. The grounds include a level area for play and a wonderful, challenging hill for adventurous children.

The director's office is approximately 380 square feet and includes a children's library, staff workspace, and meeting area.

Two additional restrooms are available for the children's exclusive use during preschool hours, and preschool staff will have access to a separate restroom.

We anticipate that shared use by the preschool of other church facilities (e.g., use of the church kitchen by staff, use of the fellowship hall for parent events) will be discussed as part of the lease negotiation. The church will have use of the preschool rooms and playgrounds on Sundays. Use of the preschool rooms and playgrounds by the church and preschool at other times outside of preschool hours will be discussed as part of the lease negotiation.

The classrooms and office currently contain furniture and materials (e.g., books, manipulatives, supplies) that were used in the operation of the former preschool. The operator will have the option to use some or all of these items.

The church is located on Alpine Road in Portola Valley, and is conveniently located less than a mile from Highway 280. The neighborhood consists of single-family homes, as well as commercial and recreational uses along Alpine Road. There is a professional business center adjacent to the church,

a swim and tennis club across the street, and a grocery store, café and restaurants a short walk away in the Ladera Country Shopper.

Ladera Community Church intends to enter into a multi-year lease. The monthly base rental rate is expected to be in the range of \$8,000, the amount to be negotiated depending on other terms of the lease.

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## Timeline and Process

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Task	Timeline
Distribute RFP	March 14, 2022
Pre-submission site tour Ladera Community Church: 3300 Alpine Road, Portola Valley	April 5, 3:00 p.m. to 4:00 p.m., or April 7, 11:00 a.m. to 12:00 p.m.
Deadline for written questions/requests for information	April 14, 5:00 p.m.
Consolidated responses published to website	April 20
Proposals due	April 26, 5:00 p.m.
Finalist interviews begin	May 16
Finalist negotiations	June 1 to June 30

\* Ladera Community Church reserves the right to amend the above schedule.

### Pre-Submission Site Tour

The site tours 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, [www.ladera.org/preschool-rfp/](http://www.ladera.org/preschool-rfp/). Ladera Community 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, Ladera Community Church will post them on the website 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 Ladera Community Church regarding this request for proposal other than as provided in this RFP.

## **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 April 11 and April 22 by emailing Sue Bartalo at preschool@ladera.org.

## **Finalist Interviews, Negotiations and Selection**

Representatives of Ladera Community Church may interview selected applicants and/or visit applicants' existing preschool(s) 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 and values of Ladera Community Church.

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## **Program Assumptions and Standards**

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Ladera Community 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 preschool program.
- Applicant must maintain good standing with California Department of Social Services Community Care Licensing Division (CCL). Applicant must not have unresolved fines or penalties, investigations and/or pending disciplinary actions.
- Applicant must be familiar with and adhere to all federal, state, and local regulations pertaining to operating a preschool in this location.

### **Pre-Licensing Costs and Requirements**

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

### **Operating Costs**

In addition to base rent, the operator will be responsible for all operating costs associated with the preschool, including (without limitation) utilities, classroom and playground maintenance, phone and internet services, janitorial costs and any property taxes resulting from the tenancy. Utilities include gas, water, electricity, sewer, and waste collection.

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## Proposal Requirements

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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), e-mail 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 any existing preschools (if applicable), and the ages and number of children you serve.
- B. Describe the quality standards to which your program adheres and any experience you have with accreditation.
- C. List the companies, cities, or other entities, if any, with which you currently have, or have had within the past five years, contractual or lease arrangements to provide preschool services. Describe your approach and success in managing relationships with these entities. Provide any other information about these relationships that you believe would be helpful for us to know.
- D. Describe your understanding of Portola Valley and the surrounding area, including the area's preschool needs.

### II. Program

- A. Explain your approach to child development. What is your program philosophy? Goals?
- B. Describe your curriculum and how you accommodate different ages, abilities, and learning styles in your program.
- 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. What, if anything, do you do to support diversity among enrolled children and their families?
- G. State the group size and adult-to-child ratios planned for each age group.
- H. Describe any additional services or enrichment activities you will provide.
- I. State your proposed hours of operation and schedule options (e.g. part-time schedules, early drop-off) by age group. Also describe your annual schedule and summer use plans.

### III. Organizational Management and Staffing

- A. Describe your organizational structure: Nonprofit Organization (provide tax exempt determination letter from the IRS), Limited Liability Company (with date formed and names of all members), Partnership (date formed and names of all partners), Sole Proprietorship (date started and owner name) or other (provide details).
- B. How will you staff this preschool? 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 have had and how you have addressed them.

- F. Describe your governance structure. Do you have a board of directors? Are parents involved in the school's operations or governance?

#### IV. Facility

- A. If you anticipate needing use of any other part of the church facilities for special events, such as parent meetings or graduation, then detail the purpose, timing and desired space for each event.
- B. Describe any renovations you are proposing to the preschool space. 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. 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. Ladera Community Church or its representatives may contact some or all of the references in order to determine the applicant's fit and qualifications. Ladera Community Church also reserves the right to contact references other than those provided.

#### VII. Financial Information

- A. Submit financial statements for the organization's four (4) 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 financial assistance offered to families, if applicable).
  - (ii) Other income, including grants, fundraising, and other program funding.
  - (iii) Wage scale by position.
  - (iv) Proposed rent to Ladera Community Church.
  - (v) Plans for financing renovations to the preschool, if included in your proposal.

#### VIII. Compliance and Risk Assessment

- A. **Licensing.** Summarize your organization'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).
- 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 preschool services to any organization has been cancelled, terminated, or not renewed within the last ten (10) years.
- E. **Litigation.** Explain any litigation related to the operation of your preschool programs involving 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 or merged. If so, provide details.

## IX. Additional Information (Optional)

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

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## Submission Guidelines

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

- Use a 12-point font.
- 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 to Sue Bartalo at [preschool@ladera.org](mailto:preschool@ladera.org) or via Dropbox ([Ladera Church RFP](#)).

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## General Terms

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**Withdrawal of Proposal.** Applicants may withdraw their proposals by submitting a written request to Sue Bartalo at [preschool@ladera.org](mailto:preschool@ladera.org).

**Proposal Costs.** Costs for developing proposals are entirely the responsibility of the applicant. Ladera Community Church shall not, in any event, be liable or responsible for any expenses incurred by the operator in the preparation and/or submission of the proposal.

**Reservation of Rights by Ladera Community Church.** Ladera Community 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. Ladera Community Church reserves the right to reject any and all submissions; waive or modify any Ladera Community 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 Ladera Community Church. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, Ladera Community Church assumes no liability for any unintentional errors or omissions in this document.

## Appendix A: Aerial Photo

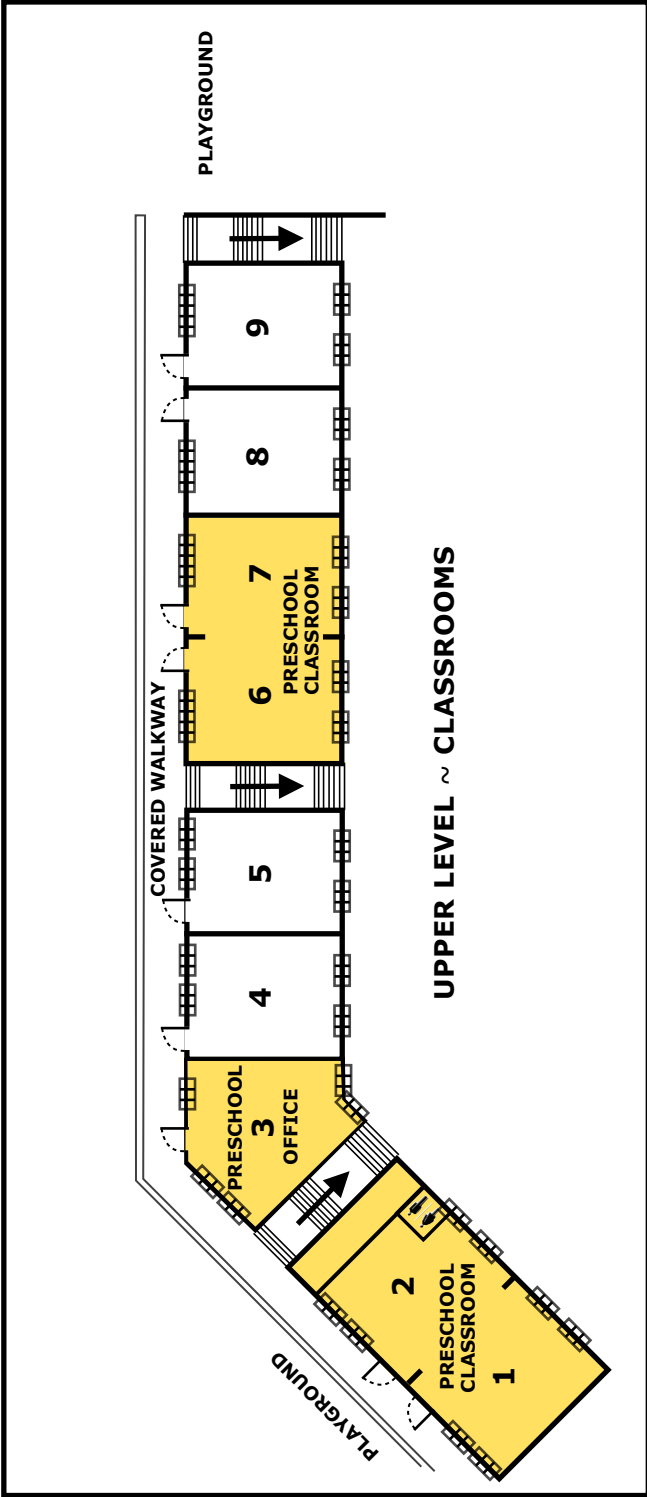


# Appendix B: Site Map



Note: The three stairways shown on both levels are the same stairways.

# Appendix C: Floor Plan



## Appendix D: Photos of the Facility



Classroom 1 / 2



Classroom 1 / 2



Classroom 6 / 7



Classroom 6 / 7



Younger children's playground



Older children's playground

## Photos of the Facility (continued)



Preschool Office – children's library



Preschool office – meeting space