

SFPUC 525 Golden Gate Avenue Childcare Center Request for Proposals

RFP Questions and SFPUC Responses

Updated August 2, 2024

Capitalized terms in the Responses have the same meanings as in the Request for Proposal (RFP) or Lease

How long has the current childcare provider operated at 525 Golden Gate Avenue?

The current licensee and childcare provider, C5 Children's School, has operated at the SFPUC headquarters at 525 Golden Gate Avenue since the building was newly constructed and opened in 2012.

Why isn't the current childcare provider lease being renewed?

The childcare center license expires on December 31, 2024. Per City policy, the SFPUC must conduct a competitive bidding process via a Request for Proposals (RFP) for a new lease upon the expiration of the existing childcare center license. The current childcare provider may submit a proposal responding to the RFP.

Will the current childcare provider receive any advantage or bonus points in the RFP process?

The current childcare provider will not receive any preferential treatment in the RFP process. All proposals meeting the RFP proposal requirements will be evaluated on an equal footing, with each qualified proposer having an equal chance to be awarded the childcare center lease.

What operational information from the current childcare provider is accessible to other interested childcare providers?

The current childcare provider has submitted monthly reports on the student enrollment demographics to the SFPUC since December 2019. These demographics are available below in Table 1.

What is the Childcare Center's capacity?

The SFPUC estimates that the Childcare Center can be licensed for up to 75 children, including infants, toddlers, and preschoolers (1.5 months old to 5.9 years old). The Department of Early Childhood (DEC) recommends a minimum of at least 50 square feet per child.

What is the Childcare Center layout and square footage?

The Childcare Center has approximately 2,551 square feet of licensable program area (9,518 gross square feet) and approximately 1,652 square feet of fenced outdoor play area fronting

Redwood Street, as shown in Appendix A (Floor Plans) of the RFP. A gate divides the outdoor play area to separate infants and preschoolers, as required by State law.

The Childcare Center has the following configuration:

Ground Floor:

- a reception area with a stroller storage area;
- a director's office;
- an open program area;
- a conference room/staff workroom;
- kitchen, laundry, and storage areas;
- an approximately 736 square-foot classroom space;
- an approximately 414 square-foot-classroom space; and
- an approximately 204-square-foot nap room.

Second Floor:

- two (2) classroom spaces comprising approximately 1,401 square feet total;
- an open program area;
- an adult workroom/break room;
- a demised library or program room;
- an isolation room or office; and
- storage areas.

Does the Childcare Center have a landline service?

No, the current childcare provider does not have a landline service. The current childcare provider obtains telephone service through its internet service. The existing high-speed internet service for the current childcare center costs approximately \$7,128 a year. The SFPUC is providing this rate for informational purposes only and cannot guarantee this rate.

Is this an obligation to use the existing internet provider or are we free to use another service if we can procure other internet solutions?

The SFPUC can discuss proposed internet solutions. There may be additional service provider options available at the building in the future depending on fiber installation and other factors, but please be advised that it may not be possible to use any other service provider.

Will the SFPUC fund renovations to improve the Childcare Center?

No, the lease is structured as an "as-is" lease. Please note that all of the furniture and appliances will not remain in the Childcare Center. The SFPUC has no plans to fund any renovations.

Can the Childcare Center be painted?

Any alterations will require the SFPUC’s prior review and written approval and be subject to additional insurance and lease requirements. The childcare provider may contract for painting services with the prior written approval of the SFPUC or else pay the SFPUC directly to contract the painting services.

Can the childcare provider expand the kitchen area?

There is no cooking allowed on-site. Any alterations will require the SFPUC’s prior review and written approval and be subject to additional insurance and lease requirements.

How does the current childcare provider provide food?

The current provider receives packaged meals from outside vendors that do not involve cooking on-site.

Can the Childcare Center’s outdoor play area be renovated?

Any alterations will require the SFPUC’s prior review and written approval and be subject to additional insurance and lease requirements.

Can the Childcare Center’s outdoor play area be renovated to provide more natural elements, as will be required by LIIF (Low Income Investment Fund) because the LIIF will not allow the existing rubber element of the outdoor play area?

Any alterations will require the SFPUC’s prior review and written approval and be subject to additional insurance and lease requirements.

Who is on the RFP Selection Panel?

The Selection Panel will be comprised of three or more individuals who are knowledgeable regarding the subject matter of the RFP and may include staff from the SFPUC, other City agencies such as the Department of Early Childhood, and other organizations in San Francisco’s early care and education field. None of the SFPUC staff who attended the RFP informational meeting will participate in the Selection Panel. The Selection Panel will score each of the Proposals under the criteria established in the Evaluation Criteria section. For more information on the Evaluation and Selection Criteria, please see pages 15 to 17 of the RFP.

Will there be another tour opportunity following the July 25th tour?

The SFPUC has no plans to host another tour of the Childcare Center at this point.

Is it possible to still submit forms?

Yes, the proposals are due on Thursday, August 22, 2024 at 3 pm.

Will the lease for the Childcare Center go out for bid after the lease term?

The Lease will commence in 2025 and expire in 2030 with an option to extend for one additional term of four (4) years, through 2034. The option to extend is exercisable by the Tenant by written notice to City given not less than two hundred forty (240) calendar days before the Expiration Date, on the terms and conditions set forth in Section 27.1 of Appendix C: Form of

Lease. When the lease is due to expire, the SFPUC will initiate a new RFP for a new competitive bidding process.

Where can parents and employees for the Childcare Center park?

There are white zones on Polk Street and Golden Gate Avenue providing limited vehicle loading and unloading of passengers.

The Civic Center Garage at 355 McAllister Street is the closest parking garage. Parking rates and more information can be found here: <https://www.sfmta.com/garages-lots/civic-center-garage>

The Performing Arts Garage at 360 Grove Street is about a 10-minute walk from 525 Golden Gate Avenue. Parking rates and more information can be found here: <https://www.sfmta.com/garages-lots/performing-arts-garage>

There is also some metered parking in the neighborhood.

Additionally, the nearest BART/Muni station at Civic Center is a 10-minute walk from 525 Golden Gate Ave.

Which janitorial services will be provided by the SFPUC? Which janitorial services must the Tenant provide?

Please see Exhibit D: Standard Utilities and Services of Appendix C: Form of Lease Exhibit.

Can the childcare provider contract for services to deep clean the Childcare Center?

Yes, upon prior written approval from the SFPUC Facility Director and subject to insurance requirements.

Will the current childcare provider's students roll over to the next childcare provider?

Parents will be responsible for making enrollment decisions. The SFPUC wants the process to be as least disruptive for current families as possible. It is anticipated that some parents may transfer their children to other nearby C5 Children's Schools if the current childcare provider leaves the building.

Will the current childcare provider's staff members transfer to the next childcare provider?

A transfer of staff members would need to be coordinated between the current and next childcare providers. The SFPUC will not be involved with any hiring decision.

Will the Childcare Center be closed temporarily due to a transition between providers or due to making improvements?

Yes, the Childcare Center would be closed temporarily during a transition.

Is there a time frame for when the Childcare Center will be put on hold during the transition for the move-in and/or any renovations?

There is no official time frame except to minimize the closure.

Will there be a sufficient amount of SFPUC employees to fulfill the enrollment priority requirements?

The RFP enrollment priority requirements do not require the childcare provider to enroll a fixed minimum of SFPUC employee children. It instead states that SFPUC employee children should be the first enrollment priority.

To recap, the RFP states that for both the Subsidized Spaces and the Full Cost Spaces, Tenant's enrollment priorities will be as follows:

- i. the first priority will be the children of SFPUC employees;
- ii. the second priority will be the children of other City employees;
- iii. the third priority will be the children whose households reside within the 94102 or 94103 zip codes and whose family income is equal to or less than the ELS AMI Threshold; and
- iv. the fourth priority will be the children whose households reside in other City zip codes and whose family income is equal to or less than the ELS AMI Threshold.

Can the 25% enrollment requirement of children with subsidized services be included in the SFPUC employee children priority?

Yes, SFPUC and City employee children can count toward the 25% enrollment requirement of children whose households can access subsidized services through a California Title 5 Subsidized Child Care contract, tuition subsidy vouchers, or the City-funded Early Learning San Francisco (ELS) program.

Can the enrollment priority requirements be reorganized?

No, the SFPUC has already published the RFP.

What if the Childcare Provider fills all of the seats with SFPUC and City employees (the first and second priority) and does not have room to meet the 25% subsidized enrollment requirement?

Historically, the number of SFPUC and City employee children has not been close to representing more than 75% of enrollment. See Table 1 for more information. If the Childcare Center cannot meet its 25% enrollment priority of children with subsidized services after filling the 1st and 2nd priority requirements, the SFPUC would need to reevaluate the lease requirements. The 25% subsidized enrollment is a new requirement and does not exist for the current Childcare Center lease. If the childcare provider cannot meet the 25% subsidized enrollment criteria, the childcare provider must meet with the Department of Early Childhood for assistance.

How flexible are the part-time and full-time student requirements? Does part-time enrollment mean part week and/or part day?

There is no specification for part-time and full-time student requirements. These requirements are left to the childcare provider's discretion. The RFP states while not a mandatory requirement for the award of the Lease, the SFPUC would like the Provider to offer part-time enrollment to accommodate parents who work a hybrid office/remote schedule.

Therefore, part-time enrollment refers to attendance on different days of the week, not a part of the day.

Must the next Childcare Provider maintain the current Childcare Provider’s tuition rates?

The RFP does not specify tuition rates. Instead, the RFP requires Proposers to specify their tuition rates in the Cost Proposal.

What is the potential parent pool at the SFPUC?

The SFPUC does not have specific data on the potential parent pool at the SFPUC.

How many SFPUC employees work at the building and how many days?

There are many classifications of workers that work at 525 Golden Gate with different schedules. There are approximately 300 to 450 employees on a given day, and the Building has the capacity for 950 employees. Currently, SFPUC employees generally work in the office 2-3 days a week, and the schedule varies in terms of which days employees work in the office.

What is the current enrollment?

As of June 2024, there were 42 total enrolled students with 6 SFPUC employee children, 11 City employee children, and 4 children from zip code 94102. Please see Table 1.

Is there a waitlist for the current Childcare Provider?

Yes, there is a waitlist. The most recent waitlist from June 2024 was 10 students.

How many students are from zip codes 94102 and 94103?

Please see Table 1 for information about zip code 94102 enrollment. The current Childcare Center lease does not track data for students from zip code 94103.

What have been the enrollment challenges?

The Childcare Center experienced a decrease in student census due to COVID and the introduction of remote and hybrid office/remote work.

What are the priorities for the SFPUC for the childcare center?

Please review pages 4-11 of the RFP. Anecdotally, SFPUC staff are most apt to mention tuition rates when looking at any childcare options.

Table 1: Average Number of Children Enrollment Demographics from December 2019 to June 2024

Year	Average Total Children Enrolled	Average # of SFPUC Employee Children	Average # of Other City Employee Children	Average # of Zip Code 94102 Children	Average # of Waiting List Children
2019	74.00	3.00	17.00	17.00	N/A
2020	47.67	3.25	9.17	5.75	N/A

2021	28.17	1.17	8.00	4.33	N/A
2022	12.40	0.40	3.00	1.10	N/A
2023	36.42	0.67	12.42	5.75	32.75
2024	38.83	3.50	11.00	4.75	10.00