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# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

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IN REPLY PLEASE

REFER TO FILE: **BRC-1**

March 2, 2021

### REQUEST FOR PROPOSALS - ADDENDUM 1 OPERATION OF A COMBINED CHILD AND INFANT CARE AND EDUCATION CENTER (BRC0000175)

**Reminder: The deadline to submit proposals is Monday, March 8, 2021, at 5:30 p.m. Proposals will only be accepted electronically via [www.bidexpress.com](http://www.bidexpress.com), a secure online bidding service website.**

All addenda and informational updates will also be posted electronically at <http://pw.lacounty.gov/brcd/servicecontracts/>. Please check the website frequently for any further addenda or informational updates, which may be released for this solicitation.

Please take note of the following revisions to the Request for Proposals (RFP). (Note that the changes that have been added are in **boldface** and deleted languages are ~~strikethrough~~.) Section A is the Addendum and Section B is the Questions and Answers.

#### **A. Addendum**

1. Part I, Section D, Pass/Fail Review, Item No. 2, on page 1.35, has been modified as shown below:
  2. Proposal **is submitted electronically via BidExpress** ~~was time stamped by the Cashier~~ prior to the deadline for submission of the Proposal. Any Proposal **submitted using any other format besides BidExpress** ~~without a Public Works time stamp verifying that the deadline for submission has been met~~ will be rejected.
2. Part II, Exhibit A, Scope of Work, Section R, Contractor's Personnel, Item No. 4, on pages A.15-16 is hereby replaced in its entirety by the following language as shown below:
  4. **The staffing ratios for the Operation of a Combined Child and Infant Care and Education Center shall, at a minimum, adhere to the teacher-child ratios in accordance with Title 22, CCR, Section 101216.3, 101416.5 for each respective age group as follows:**

Age Group	Age Range	Teacher-Child Ratio
Infants	6 Weeks – 24 Mos.	1:4
Toddlers	24 Mos. – 36 Mos.	1:6
Preschool	36 Mos. – Kindergarten	1:12*

*\* Use of Teacher Aides may be used in a ratio of one Aide and one Teacher for every 15 children.*

**Ratios shall apply to number of children in attendance. Under no circumstances will the number of enrolled children in attendance exceed the licensed capacity.**

**B. Questions and Answers to Operation of a Combined Child and Infant Care and Education Center**

The following answers are in response to the request for information and clarification and other questions submitted by Proposers for the Operation of a Combined Child and Infant Care and Education Center (BRC0000175). Questions presented in this Addendum represent the questions asked by the Proposers in the form and context submitted.

1. **Question:** The RFP document and conference referenced teacher-child ratios in accordance with Title 5 and Title 22; which are proposer's expected to follow?

**Response:** As noted in this Addendum, Section A, Item No. 2, staffing ratios must, at a minimum, comply with Title 22, Teacher-Child ratios of 1:4 for Infants; 1:6 for Toddlers; and 1:12 for Preschoolers.

2. **Question:** Title 5 teacher-child ratios are not allowed unless the contractor holds a contract with the California Department of Education. Non-Title 5 programs must have a 1:12 ratio. If a proposer does not have a Title 5 contract, what should they do?

**Response:** Please see response to Question 1.

3. **Question:** Are for-profit firms acceptable to respond to the RFP?

**Response:** Yes. There are no restrictions limiting eligible respondents to solely non-profit firms.

4. **Question:** Is the Alhambra location the only facility for the RFP?

**Response:** Yes.

5. **Question:** Can the facility be visited before choosing to submit a response to the RFP?

**Response:** No. In accordance with current Public Health Orders and licensing guidance, visitors are not currently allowed at the facility. You may familiarize yourself with the facility by reviewing the information found in the RFP document, Exhibit A, Scope of Work, Section E, Work Description.

6. **Question:** How many rooms does the facility have for each age group?

**Response:** The facility consists of four rooms in total. Toddlers and Infants have one room each and Preschoolers have two designated rooms.

7. **Question:** Is enrollment exclusively for children of County employees?

**Response:** No. Priority enrollment will be given to children of County employees; any remaining unfilled enrollment spots thereafter can be offered to the general public. This information is provided in the RFP document, Exhibit A, Scope of Work, Section N, Selection of User-Parent.

8. **Question:** What is the full capacity of the facility in Alhambra?

**Responses:** As noted on the RFP document, Exhibit A, Scope of Work, Section E, Work Description, the facility has an enrollment capacity of 12 infants, 12 toddlers, and 46 preschool children, for a total of up to 70 children.

9. **Question:** Prior to COVID, did the center have a history of maintaining all slots full?

**Response:** Enrollment figures vary quarterly and depending on age group. Prior to the COVID-19 health crisis, enrollment in the Infant and Toddler age groups was intermittently full and prospective enrollees were subject to a waitlist.

10. **Question:** When is this contract expected to start?

**Response:** The new contract is expected to commence in October 2021.

11. **Question:** What is the name of the contractor currently operating the facility?

**Response:** The current contractor is Child Development Consortium of Los Angeles (CDCLA).

12. **Question:** How long has CDCLA been the contractor for this facility?

**Response:** CDCLA has been the contractor since April 2014.

13. **Question:** Have there been any complaints regarding the performance of CDCLA under this contract?

**Response:** The contractor is in good standing with regard to their contractual obligations under the current contract.

14. **Question:** Is there any information publicly available regarding CDCLA's evaluation of past contract performance?

**Response:** No. This information is not publicly available. Please also see response to Question 13.

15. **Question:** Is CDCLA bidding? If no, why not?

**Response:** Public Works does not have any information as to the business plans of private contractors.

16. **Question:** Would Public Works consider providing the conference slides to paraphrase the contract requirements?

**Response:** The conference slides are accessible online at the following link: [https://pw.lacounty.gov/contracts/asd\\_rfp/ProjectDetail.aspx?project\\_id=BRC0000175](https://pw.lacounty.gov/contracts/asd_rfp/ProjectDetail.aspx?project_id=BRC0000175)

17. **Question:** The RFP instructions state that registration with BidExpress needs to be completed by the due date above, which date is this?

**Response:** The proposal submission date is Monday, March 8, 2021, via BidExpress. It should be noted that BidExpress issues a Digital ID to all users, for new registrations this may take a few days to process. Be advised, you must be fully registered complete with a Digital ID from BidExpress in order to upload and submit your proposal documents. Deadlines will not be extended for delays in getting a Digital ID.

18. **Question:** How do you upload documents via BidExpress?

**Response:** Once you have been issued a Digital ID, you can upload your files in response to this solicitation and submit. Please contact BidExpress should you require further assistance.

19. **Question:** Is there a maximum number of pages for the RFP?

**Response:** There is no page limit on the proposal submission in response to this RFP. However, please note BidExpress has a limit of 10 MB per uploaded file, up to 50 files for a maximum capacity of 500 MB total.

20. **Question:** Are there guidelines to format the RFP?

**Response:** Yes. This information is provided in the RFP document, Part I, Section 2, Proposal Preparation and Submission.

21. **Question:** Will Public Works reimburse the contractor for the discounted portion of the tuition rates?

**Response:** No. Public Works is responsible for maintaining the facility, providing for repairs, janitorial services, and all applicable utilities.

22. **Question:** What is the average family size and income at the center?

**Response:** This information is not recorded and not available to Public Works.

23. **Question:** Would Public Works be open to us providing income eligible slots for families?

**Response:** No. As a priority, the contractor must adhere to contract enrollment procedures and fee schedule as defined by Exhibit A, Scope of Work and the Form PW-2, Schedule of Prices, respectively.

24. **Question:** Will we be following Title 5 or Title 22 group sizes?

**Response:** Please see response to Question 1.

25. **Question:** How many rooms for each age group?

**Response:** Please see response to Question 6.

26. **Question:** How many outdoor play yards does the facility have?

**Response:** The facility is equipped with one outdoor play yard for each age group, for a total of three overall.

If you have any questions concerning the above information, please contact Mr. Danny Medina at (626) 458-4080 or [dmedina@pw.lacounty.gov](mailto:dmedina@pw.lacounty.gov) or Ms. Amber Turner at (626) 458-4199 or [aturner@pw.lacounty.gov](mailto:aturner@pw.lacounty.gov), Monday through Thursday, 7 a.m. to 5 p.m.

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Very truly yours,

MARK PESTRELLA  
Director of Public Works

A handwritten signature in black ink, appearing to read "E. Manovitch", with a stylized flourish at the end.

JOSE QUEVEDO  
Assistant Deputy Director  
Business Relations and Contracts Division

DM

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