



Parks & Recreation Department
97 Hillview Avenue
Los Altos, California 94022-3087
Tel: (650) 947-2790
Fax (650) 947-2738

February 8, 2024

**SUBJECT: Request for Proposal – Preschool Age Enrichment Program
Management and Operation**

You are invited to submit proposals to manage and operate a preschool age enrichment program at the Los Altos Community Center and the San Antonio Club as outlined herein and delineated in the enclosed Scope of Services. Proposals are due to the office of the Recreation Supervisor **before 5:00 P.M., Thursday, March 14, 2024.**

PROJECT REQUIREMENTS

The city of Los Altos Parks & Recreation department is soliciting proposals from qualified provider to manage and operate a preschool age enrichment program for the Los Altos community. This includes: procuring all goods, services, and equipment; staffing and training; and delivery of service preschool age participants in the Acorn Room within the new Los Altos Community Center located at 97 Hillview Avenue, Los Altos, CA 94022, and the San Antonio Club located at 647 North San Antonio Road, Los Altos, CA, 94022.

The City will consider proposals from individuals or entities who send a representative to the preproposal meeting, and who meet most of the qualifications outlined in this RFP. The City reserves the right to waive any of its minimum qualifications for a good cause and to award the work based upon the best overall value.

TIME SCHEDULE

A proposed time schedule of the project and each task is defined in the attached SCOPE OF SERVICES. The provider's proposal should include a statement indicating adherence to the proposed schedule or provide a revised schedule in the proposal.

INSURANCE REQUIREMENTS

The provider will be required to maintain insurance coverage as outlined in Attachment F, with the city of Los Altos named as "Additional Insured." The provider shall obtain a city of Los Altos Business License.

PROPOSALS

Please submit an electronic copy and three (3) hard copies of the proposal incorporating all requirements set forth in the RFP with a statement of qualifications for undertaking the proposed services. The electronic copy (i.e. PDF) should be submitted by email to bmatheson@losaltosca.gov.

The City will evaluate each of the provider's qualifications and will conduct interviews with the providers that demonstrate the best qualifications for the proposed services. From this evaluation and the possible interviews, the City will select a provider and negotiate a fee for the services delineated in the RFP. The provider must be ready to execute a standard Agreement for Professional Services (draft version is attached) within ten (10) days of award of the project. The proposal submitted in response to this RFP will be included as part of the Agreement with the selected provider.

If you need assistance or have questions, please call me at (650) 947-2887 or email me at bmatheson@losaltosca.gov.

Sincerely,

Bridget Matheson
Recreation Supervisor

Enclosures:

- (1) RFP
- (2) Provider's Information Form
- (3) Scope of Work/Services
- (4) Sample Contract Agreement
- (5) Sample table, Qualifications of provider relative to City's needs
- (6) References Form
- (7) Los Altos Community Center Site Plan
- (8) Los Altos Community Center Floor Plan
- (9) Acorn Room Layout
- (10) San Antonio Club Layout