REQUEST FOR PROPOSALS

Learning Environment Master Design and Turnkey Implementation Services

Solicitation Information	
RFP Number	OFL26-001
Proposal Due Date	October 9, 2026, by 5:00 p.m. Pacific Time
Submission Method	Email one searchable PDF to Purchasing@optionsforlearning.org

Options for Learning | Corporate Office
2934 E. Garvey Avenue S., West Covina, CA 91791
626-699-8070 | www.OptionsForLearning.org

IMPORTANT: All questions and communications regarding this solicitation must be directed only to Purchasing@optionsforlearning.org. Contact with other OFL employees, Board members, or representatives regarding this RFP may result in disqualification.

PROJECT GENERAL SUMMARY

A. INVITATION TO PROPOSE

Options for Learning (OFL or the Organization) invites qualified firms and prime-led teams to propose an integrated program for the design and phased implementation of master learning environments for infant, toddler, and preschool classrooms and associated outdoor areas across OFL facilities.

OFL seeks a partner with demonstrated expertise in early-childhood learning-environment planning, interior design, furnishings and finishes, procurement, delivery, assembly, installation, and program management. A proposer may provide these capabilities directly or through a clearly identified team of specialty consultants, suppliers, installers, contractors, and licensed professionals.

The selected partner will first develop scalable master design standards and prototype packages for the three age groups. Following OFL approval, implementation will occur through site-specific authorizations over an anticipated three-year period. The goal is not to replicate one room 152 times; it is to establish a cohesive design system that can be adapted to differing classroom sizes, existing conditions, leased locations, licensing requirements, and budgets.

B. PROJECT OBJECTIVES

- Create child-centered, inquiry-driven environments that convey welcome, wonder, joy, belonging, and connection to nature.
- Develop repeatable yet adaptable indoor and outdoor master standards for infant, toddler, and preschool programs.
- Translate the master standards into clear room layouts, finish palettes, furniture/equipment schedules, performance specifications, budget tiers, and implementation playbooks.
- Improve durability, maintainability, accessibility, safety, licensing compliance, staff effectiveness, and lifecycle value.
- Provide reliable delivery, assembly, installation, closeout, and warranty support across multiple sites and phases.

C. PROCUREMENT SCHEDULE

Activity	Date / Time
RFP release	September 8, 2026
Optional site visits	September 21, 2026, 9:00 a.m.-1:00 p.m. by appointment only.
Deadline for written questions	September 22, 2026, 5:00 p.m. PT
OFL responses / addenda	Target: September 29, 2026
Proposals due	October 9, 2026, 5:00 p.m. PT
Bid Interview Notifications, if held	October 29, 2026
Interviews / presentations, if held	November 12, 2026
Notice of intent to award	Target: December 1, 2026
Contract execution / kickoff	Target: January 2027

Dates after the proposal deadline are estimates and may be changed by OFL through written notice or addendum.

D. SUBMISSION INSTRUCTIONS

- Submit one searchable PDF by email to Purchasing@optionsforlearning.org by the deadline above.
- Use the subject line: OFL26-001 - Learning Environment Proposal - [Firm Name].
- The proposal should not exceed 40 pages, excluding cover, table of contents, resumes, required forms, and product/specification appendices.
- Submit questions only to Purchasing@optionsforlearning.org. Oral explanations are not binding; only written addenda issued by OFL modify this RFP.

E. LOCATIONS AND ANTICIPATED PHASING

The program is expected to encompass approximately 152 classrooms at OFL locations throughout the greater San Gabriel Valley and Los Angeles areas, including organization-owned facilities, portable classrooms, and leased spaces. Average classroom size is approximately 960 square feet. Final quantities, sites, and schedules are subject to funding, approvals, site conditions, and OFL priorities.

Implementation period	Planning quantity
Year 1: January–June 2027	32 classrooms
Year 2: July 2027–June 2028	60 classrooms
Year 3: July 2028–June 2029	60 classrooms

Project plans and solicitation documents are available at: https://www.optionsforlearning.org/procurement

Proposers are responsible for reviewing all issued addenda.

F. CONTRACTING AND AWARD APPROACH

OFL anticipates awarding one prime contract or master services agreement; however, OFL reserves the right to make multiple awards, award by service category or phase, negotiate with one or more highest-ranked proposers, or make no award. Any implementation volume is an estimate and is not guaranteed.

The initial authorization is expected to cover discovery, master design, prototype development, and implementation planning. Subsequent classroom or site work will be authorized through written task orders, purchase orders, or amendments defining scope, price, schedule, and acceptance criteria.

EDUCATIONAL AND DESIGN PHILOSOPHY

Options for Learning (OFL) is a nonprofit, community-based child development organization that provides Head Start and state-funded preschool and childcare services throughout Los Angeles County. OFL believes children learn best when they are actively engaged, deeply curious, and empowered to explore.

The desired environments should be child-centered, inclusive, calm, flexible, and developmentally appropriate. They should support purposeful play, inquiry, collaboration, communication, creativity, emotional regulation, staff visibility, and independence. Natural light, natural materials, biophilic elements, indoor-outdoor connections, child-scaled features, and durable, maintainable finishes are encouraged where appropriate.

OFL is inspired by high-quality early-learning environments that use the building and classroom as teaching tools and that balance spaciousness with intimate gathering, play, and reading areas. References are illustrative of the level of thought and integration sought; proposers are expected to develop an original solution tailored to OFL's programs, facilities, community, and budget.

GENERAL SCOPE OF WORK

A. PHASE 1 - DISCOVERY, PROGRAMMING, AND MASTER DESIGN

- Kickoff and stakeholder engagement with OFL educators, program leaders, Facilities, IT, Operations, and Procurement.
  - Review of OFL educational goals, operational needs, licensing requirements, existing plans, representative sites, furniture standards, maintenance practices, and technology needs.
  - Existing-condition assessments of representative classroom and outdoor typologies sufficient to create adaptable master standards.
- Master design concepts for infant, toddler, and preschool environments, including indoor and outdoor components and alternatives for common room/site constraints.
  - Space plans and zoning diagrams; finish, color, lighting, acoustic, storage, millwork, signage, and furniture/equipment concepts; and accessibility and staff-sightline considerations.
  - At least three budget tiers or clearly identified base, alternate, and enhancement packages to support prioritization within available funding.
- Design review workshops and structured incorporation of OFL feedback.
- Development of a comprehensive Master Design Standards Manual documenting approved planning principles, room layouts, finish palettes, furniture standards, equipment specifications, technology integration requirements, outdoor learning environment standards, and accessibility guidelines for consistent implementation across future OFL sites.
- Integration of design strategies that support diverse learners, including accessibility, universal design principles, neurodiversity-informed environments, sensory considerations, flexible learning settings, and inclusive spaces that support children of varying developmental, physical, behavioral, and learning needs.
- Development of family-welcoming design standards that foster engagement, communication, and a sense of belonging, including arrival experiences, family information displays, parent resources, and opportunities for family interaction within the learning environment.
- Design of a standardized OFL Communication Hub for implementation across all sites, serving as a consistent focal point for family communications, program information, student showcases, announcements, community resources, and site-specific messaging.
- Master design concepts that promote seamless indoor-outdoor connections where site conditions permit, fostering play, exploration, curiosity, and experiential learning through visual, physical, and programmatic integration of learning environments.

- Development of age-appropriate school-age (SA) design standards focused on indoor learning environments, including recommended classroom layouts, furniture standards, activity zones, storage solutions, technology integration, and flexible-use spaces that support the developmental needs of school-age children.

B. PHASE 2 – PROTOTYPE AND IMPLEMENTATION STANDARDS

- Develop one or more OFL-approved prototype packages before broad rollout.
- Prepare dimensioned layouts, 3-D visualizations, finish palettes, furniture and equipment schedules, performance specifications, product data, quantities, installation requirements, and alternates.
- Create a design standards manual and site-adaptation rules, including substitutions and discontinued-product process.
- Develop site survey checklists, room data sheets, cost templates, schedules, quality-control requirements, punch-list criteria, closeout documents, and maintenance/warranty guidance.
- Validate selections for durability, cleanability, lead times, child safety, applicable fire ratings, accessibility, licensing, and total cost of ownership.

C. PHASE 3 - SITE-SPECIFIC IMPLEMENTATION

When authorized, the selected partner will adapt the approved standards to specific sites and provide coordinated delivery through occupancy readiness. Services may include:

- Site verification and field measurements.
- Site-specific layouts, selections, cost estimates, schedules, and approval packages.
- Permitting and construction documents when required.
- Furniture, fixtures, equipment, finishes, and material procurement.
- Freight, receiving, staging, delivery, assembly, placement, installation, debris removal, and final cleaning.
- Coordination and management of specialty trades, licensed contractors, inspections, and shutdowns when applicable.
- Quality control, punch-list correction, staff orientation, closeout, warranty administration, and post-occupancy support.

D. OPTIONAL / TASK-ORDER SERVICES

OFL may request pricing for optional services such as painting, flooring, cabinetry, millwork, acoustic treatments, lighting, instructional displays, minor demolition, outdoor learning features, accessibility improvements, or other site improvements. Inclusion in this RFP does not authorize construction. Each task order will identify applicable licensing, permits, prevailing or other wage requirements, insurance, bonding, and site-specific conditions.

DESIGN REQUIREMENTS

A. BASELINE CLASSROOM CONSIDERATIONS

- Activity zones for reading/library/quiet reflection, dramatic play, blocks/construction, math/manipulatives, science/discovery (STEM exploration), art/creative expression, sensory experiences, and writing/literacy, with age-appropriate adaptations and flexibility to support various learning styles and developmental needs. Eating and meal-preparation areas shall be incorporated into classroom planning as required but shall not be considered a dedicated learning zone or center.
- Small communal tables, accessible open storage, teacher storage, display areas, and light meal-preparation support as appropriate.
- Age-specific health, safety, supervision, sanitation, diapering/changing, feeding, rest, mobility, and transition needs.
- Primary and alternate layouts for representative room typologies and constraints.

B. DESIGN CHARACTER AND PERFORMANCE

- Natural or nature-inspired materials and earth-toned palettes, balanced with appropriate color and visual interest. Color palettes may incorporate muted or pastel interpretations of OFL brand colors, such as softened blues, greens, and pinks, to reinforce organizational identity in a subtle, welcoming, and developmentally appropriate manner.
- Rounded edges, child-scaled proportions, inclusive access, clear circulation, and unobstructed staff
- sightlines.
- Flexible, adaptable, repairable, cleanable, durable, and readily replaceable products suited to intensive early-childhood use. Adaptable furnishings should support a range of physical, sensory, and postural needs and be adjustable when appropriate to accommodate individual children. While modular components may be utilized, adaptability should not be limited to interchangeable configurations alone.
- Acoustic comfort, layered lighting, glare control, sensory-friendly features, and quiet retreat areas.
- Biophilic elements and indoor-outdoor connections that are safe, maintainable, and appropriate to each site.
- Avoidance of overly thematic, visually cluttered, fragile, difficult-to-clean, or proprietary solutions that create unreasonable replacement risk.

C. REQUIRED INDOOR AND OUTDOOR AREAS

Indoor learning areas	Outdoor learning areas
Gathering	Movement
Reading	Wheeled play
Library	Sand/water/sensory
Dramatic play	Construction
Blocks/Construction	Nature/STEM
Math/Manipulatives	Gardening
STEM/discovery	Literacy/cozy
Art	Music/movement
Sensory	Dramatic play
Writing literacy	Outdoor art
Care/storage	Gathering/shade
Meal support	

Outdoor concepts should include a base option without a fixed play structure, and an alternate option may incorporate fixed play equipment. Where fixed play structures are included, they should be positioned as one component of the overall outdoor learning environment rather than primary focus, encouraging children to explore and engage with a variety of outdoor learning areas, play experiences, and developmental opportunities.

Design concepts should support a balanced mix of gross motor development, sensory exploration, nature discovery, imaginative play, creative expression, literacy, and gathering spaces. Proposed water features, surfacing, climbing elements, planting, shade structures, and play equipment shall be evaluated for safety, accessibility, supervision, maintenance requirements, water use, durability, permitting, licensing compliance and long-term operational considerations.

D. FEDERAL, STATE, AND LOCAL COMPLIANCE

All indoor and outdoor designs, materials, products, furnishings, equipment, and site improvements shall comply with applicable federal, state, and local laws, codes, regulations, accessibility requirements, licensing standards, and permitting requirements in effect at the time of implementation. Design solutions shall reflect principles of safety, accessibility, universal and inclusive design, supervision, durability, maintainability, and long-term operational effectiveness while supporting the diverse needs of children, families, and staff.

BUDGET AND PRICING

The total budget for this project is approximately $11.5 million, distributed across approximately 150 indoor and outdoor learning spaces and implemented in phases over an estimated three-year period. This budget is provided for planning purposes and reflects the overall program investment rather than a fixed allocation per site. Actual costs may vary based on site-specific conditions, project scope, and selected improvements.

Proposers should clearly state all assumptions and exclusions, provide recommended budget allocations by project component and project phase, and identify opportunities for cost savings, value engineering, or phased implementation. Proposers are also encouraged to include scope-tiering strategies that allow OFL to prioritize improvements while maintaining overall program objectives and budget constraints.

A. REQUIRED PRICE PRESENTATION

- Fixed fee for Phase 1 discovery, programming, master design, and standards development.
- Fixed fee or not-to-exceed basis for prototype development and implementation planning.
- Representative per-classroom pricing by age group and budget tier, with separate indoor and outdoor totals.
- Furniture/equipment schedules with unit price, quantity, extended price, discount, freight, tax, installation, warranty, and lead-time assumptions.
- Rates or markups for project management, design adaptation, site surveys, storage/staging, delivery, installation, construction management, and optional services.
- Proposed annual price-adjustment mechanism after the initial price-validity period, tied where feasible to published indices, manufacturer increases, or documented changes and subject to OFL approval.
- List of allowances, alternates, contingencies, exclusions, minimum order requirements, and assumptions.

B. PRICE AND VOLUME TERMS

Proposal pricing must remain valid for at least 120 days after the due date. Following contract award, proposers shall hold all proposed labor rates, fees, and product pricing firm for a minimum of twelve (12) months from the contract effective date.

Given the anticipated three-year phased implementation, proposers may request price adjustments after the initial fixed-price period. Any requested adjustment must be based on the Consumer Price Index (CPI-U) published by the U.S. Bureau of Labor Statistics, or another mutually agreed-upon index approved by OFL. Price adjustments may be requested no more

than once annually and must be supported by appropriate documentation demonstrating the basis for the increase.

Under no circumstances shall any approved price adjustment exceed 5% annually. OFL reserves the right to negotiate pricing and may reject any requested increase that is not adequately supported or deemed unreasonable.

No price adjustment shall be effective without OFL's prior written approval. OFL reserves the right to benchmark pricing, solicit competitive quotations, or separately procure products, services, or project components if determined to be in the organization's best interest.

DELIVERABLES

Stage	Minimum deliverables
Proposal	Qualifications; team and licensing matrix; relevant projects; project approach; engagement plan; schedule; conceptual design narrative and representative portfolio; pricing; exceptions; required forms.
Master design	Discovery findings; guiding principles; age-group master concepts; room typologies; zoning/layout standards; material and finish direction; furniture/equipment basis; budget tiers; implementation roadmap.
Prototype	Site verification; approved layouts and renderings; product and finish schedules; detailed cost; schedule; implementation plan; acceptance criteria; lessons learned and standards updates.
Site implementation	Site-specific approved package; permits/documents when required; procurement log; delivery/installation; inspections; punch list; warranties; product manuals; as-builts/record documents as applicable; closeout and staff orientation.

PROPOSAL CONTENT AND FORMAT

Organize the proposal in the order below. OFL intentionally does not require proposers to produce complete unpaid classroom designs with the proposal. Conceptual material should demonstrate design thinking without transferring ownership of a proposer's proprietary work before award. Conceptual material should be applicable and relevant to OFL's project needs.

Section	Required response
Executive summary	Understanding OFL's goals, recommended delivery model, and key differentiators.

Section	Required response
Firm and team	Legal name, office locations, years in business, ownership, organizational structure, prime/subconsultant roles, key personnel, availability, and applicable California licenses/certifications.
Relevant experience	Three to five comparable early-learning, education, multi-site, or phased implementation projects. Include client, scope, size, value, completion date, team role, outcomes, and reference contact.
Approach and work plan	Discovery, educator engagement, master design, prototype, cost control, standardization/site adaptation, product selection, procurement, logistics, installation, quality, closeout, and warranty approach.
Design response	Narrative, mood/precedent imagery, and selected portfolio examples showing how the proposer would create calm, child-centered, nature-connected, flexible, inclusive environments. Clearly identify any materials created specifically for this RFP.
Schedule and capacity	Proposed Phase 1/prototype schedule, current workload, staffing, lead-time management, and ability to support phased multi-site delivery.
Pricing proposal	All information required in Budget and Pricing, using clear assumptions and separations.
Risk and value	Top project risks, mitigation strategies, value engineering, lifecycle-cost, sustainability, and supply-continuity recommendations.
Exceptions and conflicts	Exceptions to the RFP or proposed agreement, actual or potential conflicts of interest, litigation or claims material to performance, and any excluded services.
Required forms	Signed proposal, Attachment A, proof of insurance or ability to comply, W-9 upon request, and acknowledgment of addenda.

EVALUATION AND SELECTION

OFL will evaluate responsive proposals using best-value principles. OFL may verify references, request clarifications, conduct interviews or presentations, request a best and final offer, visit completed projects, or negotiate scope and terms. An evaluation committee may consider the following weighted criteria:

Criterion	Weight
Relevant early-learning and comparable project experience	20%
Quality of design approach and alignment with OFL's educational vision	20%
Integrated team, implementation capability, and key personnel	15%
Work plan, schedule, logistics, quality, and risk management	15%
Cost, transparency, value, and lifecycle considerations	20%
References, service model, warranty, and overall responsiveness	10%
Total	100%

OFL may short-list proposers. If OFL requests a substantial project-specific design exercise beyond clarification or presentation of the submitted approach, OFL may define compensation and ownership terms before the exercise begins.

GENERAL TERMS AND CONDITIONS

A. RESERVATION OF RIGHTS

OFL reserves the right to reject any or all proposals; waive informalities or minor irregularities; amend, suspend, cancel, or reissue this RFP; request clarification or additional information; negotiate with one or more proposers; make multiple or partial awards; and award in the organization's best interest. This RFP does not obligate OFL to award a contract or reimburse proposal costs. Proposals must remain valid for 120 days unless otherwise agreed in writing.

B. CONFIDENTIALITY AND PROPRIETARY INFORMATION

Information provided by OFL that is identified as confidential or that reasonably should be understood to be confidential may be used only to prepare a response and perform an awarded agreement. Proposers should clearly mark specific proposal information claimed to be confidential or proprietary; blanket designations are discouraged. OFL will handle records consistent with applicable law, funding requirements, and organizational policy and cannot guarantee that all submitted information will be exempt from disclosure.

C. OWNERSHIP AND USE OF WORK PRODUCT

Pre-existing tools, methodologies, product data, and portfolio materials remain the property of their owner. Ownership and permitted use of project-specific master standards, drawings, specifications, schedules, renderings, data, and other deliverables will be defined in the final agreement. OFL expects sufficient rights to use approved, paid-for master standards across its

facilities, including for maintenance, future procurement, and implementation by OFL or others if the selected partner is unavailable or the agreement ends.

D. INSURANCE, LICENSING, AND SAFETY

The selected partner must maintain insurance appropriate to its authorized services. At minimum, OFL anticipates commercial general liability of $1,000,000 per occurrence and $2,000,000 aggregate and statutory workers' compensation. Automobile, professional liability, umbrella/excess, builders' risk, bonding, or other coverage may be required based on task-order scope. If chosen as a selected partner, bidder agrees to provide any additional insurance listed above as requested by OFL for the length of the project contract. Certificates and endorsements must name Options for Learning as an additional insured where applicable. All regulated design, construction, play-equipment, and trade work must be performed under required licenses, permits, and supervision.

E. EQUAL OPPORTUNITY AND DIVERSITY

Proposers must complete Attachment A and demonstrate nondiscrimination in employment. OFL encourages participation by small, local, minority-, women-, veteran-, disabled-veteran-, and other diverse business enterprises, while selection remains based on the evaluation criteria stated in this RFP.

F. SUBCONTRACTORS AND KEY PERSONNEL

The proposal must identify material subcontractors, suppliers, and consultants and their roles. The selected partner remains responsible for all work. Substitution of key personnel or material team members after award requires OFL's prior written approval.

G. CHANGES AND UNAUTHORIZED COMMITMENTS

No change in scope, price, schedule, product, or team is authorized without a written amendment, task order, purchase order, or change order executed by an authorized OFL representative. OFL is not responsible for goods or services provided without written authorization.

H. INDEMNITY

The final agreement will include indemnification obligations appropriate to the services and risks. Proposers should identify any requested exceptions in their proposal. Nothing in this RFP creates an indemnity obligation before contract execution.

CONTRACT ADMINISTRATION, PAYMENT, AND INVOICING

OFL Procurement, or its designee, will serve as the contractual point of contact. Program and facility representatives may support design review, site access, inspection, and acceptance but may not change contractual terms unless authorized in writing.

- Payment terms are Net 60 from receipt of a correct, undisputed invoice and OFL acceptance of the applicable deliverable, goods, or services.
- Milestone payments may be negotiated for design phases. Deposits, stored-material payments, or advance purchases require specific written approval and appropriate documentation or protections.
- Invoices must be submitted within 30 days after the applicable milestone, delivery, or service period to Billpay@optionsforlearning.com unless the agreement states otherwise.
- Each invoice must include remit address, invoice date and number, OFL purchase order or task-order number, dates of service/delivery, site, itemized description, quantities, unit prices, approved changes, and supporting acceptance or delivery documentation.
- OFL does not provide storage. Any proposer storage, staging, delivery sequencing, and associated cost assumptions must be stated in the proposal and approved before use.

GENERAL INQUIRIES

Direct all solicitation questions and communications to Purchasing@optionsforlearning.org and reference OFL26-001 in the subject line. For administrative assistance only:

Contact	Role / Information
Lucas Serrano	Procurement Coordinator | Luserrano@optionsforlearning.org | 626-753-9055
Christian Cayabyab	Procurement Coordinator | Ccayabyab@optionsforlearning.org | 626-657-8119

ATTACHMENT A

EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY SELF-CERTIFICATION

The respondent certifies that its employment practices do not discriminate against any employee or applicant because of race, color, religion, sex, sexual orientation, gender identity, national origin, or any other status protected by applicable law.

The respondent further certifies that its policies address equal opportunity in recruitment, hiring, promotion, demotion, transfer, compensation, training, layoff, and termination, and that employees and applicants receive appropriate notice of those policies.

Certification	Response
Organization complies with the certification above.	☐ Yes ☐ No
If no, explain gaps and corrective actions:	
Attach equal employment opportunity / diversity policy.	☐ Attached

Authorized signature: _____

Printed Name: _____ Title: _____

Organization: _____ Date: _____

ATTACHMENT B

PROPOSAL SUBMISSION CHECKLIST

- ☐ Proposal signed by an authorized representative
- ☐ Proposal organized in the required order
- ☐ Prime and team roles identified
- ☐ Applicable licenses/certifications identified
- ☐ Three to five comparable projects and references included
- ☐ Phase 1, prototype, representative classroom, and rate/markup pricing included
- ☐ Assumptions, exclusions, and exceptions identified
- ☐ Addenda acknowledged
- ☐ Attachment A completed
- ☐ Insurance compliance confirmed