

# **CITY OF CHICO**



## **REQUEST FOR PROPOSALS**

### **Emergency Non-Congregate Housing Site Services: Laundry, Shower, Food**

**Release Date: January 5, 2022**

**Deadline for Proposals: January 18, 2022 at 5:00 pm**

# REQUEST FOR PROPOSALS – EMERGENCY NON-CONGREGATE HOUSING SITE SERVICES

## Overview

This Request for Proposals (RFP) is being issued by the City of Chico (“City”) to identify qualified and available organizations, agencies or other vendors (“Providers”) to provide certain resources and services for unsheltered persons experiencing homelessness at a specified location.

The City is interested in obtaining proposals from qualified Providers for one or all of the following services to be provided at a 24/7 managed Emergency Non-Congregate Housing Site to be located at 2352 Martin Luther King Jr. Parkway (“Site”):

- **Laundry Services-** Provide complete laundry services for the Site for up to 354 individuals. Services to allow for each resident to have one (1) load of laundry completed per week. Provide laundry soap, bags, bleach, gloves, and cleaning supplies and sanitize laundry machines as necessary. Provider to pickup and drop-off laundry if laundry facilities are located off Site. Provider to be solely responsible for the upkeep and maintenance of laundry facilities.
- **Shower Services-** Provide shower services at the Site for up to 354 people to be able to shower at least once a week. Services to include towels, soap, and onsite personnel to manage showers while in use. Provider will be responsible for sanitizing showers as necessary.
- **Food-** Provide meals for up to 354 individuals, seven (7) days per week. Meals to include a la carte items for breakfast and lunch and a prepared meal for dinner. Provider should also provide plates, napkins and utensils.

## Background

Governments, at various levels, across the country are struggling to address increasing number of unsheltered individuals who are living precariously without stable housing. A variety of factors have contributed to the situation, including, but not limited to a system of inadequacy of available funding, economic factors, lack of affordable housing, lack of mental health services, a rise in substance abuse, the Coronavirus pandemic, and a wide range of other contributing factors.

Beginning in March 2020, COVID-19 response changed the way jurisdictions managed their homeless crises, with acute focus on public health outcomes and preventing widespread infection, disease and mortality from the virus. Relatedly, the Centers for Disease Control set forth guidelines intended to limit infection spread and maintain health connections for persons living in encampments. The CDC’s guidance caused local and state jurisdictions to leave encampments in place, and as a result, some encampments have grown in size, leading to public safety issues, crime, environmental and nuisance conditions. Although the County, in coordination with multiple service organizations, expanded shelter options at the onset of the pandemic through Project Roomkey, there are currently many individuals camping together, within City limits, in unmanaged encampments. The current conditions in some of these camps are dire, with known human waste, discarded hypodermic syringes, trash accumulation, rodent vectors, environmental damage, life safety risks, crime, and substandard living conditions for occupants.

## Funding

1. Funds for this solicitation may become renewable annually, depending on the availability of funds, successful performance of contract obligations, and compliance with City of Chico mandates.
2. All Providers must be willing to comply with grant funding laws and regulations and have the operational capacity to do so. These requirements may include federal record-keeping, reporting and financial requirements and record keeping and data collection that may be required by the City and County.

## PURPOSE AND SCOPE

To address the issues cited above, the Chico City Council has directed staff to evaluate and coordinate the establishment of a managed site to provide unhoused individuals with a location to safely rest and minimize the spread of COVID. After an exhaustive consideration of all City-owned properties and many privately held properties, the City Council authorized use of 2352 Martin Luther King Jr. Parkway for emergency housing to mitigate the impacts of living in conditions not intended for human habitation. In order to meet the needs of individuals that choose to shelter at the site, the City is seeking providers to provide certain services for up to 354 individuals.

## Scope of Services

- Laundry Services- Provide complete laundry services for the Site for up to 354 individuals. Services to allow for each resident to have one (1) load of laundry completed per week. Provide laundry soap, bags, bleach, gloves, and cleaning supplies and sanitize laundry machines as necessary. Provider to pickup and drop-off laundry if laundry facilities are located off Site. Provider to be solely responsible for the upkeep and maintenance of laundry facilities.
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## PROPOSAL CONTENTS and SUBMITTAL REQUIREMENTS

Proposals shall include, but are not limited to, the following information:

1. Transmittal Letter
  - a. Addressed to Ms. Angie Dilg, Management Analyst
  - b. Signed by an officer of the Provider organization. In the case of joint venture or other joint-prime relationship, an officer of each venture partner must sign.
2. Proposed Schedule
  - a. Provide schedule of implementation of services approximately February 16, 2022.

3. Project Approach and Organization
  - a. Provide a summary of the proposed services to be provided. Include proposed staffing structure, proposed service delivery mechanisms and roles of the Provider.
  - b. Describe how one or more of the service elements being requested: food service, laundry service and shower facilities (described above at Required Scope of Service under Scope of Services section), might be provided at the Site.
4. Project Personnel-Statement of Qualifications and Experience for the personnel who will perform services under this proposal.
  - a. Include information on proposed staffing position(s).
  - b. Include the systems in place to manage financial accounting, fiduciary responsibilities, and ensure adequate oversight and management of fiscal systems.
  - c. The Provider and individuals assigned to work at the Site must be in good standing with the Federal government (not debarred), as well as with the City and County.
  - d. Provider must acknowledge if they have been terminated or forfeited unencumbered funds from contracts when working with government agencies (within the past five years).
5. Itemized Budget for Required Scope of Services
  - a. Please provide a detailed program budget inclusive of one-time start-up costs, delineating start-up costs vs. ongoing costs for those elements of the RFP selected by Provider (shower, laundry, food).
  - b. Cost shall be inclusive, i.e., salaries, benefits, overhead, operating costs, services costs, start-up costs, rentals/leases, transportation, etc.
6. Additional Information
  - a. Name, title, address, telephone number, fax number and e-mail address of the individual with authority to sign the agreement and who may be contacted during the period of Proposal evaluation.
  - b. Type of business entity the Provider organization is (e.g. California corporation, partnership, individual doing business as [name]).
  - c. Mailing address(es) for mailing the agreement, correspondence and any future payments.
7. Proprietary Information
  - a. All responses to this RFP become the property of the City. If submitting financial or proprietary information believed to be exempt from Public Records Act disclosure, please label each confidential or proprietary page as such. Although a document may be labeled “confidential” or “proprietary” information may still, at the City’s discretion, be subject to disclosure under the Public Records Act.

## Submittal Requirements

1. Submittal of the Proposal: Proposals shall be submitted electronically to Angie Dilg, Management Analyst, at [cmweb@chicoca.gov](mailto:cmweb@chicoca.gov) **no later than 5:00 p.m. on Tuesday, January 18, 2022.**
2. Proposals must be responsive to the RFP as issued. Any correction and resubmittal of proposals will be done by the Provider and will not extend the deadline for delivering proposals.

## RFP Estimated Timeline:

Release RFP on Public Purchase site	January 5, 2022
RFP responses due	January 18, 2022
Final selection for recommendation	January 25, 2022
Begin providing service (estimate)	February 16, 2022

## PROVIDER SELECTION PROCESS

### Evaluation of Proposals

The following sample of criteria and the points for each criterion, for a total of 100 points, may be used in evaluating and rating the proposals:

1. Relevant Experience (40 points)
  - a. Past, recently completed, or on-going projects working with homeless and formerly homeless people to substantiate experience.
  - b. Past, recently completed, or on-going projects working with local governments to substantiate experience.
  - c. Experience on projects providing services like those described in this RFP.
2. Organization (20 points)
  - a. Current available staff and resources.
  - b. Cost control procedures and appropriate financial internal controls to ensure funds are used as intended by this proposal,
  - c. Financial stability and standing of organization.
3. Cost Effectiveness (40 points)
  - a. Per person total cost.

### Compliance with Terms and Conditions of Contractual Services Agreement

The Consultant will be required to comply with all terms and conditions set forth in the City of Chico Standard Form Contractual Services Agreement. Any exceptions from these terms and conditions must be specified in the proposal and any exception may be a basis to reject the proposal from further consideration.

## General Information

1. The successful Provider selected for these services may be asked to obtain or provide proof of having a current City of Chico Business License Tax Certificate, Tax ID number and obtain a DUNS number (<https://www.dnb.com/duns-number/lookup.html>).
2. The City reserves the right to reject any and all proposals submitted.
3. All responses to the RFP become the property of the City.
4. The RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of the proposal.
5. The City reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFP process.
6. The City reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to obtain further information from any and all Providers and to waive any defects as to form or content of the RFP or any responses by any Provider teams.
7. The City may require a service provider to participate in negotiations and submit technical information or other revisions to the service provider's proposals as may result from negotiations.
8. **Equal Employment Opportunity/Non-Discrimination**  
City's policies promote a working environment free from abusive conduct, discrimination, harassment, and retaliation; and require equal opportunity in employment for all regardless of race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), ancestry, religion, disability (mental and physical), medical condition, sex, gender (including gender identity and gender expression), physical characteristics, marital status, age, sexual orientation, genetic information (including family health history and genetic test results), organizational affiliation, and military or and veteran status, or any other consideration made unlawful by local, State or Federal law. City requires Provider to be in compliance with all applicable Federal and State and local equal employment opportunity acts, laws, and regulations and Provider is responsible for ensuring that effective policies and procedures concerning the prevention of abusive conduct, discrimination, harassment, and retaliation exist in Provider's business organization.
9. The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the City from contracting with a service provider if the service provider or an employee, officer or director of the service providers' firm, or any immediate family of the preceding, or any sub-Provider or Provider of the service provider, is serving as a public official, elected official, employee, board or commission member of the City who will award or influence the awarding of the contract or otherwise participate in the making of the contract. The making of a contract includes actions that are preliminary or preparatory to the selection of a Provider such as, but not limited to, involvement in the

reasoning, planning and/or drafting of solicitations for bids and RFPs, feasibility studies, master plans or preliminary discussions or negotiations.

10. Chico City Municipal Code Section 3.16.070 contains the local purchasing preference policy. All proposals should clearly reflect qualification under this policy, if applicable. Local Business and Locally Owned Business Preference; any preference will be applied on the pricing criteria only.
11. Upon successful award, an agreement will be drafted between the City and Provider.