

## Emergency Non-Congregate Housing Site Questions Submitted 10-22-21

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### **Question Submittal - Organization #1**

#### **Question #1**

Concern: the timeline for planning, bringing on line, and building capacity is short.

- a. Labor is hard to hire for these roles for permanent positions. Temporary would make it very challenging.
- b. A site of this nature will need to be phased in to establish culture, rhythms, and positive safety protocols. 5.5 months may allow a provider to get up to 100 participants. Would this be acceptable outcomes?
- c. Would the city consider extending the timeline and available dollars to allow for full implementation? 12-18 months.

**Answer #1:** In terms of acceptable outcomes, while it is the goal of the City to create a space that can house 354 individuals, it is a reality that the number of individuals who choose to utilize the space may be smaller. While the RFP requires the Respondent to articulate their anticipated outcomes, the City realizes that the respondent cannot be held accountable for filling the 354 beds, due to the fact that those residing at the site will be doing so voluntarily.

Related to timelines and availability of funding, the City currently has \$600,000 allocated for this project through June 30, 2022. As is stated in the RFP, "Additional funding may become available", and "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. Annual funding may increase or decrease depending on availability of funding." RFP-Pg. 2

#### **Question #2**

How will liability be shared between, city, county, and site provider? If the site doesn't reach capacity, desired impact, or meet the court's desired outcome, will the city stand with the provider in sharing responsibility?

**Answer #2:** This will be a City facility operated by a third party: Site Provider. Risk allocation between the City, County and Site Provider will be set forth in the agreements between those entities. Further, the City's operation of its facility via a Site Provider will be subject to government immunities available to the City and to the site provider under the Cal. Government Code. The City, because it is engaged in confidential settlement negotiations related to pending litigation, does not respond to the second question that references "the court's desired outcome". The Emergency Non-Congregate Housing Site that is being developed will provide opportunities for 354 unhoused individuals to obtain temporary housing and will provide certain amenities detailed in the RFP. Per the RFP, the Respondent will be responsible for: "Operation of a 24/7 managed site at 2352 Martin Luther King Jr. Parkway; and Facilitation of co-located coordinated and integrated services focused on enabling an integrated, emergency housing and

resources site to shelter and mitigate the impacts of living in conditions not intended for human habitation; and the establishment and implementation of proposed policies, procedures, participation practices, dismissal from property, and engagement rules” RFP-Pg1. The Respondent will only be responsible for those agreed upon services per their response to the RFP and any subsequent Agreement.

**Question #3:**

When it comes to program oversight, what role/control will the city have, particularly as it relates to mandates from the lawsuit/court ordered compliance?

**Answer #3:** The City will work with the Provider to review and approve any “proposed policies, procedures, participation practices, dismissal from property, and engagement rules”. RFP-Pg 1 The City will follow the orders of the court and all laws. Providers will submit quarterly reports on the use of the site, including number of attendees and their demographic information. Providers will submit monthly reimbursement requests to the City outlining use of funds. The City will maintain an open line of communication with the Provider through the term of the Agreement.

**Question #4:**

As it relates to site layout:

- a. What is the plan for egress and ingress given that the current ingress/egress is off of MLK, very narrow, hard to view due to the mini storage?
- b. What is the plan for parking vehicles including RVs?
- c. How the units are put in place will make a big difference into site management; will the site layout take place after the site program director is chosen?

**Answer #4:** Please see the updated Conceptual Site Plan (October 2021) for information on ingress/egress. There are not currently provisions on the site for vehicles and RVs, although it is understood this is a need in our Community and the City encourages Respondent to suggest ways of utilizing the parking at the site to potentially accommodate some aspect of this need. However, the focus of the site is on sheltering those that are unsheltered. The Site was organized in regard to public safety, and while the City will take into consideration additional configurations for the Site, facilitating public safety access will be the main priority.

**Question #5:**

Questions re. funding levels. We are concerned that the expectation of 24-7 operations, neighbor safety, and site safety for 354 people, that the level of staffing will be inadequate given the budget. Is there the option of phasing in levels of available sheltering, and phasing in capacity and increasing budget? Will the lead provider be able to draw money for planning in advance of opening?

**Answer #5:** The City has \$600,000 in funding to support the operation through June 30, 2022. Additional funding may become available during this time period. Per page 6 of the RFP, Respondent should provide a detailed budget for any phases described in their response to demonstrate what they believe is needed to run the Site. For example, Provider may summarize the operations of the shelter in

50 person increments. Budget projections and staffing needs can be provided based upon serving 50 persons at the site in a 24/7 model. Respondents should also identify other sources of funding that may be used in their proposed budget. Prior to executing an agreement with the selected Provider, the City would negotiate costs and terms of draw down.

**Question #6:**

What outreach has been done with key neighbors: Doug Guillon, Costco, Torres Shelter, NVCSS Valley View Apts., Cal Water, Sierra Nevada Brewery, etc.? Are there future plans for the city to continue work with these neighbors?

**Answer #6:** The City has had communication with surrounding property owners over the past several years regarding the utilization of the City-owned property. Per the RFP, the Provider will be responsible for the outreach and coordination with the community. The City holds interest in two establishments in close proximity to the Site and will remain in communication with all surrounding property owners as needed over the course of the agreement and into the future of the site.

**Question #7:**

The number of toilets are low; will these be increased as more residents come to the site?

**Answer #7:** Per the RFP, three (3) toilets will be provided for every fifty (50) individuals, based on the industry standard. RFP-Pg 2.

**Question #8:**

Can you elaborate on the food service area? Are there tables? A commercial set up for cooking and dish washing? Electricity to provide for maintaining temperatures for food brought to the site?

**Answer #8:** Per the RFP, the City will provide a designated covered common area with picnic tables for food services. Electricity will be provided, and potable water will be available. RFP-Pg 3. The RFP requests the Respondent provide information on how to accomplish the goal of Food Service; this may include meal delivery/service or a common kitchen area, or a combination thereof. RFP-Pg 4

**Question #9:**

Can you make available a full site map? The one on the RFP doesn't show the full site including ingress, egress, parking, etc.

**Answer #9:** Please see updated Conceptual Site Plan, October 2021.

**Question #10:**

For shower services, have there been conversations with Torres Shelter? With OSCIA? Shower trailers are quite expensive if these parties are not in the cue to provide.

**Answer #10:** There will be a designated area for providers to bring portable laundry/showers to the Site. Access for participants to showers/laundry at the Site should be addressed by the Respondent.

Respondent may propose to enter into sub-contract for these services and should include the cost in the proposed budget.

**Question #11:**

Is there an area within the shared office space that would accommodate the safe locked storage of medications for everyone on site?

**Answer #11:** The City is requesting the Provider to provide an office space for their use on site. Additional needed resources should be included in the proposal and attached budget. The Site currently contains an office space designated for County staff to provide services such as case management. While the City evaluates additional office space opportunities, the Provider may utilize an unoccupied Pallet Shelter as a temporary space until such time as the Pallet Shelter is needed for housing.

**Question #12:**

How will participants be invited to the site? Coordinated entry, police referral/mandated, walk-ins?

**Answer #12:** The City desires those experiencing homelessness to be aware of the amenities at the Site and will notify participants through various channels to including a press release, direct referral and coordinated entry.

**Question #13:**

Occupancy limits: is it the assumption of the city that each participant will be required to accept a roommate in order to reach the 354 number? If this is not successful, what is the thinking?

**Answer #13:** The City is making 177 units and 354 beds available for individuals that are seeking temporary shelter. The Respondent will be responsible for determining the occupancy for each unit. The City purchased the shelters. The City's intent isn't to dictate to homeless persons that they share a shelter with another person. The shelters have an option for two beds, which in some cases, may be desired by homeless couples, parents with children, for example.

**Question Submittal - Organization #2**

**Question #1:**

This space needs to accommodate a lot of people, which translates to hundreds of vehicles. Where will the shelter residents and staff be able to park?

**Answer #1:** Per Conceptual Site Plan (October 2021), there will only be limited parking on site for staff.

**Question #2:**

Where on the site map do you anticipate accommodating service delivery, such as case management?

**Answer #2:** The City is requesting the Respondent to provide an office space for their use on the Site. Additional needed resources should be included in the proposal and attached budget. The Site currently contains an office space designated for County staff to provide services such as case management. While the City evaluates additional office space opportunities, the Respondent may utilize an unoccupied Pallet Shelter as a temporary space until such time as the Pallet Shelter is needed for housing. City staff will work with Respondent on appropriate placement on Site for space for service delivery.

**Question #3:**

The proposed funding amount is not enough for what is being asked in the RFP. Is there additional funding available if the \$600,000 is spent before the end of the grant period?

**Answer #3:** Related to timelines and availability of funding, the City currently has \$600,000 allocated for this project through June 30, 2022. As is stated in the RFP, "Additional funding may become available", and "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. Annual funding may increase or decrease depending on availability of funding." RFP-Pg. 2

**Question #4:**

The size of this project is beyond the capacity of our organizations to implement in a short time frame. Would a smaller project, with phased implementation, be considered for the amount of funding needed?

**Answer #4:** Per the RFP, while it is the desire of the City to have a single operator with overall responsibility for the entire site, Respondents may note the total number of pods (approximately 50 shelters per pod) that they are proposing to serve. RFP-Pg. 4. The Provider may also sub-contract for services. Any proposed sub-contract shall be listed in your proposal and included in the budget.

**Question #5:**

The proposed time frame is insufficient for full program development and implementation. (a) Will this project be extended beyond 5.5 months? (b) What do you anticipate will bridge the gap between this program ending and affordable housing coming available?

**Answer #5:** (a) As is noted previously on page 2, 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. Annual funding may increase or decrease depending on availability of funding. (b) This RFP does not address connection to permanent affordable housing. However, the Respondent may choose to offer housing navigation as a service they provide on the site.