

# **Request for Proposal (RFP) to Prepare a Feasibility Study for Site Identification, Planning, Cost Estimates and Implementation to Provide Homeless Temporary Seasonal Shelter Services For Targeted Populations**

**RFP#: 1916**

## **I. Request Summary**

The City of Culver City (City) invites qualified consultants to respond to this RFP for consulting services to prepare a feasibility study (Study) identifying potential sites, planning criteria, cost estimates and implementation measures to provide homeless temporary seasonal shelter services in Culver City. The survey will focus on use of temporary structures (tensile structure) for seasonal use. The Study will include identification of potential shelter site(s), site planning standards and implementation requirements to serve up to 50 homeless and will include related mapping, site plans, cost estimates and planning standards to implement the seasonal shelter program. The City proposes to work with surrounding cities on a seasonal homeless shelter program that would operate from November through March every other year to address homelessness on a regional basis. On off-years, the tensile structure(s) cover will be removed and the land repurposed for general public use.

## **II. Introduction**

### **A. Community Profile**

Culver City is approximately five square miles in area and has a residential population of approximately 40,000 and a daytime population of approximately 60,000. In partnership with the Los Angeles Homeless Services Authority (LAHSA), a census of the homeless is conducted annually (See Note #2). The City has Geographic Information Systems (GIS) mapping capability which may be used to provide background information. All detailed mapping and documentation must be prepared by the consultant using their own resources.

## **B. Submittal Information**

The City's designated staff will evaluate proposals received. During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit proposals, or allow clarifications, corrections of errors, or omissions. Any and all changes in the RFP will be made by written addendum, which shall be issued by the City to all prospective proposers who have registered for the RFP via the City's website.

The City reserves the right to retain all proposals submitted. Submission of a proposal indicates the Proposer's acceptance of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the Proposer selected.

The preparation of the proposal will be at the total expense of the Proposer. There is no expressed or implied obligation for the City to reimburse responding Proposers for any expense incurred in the preparation of proposals in response to this RFP. All proposals submitted to the City shall become properties of the City and will not be returned. If any information in your proposal is confidential and/or proprietary, please further submit a separate, redacted copy for servicing public records requests.

The City reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City. Any proposer may withdraw his proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless the City receives notification by email to Tevis Barnes, Housing Programs Administrator ([tevis.barnes@culvercity.org](mailto:tevis.barnes@culvercity.org)) Proposals may later be referred to the City Council for appropriate action.

## **C. Proposal Due Date**

**All proposals are due no later than Monday, October 29, 2018 at 3:00 p.m. Late submissions will not be accepted.**

All proposals are due not later than 3:00 p.m. on Monday, October 29, 2018, at which time they will be opened at the City Clerk's Desk on the First Floor of City Hall. Late submissions will not be accepted. To be considered, proposers must send one (1) color original, one (1) USB flash drive with a searchable PDF copy of the proposal in its entirety and three (3) hard copies of their proposal in a sealed envelope with the name of the company submitting the proposal and the title of "RFP #1916 – Feasibility

Study for Site Identification, Planning and Implementation Services for Homeless Seasonal Shelter(s).

Services” to:

**City of Culver City  
City Clerk  
9770 Culver Blvd.  
Culver City, CA 90232**

**For a complete list of the City’s RFP submittal terms and conditions, legal statements, and insurance requirements, please refer to the exhibits attached hereto.**

#### **D. RFP Questions**

Questions regarding this RFP should be directed by e-mail to Tevis Barnes, at [tevisbarnes@culvercity.org](mailto:tevisbarnes@culvercity.org) by Tuesday, October 9, 2018 by 3 p.m. All firms [registered](#) for the RFP will receive responses to all questions and any addenda that may be released, via e-mail, by Monday, October 15, 2018 by 3 p.m.

#### **E. Schedule**

The City plans to adhere to the implementation of this RFP process as follows; however, it may be subject to change:

Issue RFP:	Thursday, September 27, 2018
Deadline for questions:	Tuesday, , October 9, , 2018, 3 p.m.
Response to questions:	Monday, October 15, 2018, 3 p.m.
Proposals due:	Monday, October 29, 2018, 3 p.m.
Consultant Interviews:	Week of November 5, 2018
Selection:	Tuesday, November 13, 2018
Notice to proceed:	Thursday, November 15, 2018

## **II. Scope of Services**

The City intends to obtain the services of a qualified consulting team to provide the services. The Study will be divided into two parts as fully described below. Part 1 will include establishing project management and communications protocols, completion of citywide survey mapping of potential seasonal shelter sites and summary of findings in a memorandum and related public presentation(s). Part II will include all project documentation and the production of the final feasibility study. Completion of Part II will be contingent upon whether there are a sufficient number of suitable sites identified in Part I to carry out the remainder of the project.

## **A. Project Scope – Part 1**

### **1. Project management and coordination**

Manage project and coordination activities, including coordination of sub consultants, if any, and administrative tasks. Establish project management and communication protocols and attend not less than (2) two meetings with staff and provide up to (2) public outreach meetings in Part I of the Study.

### **2. Citywide survey and mapping of potential seasonal shelter site selection**

Prepare a citywide survey with mapping of potential publically owned sites ( local, state and federal) or other potential sites as may be recommended that could potentially accommodate seasonal homeless shelters based upon program parameters. Prepare a related list and tabulation of all potential homeless shelter sites indicating site area, existing land use, sewer, water and electric utility service availability, street or driveway access, grade and adjacent sensitive receptors. Site selection criteria should reflect the need to accommodate tensile structure(s), sleeping/dormitory space, counseling and recreation/lounging areas, portable bathrooms and sink and shower facilities; food preparation/distribution area, security and supportive service area and dining area to meet the Study goals.

## **Part II**

### **1. Draft Operations and Maintenance Plan**

Draft an Operations and Maintenance Plan to address the seasonal shelter program. The Operations and Maintenance Plan should include working with local social service agencies to provide support services, methods to repurpose the City owned property for temporary use, seasonal set up and take down of tensile structure(s) and related facilities, intra-city program coordination measures, implementation schedule, transportation of occupants (pick-up/drop-off schedule and location, and other requirements for program administration (See Note #3).

### **2. Prepare implementation schedule**

Prepare a detailed schedule indicating the project phases, tasks and timing to complete the Study and identify team members involved in each project phase.

### **3. Prepare cost estimate**

Prepare a preliminary cost estimate to implement the program reflecting site preparation, installation and take down of tensile structure(s) and related facilities, utilities, administration, transportation costs associated with the pick-up and drop-off of shelter participants, operational costs and coordination costs with social service delivery agencies.

#### **4. Prepare Feasibility Study Report**

Summarize survey findings in a report that addresses all of the above to implement a homeless seasonal shelter program. Prepare a summary matrix of potential sites surveyed, the total that are recommended as potential seasonal shelter sites, the costs to redevelop the sites with required improvements, operational and maintenance costs, administrative costs, site ranking, design guidelines and other requirements for program administration and implementation. In addition, the consultant will be required to recommend other administrative tasks the City should consider to meet the Study objectives. The site survey mapping must be supplied in a digital format consistent with the City's GIS system requirements and in hardcopy for City use and to be made available for public access.

#### **5. Hearings and meetings**

Attendance at meetings will be required. Proposals should reflect time required to prepare for and attend hearings, meetings including but not limited to:

Provide up to four (4) public presentations to include the following:

- Up to two (2) public outreach presentations explaining the specific sites identified and related program operations. Information should be geared for general audiences. The City will secure a venue and be responsible for public outreach/notice prior to the event
- Up to (2) two City Council presentations of the draft study findings
- Be available by phone and email to City staff to answer questions and coordinate information with regard to the Study.

### **B. Major Deliverables**

This RFP assumes that all deliverables will be submitted in electronic format to the City. 10 hardcopies will also be required and should be accounted for in the proposal.

## **IV. Proposal Outline to be Submitted**

The proposal shall be organized and submitted with the following elements:

### **A. Cover page**

### **B. Table of contents**

### **C. Proposal summary**

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to this project, any subconsultants and a brief history of their background and experience, and any other information called for by this RFP which the proposer deems relevant, including restating any exceptions to this request for proposals. This summary should be brief and concise, and should apprise the reader of the basic services offered, experience, and qualifications of the proposer, staff, and subconsultants.

### **D. Attachments**

Any attachments submitted with proposals should be attached here.

### **E. Proposer and general information**

Provide the proposer's name and address.

Provide a letter of transmittal, signed by an individual authorized to bind the respondent, stating that the respondent has read and will comply with all terms and conditions of the RFP.

Provide general information about the primary contact who will be able to answer questions about the proposal; include a name, title, telephone number and email address.

### **F. Firm qualifications and experience**

Describe lead firm and subconsultants' history and organizational structure.

Include the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.

What is the primary business of the parent company and/or affiliates?

Which office(s) of the organization will have primary responsibility for managing this account? List the members of your team who will be responsible for providing the services and for ongoing support.

What is the firm's experience conducting the services requested? Describe comparable projects performed by your firm in the last five years, including the number of projects, scope of service, and status of projects.

Comment on other areas that may make the firm different from its competitors.

### **G. Team member qualifications and experience**

Describe the qualifications of staff proposed for the assignment, position(s) in the lead firm and subconsultants, and types and amount of equivalent experience.

Be sure to include any municipal agencies they have worked with in the past three years and their level of involvement. A description of how overall supervision will be provided should be included.

Identify and provide the resume(s) of the personnel who will be assigned to this project.

### **H. Questions/Response to Scope of Services**

Each proposer shall include a detailed scope of work and understanding of the process to undertake such projects and complete it in compliance with all applicable rules, regulations, standards and requirements. The scope of work shall indicate the tasks/actions the firm(s) expect the City to take.

Describe the methods by which the proposer will fulfill the services requested in the scope of work and subsequent sections.

Provide a statement of the service(s) that differentiate the proposal from other respondents.

### **I. Proposed fees/budget**

Each proposer shall submit a single copy of a fee proposal in a separately marked, sealed envelope. The fee proposal shall indicate the expected total fee for the work described in the services proposal. The total fee shall be itemized by task, including firm(s) staff time and hourly rates, and other direct costs such as printing and travel. The fee proposal shall be signed by an individual authorized to bind the firm(s). Provide fees for the proposed services. Fee quotes should be detailed by service. Outline billing requirements, timing and method of payment. The maximum award shall not exceed \$90,000. This includes a 10% contingency.

### **J. References**

List the name, address and telephone number of references from at least three recent similar projects. Include a brief description of the work provided for each reference. California municipal or county projects are preferred. You may offer more than three recent similar projects if desired. The references should include the start date of the project and the date of completion for each project.

### **K. Implementation schedule**

Include a detailed implementation schedule with an estimated project start date of November 12, 2018. The schedule should note key project milestones, critical path items that are dependent on the City taking action, and timelines for deliverables. Identify any assumptions used in developing the schedule.

#### **L. Certificate(s) of insurance.**

The City will require the successful proposer to provide Certificates of Insurance evidencing required coverage types and the minimum limits. See the attached City Draft Standard Agreement for more information on the City's insurance requirements.

#### **M. Business tax certificate**

The proposing organization does not require a Culver City business tax certificate to respond to this RFP. However, the successful proposer will be required to acquire a Culver City business tax certificate during the contracting process and to maintain an active certificate throughout the contract period.

#### **N. Standard City Professional Services Agreement**

The City will require the successful Proposer to execute a professional services agreement with the City. Please review the attached draft agreement and identify any questions or areas of concern in your response to the City. Any/all requests for changes to the agreement must be included with the responsive proposal.

### **VI. Evaluation of Proposals**

Proposals will be evaluated by City staff to assess the proposer's ability to provide services that meet the requirements of the project as described in this document. The City may request that one, several, or all proposer(s) submit a presentation, meet for interviews, or participate in a practical exercise or assessment. The adequacy, depth, and clarity of each proposal will influence, to a considerable degree, its evaluation.

During the review process, the City reserves the right to request additional information or clarification from proposers, or allow clarifications, corrections of errors, or correction of omissions. The City further reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with the City's requirements.

The City reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, and to accept the proposal which it deems best suited to serve the City's interest.

### **VII. Notes**

- 1. Targeted Populations to be Served**
  - a. Families with dependent minors**
  - b. Single Males**
  - c. Single Females**



#### **d. Couples/Domestic Partners**

### **2. Culver City 2018 Point in Time Homeless Census**

#### **INDIVIDUALS ONLY:**

Individual (Adults over 18)	43
Unaccompanied Youth Males under 18)	0
Unaccompanied Youth (Females under 18)	0
Unaccompanied Youth (Gender Unknown)	0

**TOTAL 43**

**FAMILIES ONLY: 3**

**TOTAL 3**

#### **VEHICLES, TENTS, AND MAKE-SHIFT SHELTERS ONLY:**

# OF CARS	26
# OF VANS	10
# OF CAMPERS/RV's	27
# OF TENTS	2
# OF MAKE-SHIFT SHELTERS	10
<b>TOTAL</b>	<b>75</b>

**SHELTERED 42** (Upward Bound House Family Shelter)  
**UNSHELTERED 118**

### **3. Operations (Minimum Requirements)**

- a. **Staffing (Administration/On-Site Management/Staffing/Volunteers)**
- b. **Level of Service Delivery (Case Management Services, Supportive Services, Service Referrals, Health Referrals, Substance Abuse Counseling, Mental Health Referrals)**
- c. **Population Serve (Families with Dependent Minors/Single Females/Single Males/Couples and Domestic Partners)**
- d. **House Rules/Code of Conduct (Only allowed 2 bags of personal belongs, no carts, no cars, no bikes, not visable intoxicated, no drug or alcohol use on permises, no weapons, fighting and aggression towards staff and other occupants, no storage of personal belongs)**
- e. **Meal Distribution and Storage**

- f. **Mobile Medical Services (Mobile Health and Dental Clinic)**
- g. **Showering Facility and Schedule**
- h. **Mobile Laundry Service and Schedule**
- i. **Pet Policy**
- j. **Handicap Assessability**
- k. **Transportation to and from Facility with Pick-up and Drop-off Locations and Times**
- l. **Hours of Operation (6pm – 6am)**
- m. **Shelter Infrastructure (Heating, Lighting, Utilities)**
- n. **Security (24 Hour Security Office/Increase Police Patrol)**

## **VIII. Attachments**

### **1. List of City Properties**

## **SUPPLEMENTAL TERMS AND CONDITIONS AND LEGAL STATEMENTS**

### **SUPPLEMENTAL TERMS AND CONDITIONS**

- I. Submission of a proposal shall be deemed a binding offer to enter into a contract with the City. Any proposed modifications to the agreement shall be signed by the successful Proposer and returned, together with the certificate of insurance required pursuant to said Section of the Agreement within ten (10) days after the Notice of Award.
- II. All Proposers shall be presumed to understand all of the terms, conditions and requirements of the agreement as stated in the specifications and to be thoroughly familiar with the project.
- III. The selected Proposer shall be required to obtain all applicable Culver City permits and business licenses. The Business Licensing Division may be reached at (310) 253-5888. The cost of these items shall be included in the total proposal price.
- IV. Any proposal may be withdrawn prior to the RFP opening time provided that the request is in writing and signed by the authorized representative. The withdrawal of a proposal shall not prejudice the right of the Proposer to file a new proposal to the time and date set for the opening of proposals. No proposal received after the time fixed for the RFP opening will be considered.

- V. Subsequent to the RFP opening, a Proposer shall be relieved of a proposal due to mistakes only if the Proposer can establish to the satisfaction of the City that all of the following circumstances exist:
- a. A mistake was made;
  - b. The Proposer gave the City written notice within five (5) days after the opening of the proposals of the mistake; specifying in the notice, in detail, how the mistake occurred;
  - c. The mistake made the proposal materially different than the Proposer intended it to be;
  - d. The mistake was made filling out the proposal and not due to error in judgment or to carelessness in reviewing the scope of service or specifications as stated in the RFP.
- VI. The City reserves the right to seek supplemental information from any proposer at any time between the dates of proposal submission and the RFP award. Such information will be limited to clarification or amplification of questions asked in the original proposal. Any proposer may be subject to personal interview and inspection of their business premises prior to award.
- VII. The City reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of proposal or all items of proposal if deemed in the best interest of the City. In addition, the City reserves the right to do any, or all, of the following:
- a. Reject any or all proposals or make no award;
  - b. Issue subsequent RFP;
  - c. Cancel the RFP;
  - d. Remedy technical errors in the request for proposals;
  - e. Modify any requirements contained within the RFP and request revised submittals from Proposers determined to be within the competitive range;
  - f. Award a contract to one or more Proposers;
  - g. Accept the written proposal as an offer, without negotiation and issue a notice to proceed, if applicable.

- VIII. The City reserves the right to contract with any of the organizations responding to this RFP based solely upon its judgment of the qualifications and capabilities of that organization.
- IX. All materials submitted regarding this RFP become the property of the City. Responses may be reviewed by any person at RFP opening time and thereafter. The City has the right to use any or all collection ideas presented in reply to this request, subject to the limitations outlined in Proprietary Information below. Disqualification of a proposer does not eliminate this right.
- a. *Proprietary Information* – Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable City Procurement Regulations and the California Public Records Act.
- X. The City is not liable for any cost incurred by proposer prior to issuance of an agreement, contract, or purchase order.

### **LEGAL STATEMENTS**

All proposers must meet the following contractual and legal requirements in order to enter into a contractual agreement with the City:

#### **I. PROHIBITED INTERESTS**

- a. Contractor warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than a bonafide employee working solely for Contractor, any fee, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For violation of this warranty, the City shall have the right to annul this contract without liability;
- b. Contractor agrees that, for the term of this Contract no member, officer, or employee of the City, or of a local public body during his/her employment for one (1) year thereafter, shall have any interest, direct or indirect, in this contract, or to any benefit arising thereof ;
- c. The employment by Contractor of personnel on the City's payroll will not be permitted in the execution of this contract, even though such employment

may be outside of the employee's regular working hours or on Saturdays, holidays, or vacation time; further, the employment by the Contractor of personnel who have been on the City's payroll within one (1) year prior to the date of contract award, where such employment is caused by and/or dependent upon Contractor securing this or related contract with the City, is also prohibited.

## II. ANTI-LOBBYING PROVISION

- a. During the period between proposal submission date and the contract award, proposers, including their agents and representatives, shall not directly discuss or promote their proposal with any member of the City of Culver City City Council or City staff except in the course of City-Sponsored inquiries, briefings, interviews, or presentations, unless requested by the City;
- b. This provision is not meant to preclude offerors from discussing other matters with City Council members or City staff. This policy is intended to create a level playing field for all potential offerors, assure that contract decisions are made in public, and to protect the integrity of the RFP / Bid Evaluation process. Violation of this provision may result in rejection of the offeror's proposal.

- ## III. PROTECTION OF RESIDENT WORKERS: Protection of Resident Workers: The City of Culver City actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.