



APRIL 14, 2021
Revised

REQUEST FOR PROPOSALS
FOR
YEAR-ROUND HOMELESS SHELTER AND OPERATOR

Revisions to Consultant Selection Schedule

PROPOSAL DUE:
Friday, April 30, 2021
4:00 PM

City of Oceanside
Neighborhood Services – HOUSING DIVISION
300 North Coast Highway
Oceanside, CA, 92054
(760) 435-3360
housingmain@oceansideca.org



REQUEST FOR PROPOSALS
Year-round homeless shelter and operator

SYNOPSIS

The City of Oceanside is requesting proposals for an experienced homeless shelter operator to operate up to a 50-bed **low barrier** homeless shelter to help individuals or families experiencing homelessness or that are living in conditions not suitable for habitation. The proposed homeless shelter is intended to provide year-round services.

The ideal proposal is expected to identify and secure a facility to operate the shelter within the boundaries of the City of Oceanside including evidence of how the identified location is the most suitable location for the proposed operational plan. Applicants interested in identifying a City-owned property, please contact housingmain@oceansideca.org. In addition to the location, the ideal proposal will provide a recommended population for service based on the highest need for shelter services among the Oceanside homeless population. Proposals may recommend serving multiple populations. The bidder should be familiar with Oceanside's zoning ordinance related to transitional housing and shelters. Article 4 of the Zoning Ordinance has the following definitions:

Transitional Housing. Buildings configured as rental housing developments but operated under program requirements that call for the termination of assistance and recirculation of assisted units to other eligible program recipients at some predetermined future point in time, which shall be no less than six months and no more than 24 months from initial occupancy. Transitional housing offers either on or off-site access to social services, counseling, and other programs to assist formerly homeless residents in the transition to permanent housing. This classification does not include facilities licensed for residential care by the State of California or homeless shelters.

Emergency Shelter. Housing with minimal supportive services for homeless persons that is limited to occupancy of 120 days or less in a 365-day period. No individual or household may be denied emergency shelter because of an inability to pay. Such accommodations may include basic supportive services such as food, shower and restroom facilities, laundry room, storage areas, and limited administrative or intake offices.

The City of Oceanside is committed to providing a secure environment where homeless individuals and families are able to focus on healing and preparing for self-sufficiency. The City intends for the shelter to have day services to allow participants to remain on-site throughout the day. The City of Oceanside is also committed to clean and safe public and private areas as well as the highest standards of public services and policies that will lead to a high standard of community life for residents and business owners. The operator is expected to operate in a manner that does not impact the surrounding area and implementation of procedures to prevent loitering in the vicinity. The City's goal is to maintain an open, honest, and responsive city government to help achieve these goals with a shelter operator, local businesses and residents. The resulting homeless shelter shall help individuals experiencing homelessness develop a pathway towards permanent housing, income, healthcare, and stability through continued care services.



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The City of Oceanside participates in the San Diego Alliance for Regional Solutions and is dedicated to collaboratively leveraging services and funding for efficient and effective solutions that demonstrate a direct benefit to the City of Oceanside.

BACKGROUND

The City has two operating shelters within the City boundaries for special populations; the Women's Resource Center has 28 beds for victims of domestic violence and the YMCA has 4 beds for transition age youth. Operation Hope in Vista reports that approximately 25% of its 45-bed shelter for families with children and single women are occupied by Oceanside residents (pre-COVID). Bread of Life previously operated a 50-bed winter shelter however this has not operated since winter in 2019.

The City has a total of 32 shelter beds and approximately 242 unsheltered persons per the 2020 Point-in-Time count. The City Council wishes to do more to assist its most vulnerable population through the opening of a new homeless shelter. The expectation is that compliant persons experiencing homelessness will remain in the emergency shelter program until they are able to identify appropriate permanent housing or additional services needed. The shelter will be referral-only based facility with managed and controlled access, in and out. Clients in the shelter shall not be a threat to themselves or others, not a sexual offender, nor have open felony warrants.

This new shelter must be in a building within the City of Oceanside boundaries and shall have a minimum capacity of 35 beds and a maximum capacity of 50 beds. The shelter will serve persons experiencing homelessness with a City of Oceanside connection primarily and must be up and running within 1-year from contract award.

SCOPE OF SERVICES

The City of Oceanside is seeking an experienced professional Service Provider to secure a facility and run its proposed shelter. ~~The shelter will be a 35-50 bed homeless shelter that will assist individuals who are experiencing homelessness mainly focused on women, seniors, couples, and children and may include pets.~~ The shelter will be a 35-50 bed homeless shelter that will assist persons experiencing homelessness with a focus on one or more populations to include women, men, seniors, children, couples and may include pets. The Service Provider is responsible for securing the facility and coordinating the necessary City entitlements and environmental clearance in accordance with the California environmental Quality Act (CEQA). The Service Provider shall be responsible for all new construction or tenant improvements, including preparing architectural, structural, and engineering drawings, obtaining building and utility permits from the City, constructing the physical improvements, and ongoing building maintenance.

As noted below, proposers should include in their response a funding plan outlining the estimated cost of acquiring or leasing the proposed facility, the cost of constructing all improvements necessary for the property and building to accommodate the shelter use, and the source of funds for on-going operations. In particular, proposers should note in



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their funding plan if the City is proposed to be a funding partner, and, if so, to what extent and for which components of the project. If funds through the current associated Notice of Funding Available (NOFA) are sought, identify which funding is requested for the shelter, the amount, and for which component of the project/program. The shelter will be open 24/7 and will operate 365 days a year and provide access to a wide range of programs and supportive services. The program shall provide safe shelter, basic needs, and navigation services to move clients out of homelessness and into permanent housing opportunities.

BI-ANNUAL REPORT

The City expects the Service Provider to submit a bi-annual report on its scope of services, findings, and budget to be presented in a written report. The findings should include recommendations on current services offered and future services recommended to the homeless population in Oceanside as well as specific physical upgrades that could be considered as future capital projects.

STATEMENT OF QUALIFICATIONS

Proposals will only be considered from organizations which meet the following prerequisites:

- Be a qualified private or public nonprofit organization currently engaged in providing homeless services and successfully managing homeless service centers.
- Have a minimum of three consecutive years of successfully managing and operating homeless programs and delivering relevant services of a similar type and scope as described in the Scope of Services and Exhibit B- Sample Center Management, Operations and Public Safety Plan.
- Have not filed for bankruptcy under any business name over the past five (5) years.
- Have the current organizational experience and staff capacity to undertake a new Homeless Service Center Program.
- If applicable, Contractor and/or its key personnel, shall hold an appropriate license for the Company's discipline and the Services prior to signing any contract for the operation of the City of Oceanside shelter.
- If applicable, Contractor shall have registered with the Department of Industrial Relations and any other required organizations.
- The Contractor and associated service providers shall be able to perform all the requirements as outlined in Exhibit A-Scope of Work.
- Ability to own or lease a suitable facility, preferably in a location that complies with the City's zoning, and coordinate the necessary tenant improvements to operate the shelter.



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SUBMITTAL CONTENT

To respond to this request for proposal, the City of Oceanside asks for a proposed scope of work, identification of primary contact for purposes of the proposal review process, identification of key personnel and partnering agencies (if applicable), a three-year (3) pro-forma and detailed budget, and schedule for operating shelter within 1-year of contract award. One (1) original UNBOUND and one electronic version in PDF format on flash drive of the proposal contents, must be received by the City of Oceanside **no later than Friday, April 30, 2021, at 4:00 pm**. Proposals shall be delivered to: The City of Oceanside City Clerk at the Counter located at 300 N. Coast Highway, 2nd Floor City Hall North building, Oceanside, CA 92054. The City Clerk's regular business hours are Monday through Thursday 8:00 am to 5:00 pm and every Friday 8:00 am to 4:00 pm. Submit the proposal in a sealed envelope, marked with the name of the proposer and the words "Oceanside Transitional Emergency Shelter RFP".

It is requested responses to this RFP not regurgitate the information contained herein but rather that the responses expand and elaborate on the information requested and how the Scope of Work will be implemented. It is further requested responses demonstrate an in-depth understanding of the requested services.

Contents of the responsive proposal shall include (**all Font shall be Arial 12 point**):

1. Cover Letter – **3 pages maximum**
 - a. Include a statement regarding City Insurance Requirements.
 - b. Include any exceptions to the RFP or contained language or the attached Professional Services Agreement template.
 - c. Include a statement that the Proposal's terms are valid for the duration of the project.
 - d. Include a statement the Proposal is valid for 180 calendar days.
 - e. Include any exclusions or exceptions to the RFP.
 - f. Signed by those with authority to contractually enter into a written agreement between the service provider(s) and the City.
2. Service Provider Profile – **2 pages maximum**
 - a. Include a service provider description; outline the services to be performed.
 - b. Note the location of the main office, branch offices, and the number of years the service provider has provided similar services.
3. Proposed Scope of Services – **20 pages maximum**
 - a. Proposed Services, Deliverables and Method of Delivery as delineated in Scope of Work -Attachment A. Provide a comprehensive plan to address the requirements of this RFP. Include cost effectiveness and innovation



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- within this area. Also include any exclusions to the services which will not be performed and why.
- b. Project Manager (single point of contact for the service provider) providing a one paragraph explanation why the PM was selected.
 - c. Key Personnel and Qualifications of team who will be providing the analysis along with a list of similar projects completed by the team members and for which clients the projects were completed. Include subconsultants here as needed.
4. Project schedule – **1 page maximum**
- a. Provide a preliminary schedule outlining the Needs tasks to complete the Project and bring a shelter to open doors.
 - b. The Final Schedule may be negotiated along with final costs.
5. References – **3 pages maximum**
- a. Provide at least three (3); must include the City of Oceanside or neighboring North San Diego County agencies if applicable. If the service provider has not worked in Oceanside, or North San Diego County, please provide the closest relevant references as possible.
 - b. Must be current within the last five (5) years
 - c. Provide the current Contact Name, Title, telephone number, email, and how long the service provider has worked with the current individual. Contact information which is outdated or incorrect may be cause for the proposal to be dropped from further consideration.
 - d. Describe the services to be provided.
 - e. Note any issues with meeting deadlines or contract requirements.
6. Cost and Three-Year Pro-forma:
- a. As part of the review criteria, the cost and associated funding sources/requests will be evaluated as part of the ranking process. The Proposer shall provide a separate header within the proposal for total cost to stand up and operate the shelter as proposed and provide a cost breakdown of work (e.g. hourly rates, facility, materials, and equipment) and included the costs for any partners in a similar manner as shown in Attachment A.
7. Appendices
- a. Provide a copy of one annual report from recent similar services.
 - b. Resumes of Project Manager and Key Personnel.
 - c. Supplemental Information.

The most successful Service Provider will be required to enter into a contractual agreement with the City, inclusive of insurance and indemnification requirements with the City in accordance with the Professional Services Agreement (Attachment C). The actual duration will be specified by the executed agreement.



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The City is not responsible for costs associated with the preparation of the proposals; there is no express or implied obligation for the City to reimburse Proposer for any expenses incurred in preparing or submitting an RFP and Proposal. The City reserves the right to accept or reject any and all proposals. The City reserves the right to request additional information about any or all proposals that in the City's opinion is necessary to assure that the Proposer's competence, organization, experience, partners, and financial resources are adequate to perform the Services.

All data, documents and other materials submitted in response to this RFP remain the property of the City. City reserves the right to retain all RFPs and proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP and the appendices hereto, unless clearly and specifically noted in the proposal and confirmed in the contract between the City and the selected service provider.

Materials submitted by Proposer are subject to public inspection under the California Public Records Act (Government Code Section 6250 et seq.), unless otherwise exempt. Any proprietary or confidential information should be noted as such and included in a separate section header along with a request to not release said items to the Public.

PROPOSAL EVALUATION CRITERIA AND SELECTION PROCESS

Submitted proposals will be reviewed based upon the following criteria:

- Completeness and accuracy of the completed proposal forms, and requested narratives.
- Applicant has demonstrated organization's experience to serve persons experiencing homelessness and to manage an emergency shelter program.
- Demonstrated experience in providing services and operating a shelter program of the highest standard.
- Staffing approach to include methodology, client/staff ratio, required certifications, and shelter maintenance experience.
- Shelter delivery schedule/timeline from date of proposal to opening.
- Plan for funding the lease/purchase of the facility, construction of all required improvements, and shelter operations including how funds can be best leveraged in a potential public/private partnership.
- Applications will be scored based on the following:

[Point Scale on Next Page]



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1	Organizational experience, Readiness, and Program Description	10 Points
2	General Program Overview	12 Points
3.1	Level and Types of Services	15 Points
3.2	Service Partners	10 Points
4	Client Selection and Service Delivery	15 Points
5	Participation in Coordinated Entry & Performance Measures (Objectives and Outcomes)	10 Points
6	Annual Operating Budget	10 Points
7	Connection to and Knowledge of the Local Community	8 Points
8	Site Location and Readiness of Facility and proposed plan for funding the construction and operation of the facility	10 Points
	Total Points Possible	100 Points

The City of Oceanside appreciates your response. Please e-mail the project team at shelterproject@oceansideca.org with questions you may have. Responses to questions received will be posted on the City’s website. **No questions will be accepted after 5:00 pm March 18, 2021**; the last answer set will be posted to the City’s website by 4:00 pm March 26, 2021.

The proceedings of the selection committee are confidential. Members of the Selection Committee are not to be contacted by the consultants. **Do not contact the City Manager’s Office for direction, advice or information.**

Digital copies of the RFP are available for viewing and downloading on the City of Oceanside Website at www.ci.oceanside.ca.us.

ANTICIPATED CONSULTANT SELECTION SCHEDULE

- Questions Due to City March 18, 2021 5:00 pm
- Responses to Questions posted March 26, 2021 4:00 pm
- RFP/Proposal Due April ~~16~~ **30**, 2021 4:00 pm
- Top Rated Consultant Interviews (if needed) ~~April 26-28~~ **May 10**, 2021
- Selection/Negotiation with Top Ranked Proposer ~~May 3-12~~ **May 12-21**, 2021
- Council Recommendation to award contract June 16, 2021



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CONTRACT PROVISIONS

The service provider must have insurance in the following amounts at all times during this Contract which insurance shall be primary and non-contributory to any issuance of the City; but only for claims arising solely from the service provider's provisions of services hereunder:

1. Insurance.
 - a. The SERVICE PROVIDER shall secure and maintain at its own cost, for all operations, the following insurance coverage, unless reduced by the City Attorney:
 - (1) General liability insurance. Occurrence basis with minimum limits of \$2,000,000 each occurrence, \$4,000,000 General Aggregate for bodily injury and property damage; and
 - (2) Automobile liability insurance of \$2,000,000 combined single-limit per accident for bodily injury and property damage, unless waived by the City Attorney; and
 - (3) Workers' compensation and employer's liability insurance as required by the California Labor Code, as amended, or certificate of sole proprietorship; and
 - (4) Errors and Omissions professional liability insurance with minimum coverage of \$2,000,000.
 - b. Each insurance policy required above must be acceptable to the City Attorney.
 - (1) Each policy must provide for written notice within no more than thirty (30) days if cancellation or termination of the policy occurs. Insurance coverage must be provided by an A.M. Best's A- rated, class V carrier or better, admitted in California, or if non-admitted, a company that is not on the Department of Insurance list of unacceptable carriers.
 - (2) All non-admitted carriers will be required to provide a service of suit endorsement in addition to the additional insured endorsement.
 - (3) Both the General Liability and the Automobile Liability policies must name the CITY specifically as an additional insured under the policy on a separate endorsement page. The CITY includes its officials, employees, and volunteers. The endorsement must be ISO Form CG 20 10 11 85 edition or its equivalent for General Liability endorsements and CA 20 01 for Automobile Liability endorsements.
 - (4) The General Liability policy must be primary and noncontributory and any insurance maintained by CITY is excess, CG 20 01 edition.
 - (5) The policies must contain a Waiver of Subrogation endorsement, CG 24 04 05 09 edition.
 2. The proposer agrees to furnish a specimen certificates of insurance for all policies as part of the RFP, and that approved insurance documents will be on file no later than fifteen (15) days after contract approval, or the City may immediately terminate the contract.
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ATTACHMENTS

Attachment A – Scope of Work

Attachment B – Certification

Attachment C - City of Oceanside Professional Services Agreement

Phase II Beachfront Improvement Project Feasibility Study