

# *City of Eureka*



## **REQUEST FOR PROPOSALS**

**FOR**

## ***HOMELESS RELATED SERVICES***

Submission Deadline **April 22, 2016**

## LOCATION

Located on California's North Coast, Eureka is the westernmost city of the contiguous United States and largest coastal City in California north of San Francisco. As the largest city in Humboldt County and the County seat, Eureka is also the economic and government center of the North Coast Region. Eureka is located on Humboldt Bay which is the only deep-water port on California's North Coast and the most important port between San Francisco and Portland. The combined population of Eureka and surrounding communities (the Greater Eureka Area) is approximately 50,000, making Eureka the second largest urban area in the north part of the state, Redding being the largest.

## BACKGROUND

On March 18, 2016, the Eureka City Council established a deadline of May 2, 2016, to remove all encampments in violation of Eureka Municipal Code 93.02. It was determined that the elimination of camping in the vicinity of the Waterfront Trail construction was necessary due to public safety, environmental concerns and for the health and welfare of those camping illegally in the area. In addition to the May 2, encampment vacation, the City Council also determined that the City would release a RFP, for the purpose of determining if there was interest in the community either from a non-profit organization, religious institution or other interested parties to provide a temporary-not greater than six months sanctioned camping facility within the City limits. Currently, approximately 180 individuals live within the confines of the waterfront open space-roughly from behind Bayshore Mall to within 150 yards of the south side of the foot of Del Norte Street. Other homeless individuals live in more scattered sites on typically public property near the Samoa Bridge, and on property adjacent to the City. Temporary homeless camps and shelters are not part of the City's strategic plan for reducing homelessness; however the City recognizes that rapid re-housing and permanent supportive housing will not meet all housing needs in the immediate short term. As a partial solution, St. Vincent DePaul will provide overnight shelter accommodations for up to 35 people for a period of six months.

The Eureka City Council and the Humboldt County Board of Supervisors convened a joint meeting to receive a report regarding the "County of Humboldt and City of Eureka Homeless Strategy and Implementation Plan-Phase 1." Any interested party in submitting a proposal regarding this RFP may download and read this plan, which can be found on the City's website. On February 16th, the Eureka City Council and the Humboldt County Board of Supervisors each independently adopted a resolution in support of a Housing First approach to homelessness proposed by the report. The Housing First approach emphasizes that for each individual

homeless person with whom government entities interact, all resources should be dedicated to ending that person's homelessness instead of managing that person's homelessness. Permanent housing is the only solution to ending homelessness. Following the unanimous direction from City Council, the City of Eureka is dedicated to the goals and objectives of the Homeless Strategic Plan and the City is diligently working towards its implementation.

One of the primary challenges that the City faces in implementing the plan is the fact that a large majority of the City's homeless population is currently concentrated in a sensitive habitat area that is slated for trail construction in the summer of 2016. The planned construction activities include the demolition of large remnant buildings and will therefore necessitate that the existing homeless population be evacuated from the construction site. This creates a serious challenge for the City to implement the rapid rehousing plan. The City does not want to deviate from the housing first approach, but the City also recognizes the fact the homeless population in the sensitive habitat areas slated for construction must vacate the area.

### **SCOPE OF WORK**

The City is seeking the services of an organization to develop and implement a strategy for the relocation of the homeless population in the sensitive habitat areas that have been unable to locate shelter or housing to another site for a maximum period of six (6) months. This shelter may take the form of a building(s), or land that can be utilized for tiny houses or tents.

Interested parties must provide the following in the proposal:

- **Detailed Project Description**
  - Site(s)
  - Ownership or Interest in the Site(s)
  - Description of Existing and Proposed Infrastructure
  - Operations Plan (including daily/weekly schedules)
  - Staffing Plan
  - Security and Safety Plan
  - Long-term Schedule
- **Detailed Budget**
  - Budget shall be detailed and specific
  - Budget shall include funding sources and expenses
  - If applicable, budget should include all volunteer staffing associated with the proposal
  - Budget shall not include City matching funds or any funding provided by the City
- **Insurance and Indemnity**
  - Proof of Liability Insurance
  - Proof of ability to indemnify the City
  - Execution of a Hold Harmless/Release in favor of the City

## GENERAL CONDITIONS

1. **Public Information:** All submittals and information submitted to the City of Eureka (City) shall become public record upon their delivery to the City.
2. **RFQ Addenda:** The City reserves the right to amend, alter, or revoke this RFP in any manner at any time. At the City's sole discretion, modifications, clarifications, or additions will be distributed as an addendum to all known proposers. Any submittal to the City will acknowledge receipt of the Addenda.
3. **Submittal Preparation Costs:** All costs incurred in the preparation and presentation of a submittal shall be wholly absorbed by the proposer.
4. **Withdrawal of Submittal:** Any proposer may withdraw his/her submittal, either personally or by written request, at any time prior to the scheduled closing time for the receipt of submittals. Such requests shall be directed to the City of Eureka.
5. **Selection Procedures:** Submittals will be subject to the City's selection procedures for Professional Consultants. Accordingly, final selection will be based upon overall capability to perform services.
6. **Right to Reject Submittals:** The City reserves the right to reject any and all submittals, to waive any non-material irregularities or information in any submittal, and to accept or reject any combination of items.

The objective is to execute an agreement with the selected firm within fourteen (14) days after notification of selection, unless the time of execution has been extended for good cause at the sole discretion of the City. Failure of the selected firm to meet contract submission requirements (e.g. insurance) or failure to timely execute an agreement may result, at the sole discretion of the City, in a decision to select from the remaining proposers or to call for new request for proposals.

## SUBMITTAL FORMAT

The Statement of Qualifications shall include the following:

1. **A cover or transmittal letter:** The letter is to be signed by a member of the organization who has the authority to offer, negotiate, and execute contracts on behalf of the firm. The cover letter must acknowledge receipt of any and all addenda, if any were issued.

2. **Project Understanding:** This section will outline the organization's basic understanding of the project. It should identify key issues known or expected, and those key issues which will be addressed during the project. Organization shall provide any insights, innovative ideas, or recommendations, which will characterize the work to be performed and describe how Organization will perform its work.
3. **Scope of Work:** Organization will describe the work plan it intends to use to complete its work. Recommendations which demonstrate a clear benefit or advantage to the City may receive favorable consideration.
4. **Responsible Personnel:** List the proposed team including, but not limited to, Principal-in-Charge, Project Manager (Team Leader), and those key staff members who will be assigned and directly involved in the project and their qualifications.
5. **Project Management:** Describe how the project will be planned, executed, monitored, and managed. Provide a project schedule which identifies all major tasks listed in the Scope of Work. Provide a recommended schedule to perform the work. The City desires that the work be completed within six (6) months after an agreement is reached.
6. **Budget:** Proposer shall provide a detailed budget. No City funds or resources may be included as part of the proposed budget.
7. **Related Experience:** Provide experience, capabilities, and qualifications for similar projects upon which team members have worked and/or completed during no more than the last 10 years.

## ESTIMATED PROJECT SCHEDULE

The schedule for this project is tentatively proposed as follows:

Q & A Conference Call with City Staff (call City for info).....April 1, 2016

Deadline to Receive Proposals by City ..... April 22, 2016

City Approval of Selected Consultant ..... May 3, 2016

The schedule noted above represents only an estimate.

## SUBMITTAL CRITERIA

1. Sealed submittals for the Project are to be mailed to:

Greg L. Sparks, City Manager  
City of Eureka  
531 K Street  
Eureka, CA 95501

2. RFP submittals must be received by the City of Eureka prior to 4:00 PM, Friday, April 22, 2016.
3. Mailing envelope is to be clearly marked on the outside with the following notation:

**“Homeless Related Services to be opened not before  
4:00 PM on April 22, 2016”**

Submittals will not be considered unless the submittal contains a cover letter signed by a member of the organization having the authority to negotiate and execute contracts on behalf of the organization. The cover letter must also acknowledge receipt of any and all addenda that may have been issued.

4. The original, unbound RFP submittal is to be provided. Facsimile or electronic copies will not be accepted.

Pages of the submittal shall be typed and double-sided with the maximum number of pages of submittal information, including Appendixes and Attachments, limited to 10 (10) pages, excepting the cover sheet, title sheets index sheet, blank pages, and table of contents. Questions or comments on this process may be directed to:

Greg L. Sparks, City Manager  
(707) 441-4140 or [gsparks@ci.eureka.ca.gov](mailto:gsparks@ci.eureka.ca.gov)

*THE CITY OF EUREKA RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN A SUBMITTAL, IF DEEMED IN THE BEST INTEREST OF THE CITY OF EUREKA. THE CITY OF EUREKA RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMITTALS.*

*FINAL SELECTION IS SUBJECT TO REVIEW AND APPROVAL BY THE CITY OF EUREKA AND IS CONTINGENT UPON NEGOTIATING A SUCCESSFUL AGREEMENT.*

## **EVALUATION CRITERIA**

The Review and Selection Committee (Committee) will be led by the members of the City of Eureka staff. The Committee will evaluate the submittals and, if it chooses, may schedule oral interviews to determine which Organization(s) is/are best qualified to perform the work. The Committee may require additional information prior to the Committee's recommendations. Once the City Council has agreed to the Committee's recommendation, the City staff will proceed with negotiation of the contract to prepare documents for contract execution. The City reserves the right to enter into discussions and to negotiate with multiple organizations to perform the work.

Ranking of the Organizations' qualifications will be based upon, but not limited to, the following:

1. Understanding of the Project
2. Experience with Similar Types of Work
3. Experience and Qualifications of the Project Manager
4. Experience and Qualifications of the Project Team
5. Demonstrated Ability to Complete Projects On Time and Within Budget

## **ATTACHMENTS**

Exhibit A City Standard Insurance Requirements(Requirements may vary depending upon the nature of the submittal.)

## EXHIBIT A

### CITY STANDARD INSURANCE REQUIREMENTS

**INSURANCE REQUIREMENTS** - Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, or employees.

#### Minimum Scope of Insurance

Coverage shall be at least as broad as:

- A. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
- B. Insurance Services Office form number CA 0001 (Ed 1/87) covering Automobile Liability, code 1 (any auto).
- C. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. **A waiver of subrogation is required.**
- D. Errors and Omissions liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

#### Minimum Limits of Insurance

Consultant shall maintain limits no less than:

- A. General Liability: \$5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- B. Automobile Liability: \$5,000,000 per accident for bodily injury and property damage.
- C. Workers' Compensation: Coverage can be provided either on an endorsement or through State Comp. **A waiver of subrogation is required.**
- D. Errors and Omissions Liability: \$5,000,000 per occurrence for Design or Construction and \$250,000 for Non-Design or Construction.

(Consultant to initial, if applicable)

### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

### Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- A. The City, its officers, officials, employees are to be covered as insured as respects: liability to the extent caused by the negligent operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
- B. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

### Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the city.

### Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the City or on other than the City's forms provided those endorsements conform to City's requirements. All certificates and endorsements are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.