

## NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

### **Homelessness Plan Consultant**

in strict accordance with the Specifications on file in the office of the SAN FERNANDO RECREATION AND COMMUNITY SERVICES DEPARTMENT, 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <http://www.ci.san-fernando.ca.us/overview/pr-rfp-rfq.shtml>.

One original and one electronic copy of the proposal must be submitted to the RECREATION AND COMMUNITY SERVICES DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, no later than **5:30 p.m. on Thursday, April 29, 2021**. In lieu of providing an original copy, proposals will also be accepted via email and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: \_\_\_\_\_  
Julia Fritz, City Clerk

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# **REQUEST FOR PROPOSALS**



**The Recreation and Community Services Department is requesting proposals**

**For:**

**HOMELESSNESS PLAN CONSULTANT**

**RELEASE DATE: March 25, 2021**

**RESPONSE DUE: April 29, 2021**

## **GENERAL INFORMATION**

The City of San Fernando services a population of approximately 25,000 within a 2.5 square mile area. Most San Fernando residences have the capacity to access many of the public services the City offers. However, there is a vulnerable group of people experiencing homelessness (PEH) that have little or no access to such resources.

In 2016, the City recorded 24 homeless individuals, and in the subsequent years, the PEH count steadily grew to an all-time high of 43 PEH in 2019. Although only 23 PEH were recorded in 2020, the City follows the larger regional trend of PEH throughout Los Angeles County. The demographics of the City's PEH population are summarized in the 2019 and 2020 Greater Los Angeles Homeless Count report (Exhibits 2 & 3). Despite the additional regional outreach and resources offered the PEH issue persists. Hence, the City of San Fernando wishes to contract with an experienced and qualified firm to provide a comprehensive plan to prevent and combat Homelessness.

On November 12, 2019, the Los Angeles County Board Supervisors unanimously approved the Innovation Framework that would allocate funds to local governments to support activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. Cities receiving such funds shall develop a plan to address homelessness in their respective cities, in collaboration with the County and its contractors. The City of San Fernando received \$21,247 in funding from the Innovation Fund to develop a Homelessness Plan.

## **BACKGROUND**

The City of San Fernando, incorporated in 1911, is governed by a City Council/City Manager form of government with seven departments, consisting of the Administration, City Clerk, Community Development, Finance, Police, Public Works, and Recreation and Community Services Departments. The City employs approximately 111 full-time employees from a total Adopted Budget for the fiscal year 2020-2021 of \$49.5 million, which includes a General Fund budget of \$19.9 million. The City is a cost-conscious provider of outstanding public services to its citizens and local businesses. The City actively pursues grants to enhance the public services offered to its citizens and local businesses. The Recreation and Community Services Department is currently administering the Innovation Grant funds.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified firms that can demonstrate knowledge and expertise in developing a plan to prevent and combat homelessness in the city. The proposed consultant shall incorporate strategies founded in Los Angeles County's Homelessness Initiatives and the Los Angeles County Board of Supervisors approved action plan to combat a crisis of homelessness. The report may be found at <http://homeless.lacounty.gov/wp-content/uploads/2017/01/HI-Report-Approved2.pdf>.

## INSTRUCTIONS TO SUBMITTING FIRMS

### A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and has become familiar with the services required under this RFP and that it is capable of delivering quality services to the City in a creative, cost-effective & service-oriented manner.

### B. Questions/Clarifications

Please direct any questions regarding this RFP to Mr. Venegas, via e-mail at [ivenegas@sfcity.org](mailto:ivenegas@sfcity.org). Questions must be submitted by 4:30 p.m. on **Monday, April 19, 2021**. All questions received before the deadline will be collected and responses will be emailed by **Thursday, April 22, 2021**.

### C. Submission of Bid Proposals

Bid proposals may be submitted by mail, email, or in-person to City Hall, 117 Macneil Street, San Fernando, California, 91340, must be received no later than **5:30 P.M. on Thursday, April 29, 2021**, (postmarks will not be accepted), and proposals must be marked "Homelessness Plan Consultant" c/o City Clerk. Proposals submitted through email are acceptable and must be addressed to the City Clerk at [cityclerk@sfcity.org](mailto:cityclerk@sfcity.org) and copied to Julian Venegas at [ivenegas@sfcity.org](mailto:ivenegas@sfcity.org). The subject line of the email shall read, "City of San Fernando RFP – Homelessness Plan Consultant" All proposals received after 5:30 P.M. on Thursday, April 29, 2021, will not be accepted.

### D. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the submission due date by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

### E. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;
- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;

- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

**F. Contract Type**

It is anticipated that a standard form professional services agreement contract will be signed subsequent to City Council review and approval of the recommended firm.

**G. Collusion**

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

## **SCOPE OF SERVICE**

The consultant shall provide professional consulting services to the City of San Fernando for the development, preparation, and delivery of a Homelessness Plan. The City's objective is to design a framework document that clearly outlines a holistic strategy to address the housing challenges and provides prescriptive services. The City envisions this planning document to assist in obtaining grant funding to help the City decrease homelessness through prevention and by transitioning homeless persons into permanent housing and providing life-skills to prevent them from relapsing back into homelessness.

Key issues to address in the City's Homelessness Plan include, but are not limited to:

1. Why the City is working to develop and implement the Homelessness Plan.
2. Goals of the Plan and how progress on those goals will be measured.
3. Actions that the City plans to take, including any policy changes.
4. The County Homeless Initiative Strategies that the City may adopt to collaborate and align its efforts with the County of Los Angeles.
5. Actions that the City plans to take on those Homeless Initiative Strategies where it wishes to collaborate.
6. City resources that may be utilized in the implementation of the Plan.
7. City staff who will lead and be involved in the implementation of the Plan.
8. Cognizant of the needs of a diverse (people of color) PEH population.
9. Health services accessibility such as Pop-up clinics for vaccinations, vision, dental, etc.

10. Coordination with vital partners, stakeholders, and neighboring communities for the development of the City's Homelessness Plan. The initial recommended potential collaborators are listed in the table, entitled "Planned Partners for City Homelessness Planning Efforts" (Exhibit 1).

The scope of work to be performed by the consultant for the development of the City's Homelessness Plan is as follows:

- Work with staff to coordinate stakeholder meetings and address the above key issues to be included in the Plan.
- Assist City staff with strategies and performance measures that may be realistically achieved and are readily measurable.
- Facilitate multiple meetings with stakeholders, the public and elected officials.
- Document and organize all meeting notes.
- Attend and give presentations at Commission and City Council meetings.
- Draft Homelessness Plan using the template provided by the County of Los Angeles.
- Edit Plan as requested by City staff.
- Produce a final Plan that is acceptable to the San Fernando City Council and that can be incorporated into the County of Los Angeles Homelessness Initiative Action Plan.

The consultant will attend and facilitate, at minimum, the following meetings:

- Pre-development meeting with the City's Homelessness Task Force, which includes staff from the Police, Public Works, Recreation and Community Services, and Community Development Departments.
- Five individual interviews of elected officials concerning their homelessness concerns and proposed solutions.
- A minimum of three stakeholder meetings involving homeless service providers, community organizations, churches, City officials, County Departments, and others identified by City staff.
- One meeting open to the public at large conducted by the Homelessness Taskforce.
- One City Council Study Session and up to two regular City Council meetings.
- One wrap-up meeting with the Homelessness Task Force Team.

All meetings will be held virtually via the Zoom platform, or at a location within the City of San Fernando if permissible.

## **PROPOSED TERM OF CONTRACT**

The City expects the Plan to be completed within one-year of executing an Agreement with the selected firm.

## SCHEDULE FOR SELECTION

RFP issued notice posted on City website ( <a href="http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois">http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois</a> )	March 25, 2021
Deadline for Submittal of Questions:	April 19, 2021
Response to Questions:	April 22, 2021
RFP Submission Deadline	April 29, 2021
Staff Review for proposals	May 6, 2021
Approval of consultant & contract execution	May 13, 2021

## METHOD OF SELECTION AND NOTICES

The Homelessness Taskforce Committee consisting of City staff will review and evaluate the information provided in the submitted proposals based on the following criteria:

- |  |     |
|--|-----|
| • Completeness and Comprehensiveness.  | 20% |
| • Responsiveness to City's issues.   | 20% |
| • Experience of the firm providing similar services to other municipalities. | 20% |
| • Quality of proposed staff.   | 20% |
| • Cost effectiveness.  | 20% |

## INFORMATION TO BE SUBMITTED

Prospective Firms may submit a hard copy via mail or in person or may submit it electronically via email pursuant to the "Submission of Bid Proposals" section above. If a firm submits a hard copy, a digital copy of the proposal must be included with the submission, preferably on a USB hard drive. Proposals must include the following information:

1. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people identified in the Proposal and how to contact them.

2. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, the organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuits and the outcome of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

3. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the Firm's adherence to the schedule and budget for each project.

4. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the City's objectives, work requirements, and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

5. Include a *Project Staffing* Section

In this section, discuss how the Firm would propose to staff this project. The firm's key project team members shall be identified by name, specific responsibilities on the project, and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the Recreation and Community Services Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

6. Include a *Proposal Costs Sheet and Rates* Section

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.



## Planned Partners for City Homelessness Planning Efforts

City Departments	City Council City Manager Community Development Department of Recreation and Community Services Public Works Public Safety San Fernando Police Department
Other Public Agencies	LAC Flood Control, County Public Library
Council of Governments	San Fernando Valley Council of Governments
Coordinated Entry System Lead Homeless Service Provider(s)	Los Angeles Family Housing Corporation
Other homeless service providers	Los Angeles Homeless Services Authority (LAHSA), LACDMH, LACDPH, Veterans Affairs, Volunteers of America Los Angeles (VOALA)
Community-based providers (other non-profits providing non-homeless related services)	Salvation Army, Chrysalis, Hope of the Valley, North East Valley Health Corporation, San Fernando Valley Rescue Mission
Homeless Coalitions	San Fernando Valley and Santa Clarita Valley Homeless Coalition
The business sector and corporate partners (i.e. Chamber of Commerce)	San Fernando Chamber of Commerce, Business Watch, SF Mall Association
Faith-based organizations (i.e. churches, temples, synagogues)	First United Methodist Church of San Fernando, LaRocha Church
Affordable & Supportive Housing Developers	LA Housing Partnership, Aszkenazy Development, San Fernando Recovery Center
Apartment Associations /Landlords /Property Managers	Aszkenazy Development, and other landlords willing to participate
Neighborhood Associations	Neighborhood Watch
Healthcare Sector (i.e. Hospitals and clinics)	LACPH, LACDMH, San Fernando Community Health Center
Educational Sector (i.e. Schools, Universities and Districts)	LAUSD, PUC Schools



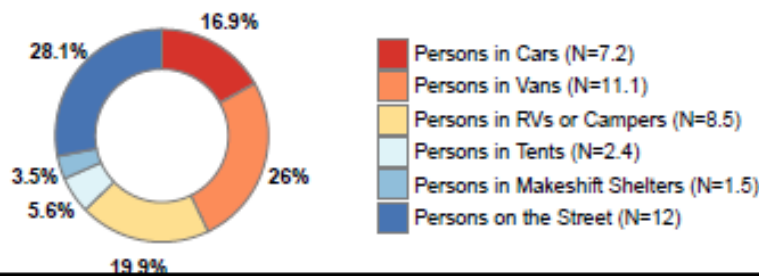
## Greater Los Angeles 2019 Homeless Count Results:

### San Fernando

Estimated total number of persons experiencing homelessness during the PIT Count:

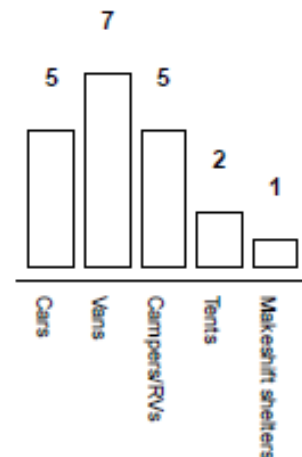
**43 people (100% Unsheltered, 0% in shelters)**

Of the 43 people unsheltered on the night of the PIT Count,



There were zero people recorded in shelters on the night of the PIT Count.

Vehicles and dwellings counted

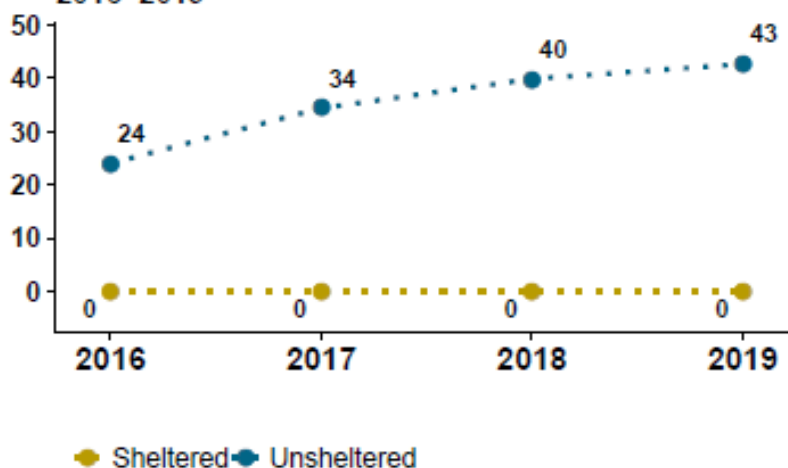


**Note:** Some data are excluded from totals, specifically unsheltered unaccompanied minors (under 18 years old), unsheltered transitional age youth (18 – 24 years old), persons in domestic violence shelters, and persons receiving motel vouchers.

**Unsheltered:** The total number of people experiencing homelessness who slept on the street or in a dwelling not meant for human habitation was estimated for each dwelling type (car, van, camper/RV, tent, or makeshift shelter) and at the SPA-level for individual and for family households. 3,873 demographic survey interviews were conducted with persons experiencing unsheltered homelessness from December 2018 to March 2019 to describe the population's demographics and approximate the number of people in each dwelling.

**In shelter:** The total number of people experiencing homelessness who slept in an emergency shelter, transitional housing, or safe haven program was reported to LAHSA by each provider and assigned to a census tract.

Sheltered and Unsheltered population PIT estimates 2016–2019



The city and community level data was refined based on community requests so that the data are more precisely mapped to the political boundaries of cities, and the historical data was amended accordingly.

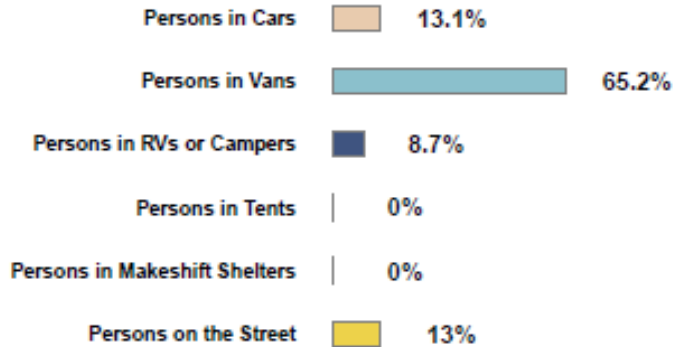


## Greater Los Angeles 2020 Homeless Count Results:

### San Fernando

Estimated total persons experiencing homelessness in the end of January 2020:  
**23 people (100% Unsheltered, 0% in shelters)**

#### Of the 23 unsheltered people,



**Note:** Interviews were conducted with persons experiencing unsheltered homelessness from December 2019 to March 2020 to approximate the number of persons in each dwelling.

**Note:** Data on unsheltered unaccompanied minors (under 18 years old), unsheltered transitional age youth (18-24 years old), persons in domestic violence shelters, and persons receiving motel vouchers is unavailable at the community level.

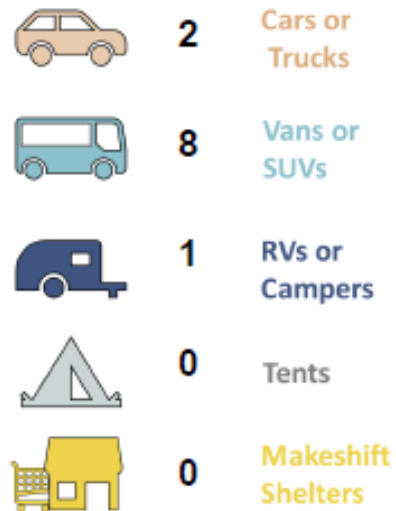
**There were no sheltered people on the night of the Homeless Count.**

### Census Tract Map of San Fernando



**Note:** The city and community jurisdictions were informed by political boundaries and community input.  
 Map tile by Stamen Design, under CC BY 3.0. Data by OpenStreetMap, under ODbL.

#### DWELLINGS COUNTED\*



\*LAHSA applies a multiplier to the Dwellings Counted on the nights of the count. The multiplier is based on SPA demographic survey data. More information can be found at <https://www.lahsa.org/homeless-count/>