



REQUEST FOR PROPOSALS FOR
SAFE PARKING PILOT PROGRAM
OPERATOR

Date Released: December 20, 2021

Proposals Due by 11:00 a.m. PST on Thursday, January 13, 2022.

**City of Arcata
736 F Street, Arcata, CA 95521**

GENERAL INFORMATION

The need and purpose of this Request for Proposals (RFP) is to contract with a qualified service provider to design and operate a pilot Safe Parking Program in Arcata, California. The City of Arcata is facing a growing population of people who are sleeping in vehicles on local roads and parking lots. On any given night, an estimated 300 households could be counted as having no safe place to sleep in Arcata. In response, Arcata's City Council has prioritized the establishment of a Safe Parking Program that can serve up to 30 households at a time who are currently sleeping in vehicles throughout the city.

The goals of the Program are to:

1. Provide a fully-staffed and safe location for 24-hour parking for people sleeping in their cars;
2. Provide basic necessities and service referrals to all participants;
3. Work with willing participants to address their current crisis of homelessness and to obtain financial and housing stability;
4. Reduce the negative impacts of car camping on Arcata neighborhoods and on people sleeping in their cars;
5. Provide a safe and low-impact place for police, city employees, and community members to refer people who are parking illegally elsewhere;
6. Provide participants access to Humboldt's Coordinated Entry System registration.

Upon selection of a service provider, the City would like to move quickly into launching the Safe Parking program.

RFP CONTENT

I.	PROPOSAL SUBMISSION PROCESS	3
II.	TENTATIVE SELECTION SCHEDULE	3
III.	SAFE PARKING PROGRAM SCOPE OF SERVICES	4
IV.	BUDGET	4
V.	PROPOSAL REQUIREMENTS (<i>see Appendix A</i>)	5
VI.	PROPOSAL EVALUATION PROCESS	5
VII.	GENERAL REQUIREMENTS NAD AUTHOIRTY OF THE CITY	6
VIII.	PROPOSAL FOMAT REQUIREMENTS	Appendix A
IX.	SAMPLE CONTRACT	Appendix B

I. PROPOSAL SUBMISSION PROCESS

Proposals must be received no later than **11:00 a.m. PST, Thursday, January 13, 2022**.

One (1) complete copy of the proposal shall be submitted in electronic format (PDF, Microsoft Word document, etc.) using one of the following two methods:

- 1) Proposals may be submitted on either a USB drive or a compact disc within a sealed envelope labeled **“Safe Park Program Proposal,”** delivered to:

*City of Arcata
Attn: City Manager’s Office
736 F Street
Arcata, CA 95521*

- 2) Proposals may be submitted via email attachment(s) with **“Safe Parking Program Proposal”** in the Subject line, delivered to: citymgr@cityofarcta.org. Proposals successfully submitted via email will receive a “Reply” email stating that the proposal has been received. It is the bidder’s responsibility to ensure the proposal is successfully received before the deadline. Bidders may call (707) 822-5953 to confirm/follow-up on receipt of their proposal.

All responses must be received by the stated date and time in order to be considered for award. The City will not be responsible for and may not accept late proposals due to slow internet connection(s) or for any other electronic failure (including, but not limited to, information transmission and internet connectivity failures). Proposals received late will not be opened or given consideration for the proposed services unless doing so is deemed to be in the best interest of the City.

By submitting a proposal, each bidder certifies that its submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process. The proposal will be used to determine the bidder’s capability of rendering the services to be provided. The failure of a bidder to comply fully with the instructions in this RFP may eliminate its proposal from further evaluation as determined at the sole discretion of the City. The City reserves the right to evaluate the contents of proposals submitted in response to this RFP and to select a bidder, if any.

II. TENTATIVE SELECTION SCHEDULE

EVENT	DATE
Release Request for Proposals	December 20, 2021
Proposal Deadline	January 13, 2022, 11 a.m.
Evaluation of Proposals by Selection Committee	January 13-15, 2022
City Council Contract Award	On or after January 19, 2022
Launch Safe Parking Program	February 1, 2022 or soon after

III. SAFE PARKING PROGRAM SCOPE OF SERVICES

Hours of Operation:

The Program is intended to provide safe parking for up to 30 vehicle households 24-hours per day, seven days per week, including weekends and holidays. Respondents' proposals should describe their plan to provide staffing and support for a full time program.

Site Requirements:

The City is currently working to secure a site at which to implement the Program. The selected service provider may be required to enter a lease or sub-lease agreement for the implementation site. Respondents' proposals should describe the basic site requirements they think are necessary for the Program to operate successfully.

Program Implementation Details:

Respondents' proposals should include specific details about how the Program will be implemented, including the items below:

- A descriptive list of the proposed services to be offered on site, at a minimum to include restroom facilities, refuse removal, provision of potable water, provision of power for charging cell phones and other small electronics. Include list of subcontractors for services, if any.
- A detailed description of the eligibility requirements and intake guidelines for participation in the Program.
- Anticipated participation composition (individuals, families, children, pets) and how the Program/site will be structured to meet the needs of each.
- Proposed plans for determining allowable durations of stay, and process for stay renewals. The property will likely be on a month-to-month lease, so long term tenancy is not an option for the pilot program.
- Proposed plan for how potential participants will be chosen and notified.
- Proposed program participant guidelines, including proposed site usage and entry rules.
- **Cost Proposal:** A detailed budget that outlines the costs proposed for site development, on-site services and amenities (e.g. portable toilets, potable water, waste removal system, staff office/accommodations, etc.), staffing costs, and administration.

IV. BUDGET:

The City has identified a total sum of \$685,000 to operate the program for a minimum of 12 months, which is anticipated to include up to \$85,000 for site rental and utilities.

V. PROPOSAL REQUIREMENTS

See **Appendix A: Proposal Format Requirements** for detailed proposal submittal requirements.

These guidelines are provided for standardizing the submission of proposals by all respondents. The intent of these guidelines is to assist respondents in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

It is important that the respondent address and/or acknowledge all items presented in this RFP, and provide any other pertinent information that may be helpful in City's evaluation.

VI. PROPOSAL EVALUATION PROCESS

All proposals received successfully will be evaluated by a Selection Committee. During the evaluation process, the City may require a respondent's representative to answer specific questions orally and/or in writing.

Once a finalist or group of finalists is selected, additional interactions or information may be required. The selection committee will determine the service provider that submits the most responsive proposal. Selection will be based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor, such as cost.

The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

1. Qualifications and experience of the service provider, including capability and experience of personnel to be employed on this project.
2. Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services.
3. Demonstrated history of successfully performing related services to comparable entities.
4. Cost for the services described by this RFP, and the value provided to the City.

The selection committee may consider any other criteria it deems relevant, and the evaluation committee is free to make any recommendations it determines to be in the best interest of the City. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal.

Note that the City reserves the right to evaluate proposals solely based on each service provider's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself unless otherwise indicated or requested by the City. The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best abilities and qualifications to meet the needs of the City.

The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the service provider.

Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The selected service provider shall notify the City of any possible conflict of interest prior to performing work requested by the City.

While operating in good faith, the City retains the right to reject any and all proposals, or parts of proposals for any reason whatsoever. Regardless of award, the City is not responsible for costs related to responding to this RFP. In addition, the proposal and other materials provided to the City in relation to this RFP will become the property of the City.

VII. GENERAL REQUIREMENTS AND AUTHORITY OF THE CITY OF ARCATA

Contract

The selected service provider will be required to enter into a written contract with the City on a form approved by the City Attorney. A sample of the approved Professional Services Agreement is provided as **Appendix B**. Any executed agreement for services by and between the City and the service provider requires formal City Council approval. This RFP and the selected service provider's proposal, or any part thereof, may be incorporated into and made part of the final contract.

The laws of the State of California shall govern the contract executed between the successful service provider and the City and any interpretations or constructions thereof. Further, the place of performance and transactions of business shall be deemed to be in the City of Arcata, State of California, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in the State of California and more specifically, in Humboldt County.

The successful service provider must obtain a valid City of Arcata Business License on or before commencement of work on the project.

All reports, studies, information, data statistics, forms and other materials produced under the agreement between the City and the successful service provider shall be the sole and exclusive property of the City of Arcata and may not be used or reproduced in any form without the express written permission of the City.

Insurance Requirements

The selected service provider will be required to meet the insurance requirements outlined in the Sample Contract (Appendix B).

Contract Exceptions

Include any proposed exception or changes to the Sample Contract (Appendix B) in your response. Any proposed exceptions or changes to these provisions will be subject to City approval. If no exceptions are included, the City will expect the proposer to be able to sign the City's contract.