

Request for Proposals (RFP)

City of Bellingham, Washington



Title: Safe Parking Pilot Program

Proposal Due Date: Applications must be received by October 30, 2020 by 5:00 pm PDT

Submit Proposal To: Attn: Kate Bartholomew
Planning & Community Development Department
210 Lottie Street
Bellingham, WA 98225

Complete applications may also be submitted via email to kebartholomew@cob.org as a PDF document

Questions on RFP: Kate Bartholomew, Development Specialist
kebartholomew@cob.org or 360-778-8353

Questions must be submitted on or before October 28 to receive a response before the application deadline.

I. Overview

The City of Bellingham seeks qualified applicants to offer one or more supervised overnight parking programs for people who are currently sheltering inside their vehicles in Bellingham and Whatcom County. On January 27, 2020, the Bellingham City Council directed staff to issue a Request for Proposals (RFP) to determine if a qualified non-profit, volunteer, or faith-based organization had the capacity and interest to address this need.¹ This RFP is a response to the emergency need for a safe, sanitary, and legal place for individuals or families to park overnight.

This is a pilot program, with an evaluation period after 6 months of operation. Evaluations will be based on the operator's performance, community feedback, and how many individuals are being served by the program. Continuation of the program will depend on a combination of factors including the program's performance, funding availability, and need.

The most recent Whatcom County Point-in-Time Count estimated that there were 49 individuals were sheltering in vehicles. It is possible that this number is now higher due to recent economic hardships since the outbreak of novel coronavirus in our community. The City is not establishing a minimum number of spaces to be provided for each site. The maximum number of people allowed at one time in a single temporary safe parking area will be determined by the permit review process taking into consideration site conditions, but in no case may the number be greater than 100 people.

II. Program requirements

Minimum service requirements

Please read the following minimum service requirements closely to determine if your agency will be able to meet all of these requirements **before submitting a response to this RFP**.

The proposer or operating agency:

- must have identified an appropriate parking area and have ownership or permission from the legal owner to operate a Safe Parking program in that space;
- must have a plan to manage the registration and screening of guests;
- must have the capacity to provide on-site supervision at all times that guests are present;
- must provide access to sanitation, including toilets, sinks, and garbage collection. *(If the agency does not have such facilities on-site, describe the need for portable sanitation rentals in your budget proposal);*
- must plan to operate the Safe Parking program nightly for at least 6 months (not seasonally, or only limited to certain days of the week);
- must be willing to obtain a temporary encampment permit, if necessary. Permit requirements can be found in the Bellingham Municipal Code at <https://bellingham.municipal.codes/BMC/20.15.030>; and
- must enforce all current public health directives to control the spread of novel coronavirus in our community. This presently includes maintaining social distancing and wearing facemasks indoors and whenever social distancing is not possible.

¹ For more background details, view the meeting materials available at: <https://meetings.cob.org/Meetings/ViewMeeting?id=2165&doctype=1>.

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Location

The applicant must have a site identified within their proposal. The location must be within the City of Bellingham's city limits. The City of Bellingham will *not* assist with locating or procuring an appropriate site for this program. The City will accept and review a completed application prepared by the operator without cost.

III. Proposal requirements

Proposal format

A provider will be selected based upon the quality of their proposal. A successful proposal will include a detailed description of each of the following items. Please address all of the following questions within your proposal.

- **Project team:** who are the individuals that will be managing this program, and what will their various roles be? Include any roles that you intend to recruit or hire. At minimum, a paid volunteer coordinator is recommended.
- **Qualifications:** What are your organization's qualifications as they relate to operating a Safe Parking program? Do members of your project team have experience in delivering social services? If not, how does your organization plan to gain the necessary skills and/or knowledge?
- **Operations Plan:** Describe the Safe Parking program that you intend to operate. At a minimum, this should include the location, hours of operation, number of guests/vehicles that can be served, requirements for guests' entry, screening procedures, and a volunteer or staffing plan. If you intend to restrict the Safe Parking program only to specific groups (e.g., seniors), please note that in your operations plan. The Operations Plan should be approved by your agency's board or other appropriate governing body before your proposal is submitted.
- **Services Offered:** What services will your program offer the guests? This should include the minimum services described above, but may also include services such as use of a kitchen or shower facility, storage areas, car repair vouchers, referrals to other service providers, or any other on-site services you intend to provide.
- **Budget Proposal:** How much will it cost your agency to operate a Safe Parking program? Specify how much funding your agency expects to contribute through donations, etc., and how much financial support you will request from the City to deliver the services described in your Operations Plan. Please break down on a monthly basis, estimating the number of guests you can accommodate at your facility. Operators may wish to attach a separate budget proposal. At minimum, proposals must state the amount of funding requested (per month) and a breakdown of expenses by category (e.g., personnel, utilities, supplies, etc.).

Submission instructions

Respondents must submit:

- A completed cover sheet (Attachment A), **AND**
- One (1) original hardcopy of their proposal, **OR**
- One (1) single electronic PDF file of their proposal.

Hardcopies may be mailed or hand-delivered to:

City of Bellingham Planning Department
Attn: Kate Bartholomew
210 Lottie Street
Bellingham, WA 98225

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Electronic submittal of the PDF file should be emailed to:

kebartholomew@cob.org

All responses must be received by 5:00 pm on October 30, 2020.

Please note that all proposals are public records and all responses to this RFP become the property of the City of Bellingham.

IV. Proposal selection

The City will review the responses to this RFP and determine whether to conduct interviews with the selected proposer(s). Following review of submittals and interviews (if conducted) City staff will make a recommendation to the City Council. The City Council has final decision-making authority and reserves the right to reject any and all proposals, and/or to withdraw or subsequently modify or review the terms contained within this RFP. Contracts are subject to budget authority from the Council. By issuing this RFP, the City does not guarantee that funding for this pilot program will be available.

Upon approval by the City Council, the successful applicant and the City will enter into a Services Agreement. If the parties cannot execute an agreement within 60 calendar days, the City reserves the right to select an alternate provider.

The selection process for this RFP is outlined in the following tentative schedule. Dates are subject to change, in which case applicants will be notified.

- | | |
|-----------------------|--------------------|
| • Issue RFP | September 30, 2020 |
| • RFP Responses Due | October 30, 2020 |
| • Applicants Notified | November 20, 2020 |

All applicants may attend (via remote meeting platform) any public hearings or council meetings regarding their proposal. When a council hearing to discuss the RFP submissions is scheduled, applicants will be notified at least one week in advance.

V. Contract terms & requirements

Any agency who enters into a Services Agreement with the City of Bellingham must be prepared to meet the following terms as a condition of said contract. **Please carefully review the following terms before submitting your proposal.**

- **Insurance Requirements** – Any agency receiving funds from the City must agree to defend the City, hold it harmless and indemnify the City for any act or work arising as a result of the activity the City is funding. The agency will be required to obtain and maintain insurance coverages, with the City named as an additional insured. Before the City can sign the contract, you will need to have your insurance agent provide an insurance endorsement with the following coverages:

Workers Compensation	Statutory Amount
Professional Liability	\$1,000,000
Automobile Liability	\$1,000,000
Broad Form Comprehensive Liability	\$1,000,000/occurrence

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- **Reimbursement for Program Costs** – Services Agreements are paid on a reimbursement basis. That means the agency will incur costs for operating the program, and then submit invoices monthly to be reimbursed within 30 days for actual, not projected, expenses incurred. Be mindful of your agency’s ability to carry such costs before reimbursements are received, and to control costs to remain within the allocated budget.
- **Eligible Costs** – The City will only reimburse for the following costs:
 - Personnel (salary and benefits)
 - Consultants, contractors or subcontractors
 - Program costs (directly associated with authorized activities, such as printing and travel costs)
 - Indirect or administrative costs are limited to no more than 10% of direct costs paid by City or an approved indirect cost rate from a cognizant federal agency.

All expenses must be directly related to carrying out the eligible service within the City limits. All funds are distributed on a reimbursement basis. Indirect rates over 10% are allowed only if the applicant has an approved indirect cost rate from a cognizant federal agency. Supporting documentation must be submitted with requests for reimbursement, and all records are subject to field audits to verify expenses.

- **Faith Based Organizations** – Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to submit a proposal or operate a Safe Parking program. However, organizations may not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded by the City. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded by the City, and participation must be voluntary for the beneficiaries of the City-funded programs or services. Faith-based organizations may use space in their facilities to provide City-funded services without removing religious art, icons, scriptures, or other religious symbols.

An organization receiving City funding shall not, in providing the service, discriminate on the basis of religion or religious belief.

A religious organization’s exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is not forfeited when the organization receives City funding. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all City grantees shall apply to religious and faith-based organizations.

- **Non-discrimination and Equal Opportunity** – Agencies receiving City funding may not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, families with children, and disability in employment or the provision of services.
- **Reporting requirements** – The City will require quarterly and annual reports which document the number of persons and households served and will work with the agency on other reporting and tracking questions as needed. The City may facilitate a partnership with another homeless services agency that reports through the Homeless Management Intake System (HMIS).

VI. Attachment A

Complete the following cover sheet and submit it along with your proposal.

Attachment A: Cover Sheet

Agency Contact Information:

Agency Name:
DBA (if applicable):
EIN/UBI #:
Mailing address:
Website:
General phone:

Does this agency report through the Homeless Management Intake System (HMIS)?

- Yes
- No

RFQ Contact:

Name:
Title:
Email:
Phone:

Partner Agency(ies) Information: (applicable only if another agency is listed as part of your project team in the proposal – repeat as necessary for any additional agencies involved)

Agency Name:
Contact Person:
Email:
Phone:

Proposed Site:

Address:
Overnight parking capacity (# of vehicles):

Funding:

Funding request to the City (for 6 months of operation):

\$ [Click here to enter text.](#)

Total program budget (including funding request):

\$ [Click here to enter text.](#)