

**REQUEST FOR PROPOSAL FOR THE LEAD AGENCY FOR  
IMPLEMENTING A CITY OF LOVELAND HOMELESS STRATEGIC  
PLAN  
BID NO. 2021-28**

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The City of Loveland Community Partnership Office (City) is seeking proposals to contract with an individual or firm (Consultant) to develop and implement a Homeless Strategic Plan. **Proposals must be submitted via email to [bids@cityofloveland.org](mailto:bids@cityofloveland.org) on or before 2:00 p.m. Mountain Time (MT), Thursday, March 11, 2021 at which time only names of proposers will be read aloud. Proposals received after that time will not be considered. Please put the RFP name in the subject of the emailed proposal and the name of the Consultant in the body of the email.**

Proposals that are not received by the deadline set forth above, as determined by the City's internal email server, will not be considered. The City is not responsible for delays occasioned by the City's internal email server.

The RFP, questions and answers, and any addenda will be posted at [www.bidnetdirect.com](http://www.bidnetdirect.com) and the City of Loveland web page at [www.cityofloveland.org/communitypartnership.org](http://www.cityofloveland.org/communitypartnership.org). If you are not registered with BidNet, please visit their website and select "Vendor Registration," or call 800-835-4603. There is a free registration option available for inquiry. Registering for BidNet is not mandatory.

The City will hold a pre-submittal meeting on Zoom at 9:00 a.m. on Wednesday, February 24, 2021, to allow proposers an opportunity to ask questions prior to the submission of proposals. This meeting is not mandatory. Proposals may be submitted without being represented at the meeting.

Questions concerning the RFP shall be directed only to Alison Hade at [Alison.Hade@cityofloveland.org](mailto:Alison.Hade@cityofloveland.org) or by phone at (970) 962-2517. The deadline for questions is 5 p.m. (MT), March 1, 2021. All questions and responses will be furnished in an addendum provided to all Proposers posted at [www.bidnetdirect.com](http://www.bidnetdirect.com) and the City of Loveland web page at [www.cityofloveland.org/communitypartnership.org](http://www.cityofloveland.org/communitypartnership.org) no later than 5:00 p.m. (MT) on March 3, 2021.

**EQUAL OPPORTUNITY.** The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City's Title VI Coordinator at [titlesix@cityofloveland.org](mailto:titlesix@cityofloveland.org) or 970-962-2372. The city will make reasonable accommodations for proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the city's ADA coordinator at [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) or 970-962-3319.

"La ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más

información sobre la no discriminación o para asistencia en traducción, contacte al coordinador Título VI de la ciudad al [titlesix@cityofloveland.org](mailto:titlesix@cityofloveland.org) o al 970-962-2372. La ciudad realizará las acomodaciones razonables para los proposeros de acuerdo con la ley de discapacidades para americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al coordinador de ADA de la ciudad: [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) o al 970-962-3319.

## **CONFIDENTIALITY AND OWNERSHIP OF RESPONSES**

### **COLORADO OPEN RECORDS ACT NOTIFICATION**

The City is subject to section 24-72-201 et seq. of the Colorado Revised Statutes, the Colorado Open Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

All responses shall become the property of the City and shall be kept for a minimum of 3 years as required by State of Colorado records retention rules.

### **BACKGROUND:**

In 2018, the City hired the University of Denver Burns Center on Poverty and Homelessness to complete a Homeless Strategic Plan. That plan was completed in September 2019, and can be found at

<http://www.cityofloveland.org/home/showdocument?id=50777>. In 2020, the City published a Request for Expression of Interest (“RFI”) to request information about responding to gaps in services (the original RFI language and list of gaps is below). Because a year has passed, the intent of this Request for Proposals (“RFP”) is to seek a Lead Agency that will develop and implement a plan to strategically address how the City can reduce homelessness. Proposals may include the gaps in service, although the list that was included in the RFI is not prescriptive and need not be included in a proposal if the Consultant does not believe the services will lead to a reduction in homelessness.

### **Original (2020) RFI language and list of service gaps**

The City is seeking an individual or firm (Consultant) to develop an implementation plan to address gaps in services for homeless residents in Loveland. The Consultant will receive support and limited assistance from the City as needed. Proposals will only be accepted from firms or individuals already providing services to homeless residents in Northern Colorado and must have extensive experience with the Coordinated Assessment and Housing Placement System.

The Proposal must minimally address the following gaps in services and how the lead agency will work on these issues.

- Data: HMIS, data dashboard
- Street Outreach: suggestions for implementation, potential budget, potential sources of funding
- Emergency (rotational) shelter for the 2020-2021 and 2021-2022 winter seasons: current understanding of how to provide rotational shelter, any current connections with Loveland churches and/or other nonprofit agencies to host.
- Jobs/Income: suggestions for implementation of workforce training and support, potential budget, potential sources of funding.
- Diversion and Family Reunification: training and potential funding.
- Housing Retention: who could provide and training
- Built for Zero participation on behalf of the City of Loveland, not to include travel
- Point-in-Time Homeless Count starting in 2022

### **Proposal Contents and Format**

The response to this RFP, for items described below, is limited to a maximum of 20 pages, excluding front and back covers, using no smaller than 10-point font. Each response should be complete yet concise and contain only the elements shown below. Please avoid submittal of extraneous and unnecessary information. Proposals that exceed 20 pages will receive a reduced score.

#### **A. Cover Letter**

A one page cover letter shall be provided that expresses the firm's interest to be considered for the project and identifies the firm's primary contact person for the project. Please provide the name, telephone number, and email address of the primary contact person. The cover letter shall be signed by a person who has contractual authority with the firm, such as a principal, partner, senior manager, or officer of the firm.

#### **B. Relevant Project Experience**

Describe the firm's experience and capabilities in providing similar services to those required, particularly projects with Municipal Governments. Be specific and identify projects, dates, and results. It will be to your benefit to provide your experience with recent projects, and to provide examples.

#### **C. Staff Qualifications**

Provide brief resumes describing the educational and work experiences for each of the key staff who would be assigned to the project.

#### **D. Timeline of Activities**

Provide a project plan specifying timeline, activities, and project management strategies, including the City's roles and resource requirements.

#### **E. Proposer References**

Proposers must include as a supplement to their proposal a list of references, including points of contact (name, address, email address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

**F. Cost**

Provide costs for all elements of the proposed project. The Cost should be a not to exceed amount for the scope of work described. If the total cost amount incurred by the Contractor in performance of agreed upon scope of work subject to a Not-to-Exceed Amount is less than such Not-to-Exceed Amount, Contractor shall not be entitled to receive the difference in these amounts, or any portion thereof, and City will not be obligated to make any additional payments to Contractor for such obligations. Provide a cost breakdown listing tasks and proposed fees for the entire scope of the work.

Work is expected to take place over the next three years. A proposed budget should include all three years broken out by year, amount expected from the City, and any funding that may already be available to implement this plan. If other funding and/or in kind contribution is not available, indicate that this is the case.

**SCHEDULE**

RFP Issued:	February 10, 2021
Informational Session (not mandatory):	February 24, 2021 via Zoom. To receive the Zoom link, email <a href="mailto:alison.hade@cityofloveland.org">alison.hade@cityofloveland.org</a> .
Deadline for written questions on the RFP:	March 1, 2021
Response to written questions:	March 3, 2021
RFP responses due:	March 11, 2021 at 2:00 pm
Proposal review :	March 12, 2021
Interviews if necessary:	March 15-17, 2021
Lead Agency recommendation:	April 2021

**ADDITIONAL INFORMATION:**

Questions should be directed via email to [Alison.Hade@cityofloveland.org](mailto:Alison.Hade@cityofloveland.org)

Questions and answers will be published on Bidnetdirect.com/Colorado and the City of Loveland web page at [www.cityofloveland.org/communitypartnership.org](http://www.cityofloveland.org/communitypartnership.org) and emailed to the Community Partnership list of potential Consultants.

**EVALUATION CRITERIA**

The City will consider the following criteria in evaluating each response:

1. Qualifications of the Consultant and demonstrated ability to produce the described results.
2. Cost of project over the entire 3 year period.

**PROCESS**

## Submittal Instructions and Conditions

1. All proposals should be complete, comprehensive, and professional, but it is not necessary to include expensive displays or excessive materials.
2. All costs incurred to prepare and submit the proposal shall be the Proposer's responsibility and will not be reimbursed by the City.
3. The City shall not share information with other proposers during review or negotiation process.
4. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted at <http://www.bidnetdirect.com/colorado> the City web page at [www.cityofloveland.org/communitypartnership.org](http://www.cityofloveland.org/communitypartnership.org). The schedule above lists the initial review deadline for submission of questions. It shall be the responsibility of the proposers to monitor the posting places for any such postings and email.
5. Responses should be emailed directly to [bids@cityofloveland.org](mailto:bids@cityofloveland.org).
6. Pursuant to the Colorado Open Records Act, C.R.S. §§ 24-72-201 et seq. ("Act"), all information contained in any bid or proposal is subject to public disclosure unless it meets one of the exceptions set forth in the Act. To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data ("Confidential Information"), the Proposer must clearly mark all Confidential Information as such and provide a written, detailed justification with its proposal of the protected nature of the Confidential Information under Colorado law. The Proposer acknowledges that the City is bound by the terms of the Act, and understands that the City, in its sole discretion, will make a final determination regarding disclosures in compliance with the Act. By submitting a Proposal, the Proposer agrees to hold the City of Loveland harmless from any claim arising from the release of Confidential Information not clearly marked as such or lacking written, detailed justification supported by Colorado law.
7. The City will open proposals and read only the name of the proposer(s). No cost or detail will be given at the opening.
8. The City shall select the proposal that is most advantageous to the City, as determined by the City in its sole discretion. The City reserves the right to reject any or all proposals and waive any informalities therein and to accept or reject any portion of the proposal if deemed to be in the best interest of the City to do so.
9. Please put the name of the RFP in the subject line of the email and name the attached proposal: Homeless Strategic Plan Lead Agency.
10. The selected Proposer will be required to execute a Services Contract with the City as provided as an attachment to this RFP. If you cannot accept the contract language as is, please include within your proposal the items you cannot accept and the

language you propose for substitution and the City will review for acceptability. All contracts will be on a unit price basis with a not-to-exceed total price.

11. Proposed Proposers shall not contact anyone other than Alison Hade regarding the RFP during the solicitation and selection process. Proposers who communicate with other City staff members or elected officials regarding the RFP during the solicitation and selection shall automatically be disqualified from consideration.

12. The City has no obligation to award any work to a selected Proposer and makes no guarantees as to the amount of work that may or may not be awarded or actually performed.

13. Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements, addendums or revisions thereof.

14. All proposals must be received at [bids@cityofloveland.org](mailto:bids@cityofloveland.org) before the date and time specified in the notice page above. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Please put the name of the RFP in the subject line of the email and name the attached proposal: Name of RFP-company name. Any proposal arriving after the deadline will not be considered. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the proposer. Please be aware that the City internal email server scans all emails with attachments and delays the receipt of those emails by up to 4 minutes so plan your time of submittal accordingly.