2801 Hulen Place, Riverside, CA 92507
Assessor’s Parcel Number: 210-130-024

Day Drop-In Center

Issued by: City of Riverside

Issue Date: January 20, 2017
Proposal Due Date: May 1, 2017
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**Exhibit A:**
SAMPLE Day Drop-In Floor Plan

**EXHIBIT B:**
Day Drop-In Tenant Improvement Plans

**EXHIBIT C:**
Sample Day Drop-In & Hygiene Center Operation & Property Lease Agreement
The City of Riverside, has operated a program of homeless prevention and reduction based in “Housing First” and “Evidence Based Case Management” principals since 2008. In 2005, the City took a more comprehensive approach to address homelessness, opening the Riverside Homeless Services Campus, (a centralized environment where homeless individuals can first obtain emergency shelter then be connected to case management, mainstream services and appropriate housing interventions through the City’s multi-service Access Center. The Campus also includes “The Place” Safe Haven Supportive Housing and Drop-in Center, and a Pet Kennel for Campus guests. These resources are available to help an individual to their highest level of self-sufficiency and are provided by a wide-range of non-profit organizations, social service agencies and faith-based institutions.

The City of Riverside operates a Homeless Street Outreach Team, made up of four team members, including professional service providers, who conduct daily mobile outreach and client engagement services to homeless individuals and families. The City’s Outreach Team responds to issues and concerns of people in need of assistance as well as local residents, businesses and others relative to homelessness within the City of Riverside. The City’s Outreach Team partners with other City staff, local service providers, health professionals, law enforcement and the community at-large to help people exit the streets and facilitate connection to services.

On September 18, 2012 City Council approved the City of Riverside 5-Year Homeless Reduction and Prevention Plan. The Plan identified three priorities to achieve these goals: Priority 1 – Basic Needs & Services and Community Education; Priority 2 – Preventative Services and Outreach; Priority 3 – Employment Services and Permanent Housing. This Plan, continued the “Housing First” and “Evidence Based Supportive Service” models.
Since 2003 the City of Riverside has taken a broad-based approach to reducing homelessness within the City of Riverside by providing the services necessary for individuals to progress from homelessness to their highest possible level of self-sufficiency.

In 2005 the City opened the Riverside Homeless Services Campus, on Hulen Place, a centralized location to provide short-term emergency shelter coupled with complementary facilities and access to service providers to assist homeless individuals and families in achieving their highest possible level of self-sufficiency. Four of the six properties on Hulen Place are owned by the City of Riverside. Of the privately owned properties, one building is owned by Path of Life Ministries and is operating as the Community Shelter and the second building is operating as a private business. Each of the service providers currently located on the campus operate under a Lease or Operating Agreement for their respective locations. Additional information regarding the services provided can be found on the following page.

In 2009, the City of Riverside formed a community-based, donor advised fund, to support the City’s homeless strategy, the Riverside Ending Homelessness Fund. The Fund obtained non-profit status in 2014. Since the fund’s inception, it has spearheaded fundraising campaigns and pursued private foundation grants to fund improvements to the Campus, and meet the needs of individuals and families unable to be met through federal and state resources. To date, the Fund has raised $26,544 towards the construction of a shower and laundry facility at the Hulen Place Campus.

In 2012 the City adopted a Five Year Strategic Plan to Reduce and Prevent Homelessness that includes the expansion of the existing Campus: expansion of the existing medical clinic services, addition of a hygiene center (laundry and shower) and day drop-in center, relocation of the existing Riverside Access Center and area improvements.
Day Drop-In & Hygiene Center (subject of this RFP)

The Place—Permanent Supportive Housing

Emergency & Cold Weather Shelter

Health to Hope Medical Clinic & Riverside Access Center

Health to Hope—Administration Office

Privately Owned/Not a Part of the Service Campus
Riverside Homeless Services Campus

Riverside Homeless Services Campus includes...

1 2801 Hulen Place (5,000 sq.ft.): Owned by the City of Riverside. Future location of the Day Drop-In Center.

Only the design, build, and operation of a Day Drop-In Center are the subject of this Request for Proposals.

Other Homeless Services Housed at the Homeless Services Campus are

2 2880 Hulen Place—The Place—Jefferson Wellness (8,760 sq.ft.): This building is owned by the City of Riverside, leased to, and funded by the County of Riverside University Health System Behavioral Health and operated by Recovery Innovations of California, Inc.

Recovery Innovations of California, Inc. provides outreach and engagement of chronically homeless adults who, due to a serious mental health disorder, have rejected housing and are resistant to support. This program provides a drop-in center that operates every day from 7AM to 7PM and 25 permanent supportive housing beds for chronically homeless individuals with severe mental disorders. The drop-in center uses peer-to-peer outreach and engagement to encourage guests to participate in housing, meals, showers, laundry and linkage to additional mainstream resources.

3 2840 Hulen Place—The Emergency Shelter & Cold Weather Shelter (6,661 sq.ft.)—Owned and operated by Path of Life Ministries.

Emergency Shelter & Cold Weather Programs: Provides 64 beds connected to one-on-one case management, provided by the current shelter provider, for homeless men and women for up to 30-days. This services provided on a year round basis. The Emergency Shelter currently serves over 300 unduplicated individuals each program year.
December 1st through April 15th, the cold weather shelter program provides an additional 64 beds for individuals in need of emergency overnight accommodations during the cold weather period and is the only cold weather shelter program operating within Riverside County. The Cold Weather Shelter Program currently serves over 500 unduplicated individuals each program year. The shelter provides two meals (breakfast and dinner) per day to each shelter guest.

2890 Hulen Place—Riverside Access Center (6,184 sq.ft.)—owned and operated by the City of Riverside.

The Access Center serves as the entry point and service hub of the City’s Campus. Six (6) full-time, City staff charged with conducting street outreach, forming relationships with clients that lead to making connections to family-members, mainstream services, one-on-one case management, and employment assistance and development. The Access Center also operates a pet kennel where homeless clients can keep their best-friend(s) and provides temporary storage of personal property while obtaining these services, or while staying as a guest at the adjacent Emergency or Cold Weather Shelter. Upon expansion of the Campus, this building will house an expanded medical clinic.

2881 Hulen Place (4,568 sq.ft.): This building is owned by the City of Riverside and serves as the administration offices for Health to Hope Medical Clinic.

2841 Hulen Place - Privately-owned building and business: Getty Design, LLC. Getty Design provides carbon fiber, composite and fiberglass coachwork for road and racing.
The City is seeking to procure a qualified developer and operator for a Day Drop-In Center for individuals experiencing homelessness, to be located at 2801 Hulen Place, on the Riverside Homeless Services Campus.

When completed, the Day Drop-In Center will provide a safe place:
- where those economically disadvantaged can be off the street.
- Where grassroots efforts can occur, in conjunction with more comprehensive wrap-around services.
- Provide a place where a phone, bathroom, shower and laundry facilities and sometimes, food is available.

The provider selected in this process will be awarded a lease and operating agreement, and use of the construction documents prepared by the City, if desired. Construction documents are attached as Exhibit B. A sample Operating and Lease Agreement is provided in Exhibit C.

Services offered should be tailored toward the experiences of adult individuals experiencing homelessness. The model used should embrace recovery based learning, wellness, and community activities.
The Opportunity—Requested Operations

The Day Drop-In Center should provide programming that gives clients the opportunity to practice appropriate social interaction and engage in meaningful leisure activities, for example:

- Staffed laundry facility with large capacity commercial-grade washer(s) and dryer(s) and a set laundry schedule
- Staffed shower and toilet facilities
- Equipped grooming station(s)
- Healthy living classes for chronic disease self-management
- Exercise/fitness classes
- Substance Abuse Support Groups, lead by a certified substance abuse counselor
- Budgeting and Financial Literacy Classes
- Wellness recovery and action planning activities
- Art therapy—group and individual
- Pre-vocational and other vocational supports through the participation of food preparation for daily lunches
- Individual client services, including case support, supportive counseling, job development, coaching and crisis intervention

Additional supports that may be provided by the program include:

- Lunch and/or dinner provided to members daily
- Computer lab with internet access
- Recreational equipment
- Commercial kitchen, where community groups interested in providing meals to clients may do so.
- Reading, music and television

The Day Drop-In Center is anticipated to serve 48 consumers on a daily basis, a recommended staff to client ratio of 1:8. Hours of operation should be 8AM to 5PM, or coordinated with the Community Shelter hours of operation, Monday through Sunday.
Record Keeping:

- Personal information/intake must be required to use the services provided at the Day Drop-In Center.

Expected Attendees:

- Clients that are currently involved in the system of care
- Friends and or significant others of the clients
- Adults who are trying to access homeless services
- Adults who have a diagnosed psychiatric disability
- Dual-diagnosis clients (mental illness and an addiction disorder)
  - Participants must be sober while at the drop-in center
- People who do not want mental health services, but whom the community agrees has emotional problems that prevent them from keeping appointments, having clothes, food or friends.
- Community members who want to spend some time with homeless
- Parents or family members of homeless who want to volunteer or spend them with homeless family members in an attempt to reconnect

Quality Improvement:

Quality Improvement policies and procedures must be demonstrated. Submittal of an annual Quality Improvement Plan that addresses the next fiscal year is required by June 30th, annually. A Quality Improvement Annual Plan should include both Quality Assurance and Quality Improvement initiatives and performance measures.
The Opportunity—Physical Space

Physical Space—2801 Hulen Place:
Tours of this building will be offered on January 27, 2017. **Registration for the facility tour is required.** By 3:00 pm on January 26, 2017, all potential respondents must submit an e-mail to Shonda Herold, Project Manager at Sherold@riversideca.gov confirming interest in attending a tour of the building. The meeting point is the gate at 2801 Hulen Place.

Attendance and participation in the building tour is not mandatory, nor is it a prerequisite for submitting a proposal.

Required Improvements & Financing:
The selected respondent will be solely responsible for the financing and implementation of improvements to the property necessary to operate the Day Drop-In Center and for all costs incurred for the tenant improvements.

Information Technology:
Should the selected respondent opt to provide information technology services within 2801 Hulen Place, the selected respondent is expected to establish its own information technology infrastructure, including equipment, hardware, software and wireless services for their operations.

Facility Management, Safety and Security:
The selected respondent will manage the facility and safety and security services including:
- Housing keeping including janitorial, window washing and pest control services
- Facility maintenance, including all life safety, mechanical, electrical, and plumbing systems and general maintenance, and preventative and corrective repairs
- Corporate and regulatory signage
- Exterior maintenance including landscape and hard surfaces, irrigation and horticulture services
Facility Management, Safety and Security—continued:

The selected respondent will be responsible for the following safety and security measures, at a minimum:

- Safety plans and customer interface, fire evacuation plans and drills
- Electronic security services, consisting of centrally monitored access control with integrated digital video, and voice; video delivered locally to security officers
- Security officers

Timeline: The respondent shall indicate whether the requirement below is acceptable, or propose a different timeline for due diligence/entitlements and construction period.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Anticipated Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Period</td>
<td>May 1–June 15, 2017</td>
</tr>
<tr>
<td>Agreements Drafted</td>
<td>June 15–July 15, 2017</td>
</tr>
<tr>
<td>Consideration by City Council &amp; Housing Authority</td>
<td>September 1, 2017</td>
</tr>
<tr>
<td>Agreements Executed</td>
<td>September 15, 2017</td>
</tr>
<tr>
<td>Respondent Obtains Entitlement/Building Permits:</td>
<td>October 1—December 30, 2017</td>
</tr>
<tr>
<td>Construction Begins</td>
<td>January 15, 2018</td>
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<tr>
<td>Improvements Completed</td>
<td>May 30, 2018</td>
</tr>
<tr>
<td>First Client Served</td>
<td>July 1, 2018</td>
</tr>
</tbody>
</table>
The Housing Authority will conduct the selection process. During the selection process, the Housing Authority reserves the right to request clarification or additional information from individual respondents and to request some or all respondents to make presentations to Housing Authority staff or others.

Selection Criteria: At a minimum, all qualified proposals will be evaluated based on the degree to which the proposal submitted includes the following criteria and complies with the Development Opportunity described on pages 6-11 of this document:

- Development narrative (20%)
- Development experience (40%)
- Financial strength of the respondent (10%)
- Project timeline (10%)
- Compliance with City’s preferred scope of services/development (20%)

Interviews: The two highest scoring proposals may be contacted for an in-person interview with the selection committee.

Recommendation to the City Council/Housing Authority Board: The highest scoring proposal identified via in-person interviews will be presented to the City Council and Housing Authority for consideration.

All proposals submitted in response to the RFP become the property of the Housing Authority under the Public Records Act (Government Code § 6250 et. seq.) are public records. As such, all proposals may be subject to public review at least ten (10) days before selection and award. If a respondent claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Personal information should be labeled as confidential and will remain so. Please note that under California law, price proposal to a public agency is not a trade secret.
Each respondent is required to submit a proposal clearly addressing all of the requirements outlined in this Request for Proposals (RFP). The details of the proposal shall be limited to twenty (20) pages and must include the single person who will be the primary contact for the respondent. Résumés and company qualification brochure data may be added to the 20-page proposal, provided this information is located in an Appendix at the back of the proposal.

Should the respondent have concerns about meeting any of the requirements, the respondent shall include a clearly labeled subsection with individual statements specifically identifying any concerns and exceptions.

Though the respondent may submit a proposal organized according to his or her preference, the proposal submitted must be clear and concise, and contain the following required information.

1. Applicant/Development Team Organization Qualifications
   
a. Briefly describe your mission and experience serving people experiencing homelessness

b. Please explain your experience in providing day drop-in center(s) and other services for people experiencing homelessness. How many homeless individuals are you currently serving and in what setting (shelter, drop-in, permanent supportive housing, etc.)

c. Please describe any formal collaborations that will be critical to the drop-in center’s success and describe each organization’s specific role and responsibility in delivering service under this RFP. For each collaborator please also attach a copy of the letter of commitment between your organization and collaborator.
Proposal Contents-continued

c. Names(s), address(s), telephone number(s) and e-mail address(es) of the respondent and the identify of the single person who will be the primary contact for the respondent.

d. Lead Developer's D&B DUNS number. To obtain a DUNS number, visit Dun & Bradstreet at: http://mycredit.dnb.com

e. Description of experience within the most recent ten-year period related to the provision of homeless services that are similar in nature to the this Request for Proposals. Provide name, contact information (e-mail address) for the staff member involved in each development.

f. Innovative aspects of the proposal and past projects/service delivery should be described in detail.

2. Approach to Day Drop-In Center Operations:

a. Please describe your proposed day drop-in center intake process(es). How will you welcome clients to the center and collect information necessary for Homeless Management Information System and Homelink (the County of Riverside Coordinated Entry System).

b. How do you propose collecting information about exit destination, and other necessary data elements?

c. Please describe your experience coordinating services with a multi-disciplinary team of service providers.

d. Please describe your ability to assist clients in maintaining a connection to services during a personal crisis or conflict with other clients or staff members.

e. Please describe your experience providing, or coordinating the provision of, meals to large numbers of people in compliance with public health standards.

f. Please describe your experience in working with neighbors in the community when providing services to homeless individuals.

g. If your organization currently provides services, please provide a copy of your operational plan as an attachment to the proposal.
3. Services/Referrals/Programming:

a. Describe your experience with assisting clients to engage in needed physical, mental or behavioral health care, including substance abuse treatment.

b. Please describe how you will assist guests to access public benefits for which they are eligible.

c. Please describe your experience administering the VI-SPDAT and assisting clients to collect documents necessary to access housing through Homelink or other coordinated entry systems.

d. Please describe your organization’s experience in working with clients who are on parole or probation? If this population is not currently being served by your organization, describe how you propose to serve this population.

4. Cultural Competence

a. Please describe your current experience in providing culturally competent services in existing programs.

5. Community Engagement

a. How does your organization support The City of Riverside 5-Year Homeless Reduction and Prevention Plan? If you are involved in another community’s plan to end homelessness please describe your role in that effort.
6. **Financials:** The respondent shall submit supporting documentation that demonstrates that the respondent has the financial capacity to secure the necessary financing to complete the improvements required and operate the Day Drop-In center. Please provide:

a. Total Development Cost for , provide a clear basis for how costs were developed or determined.

b. Sources and Uses Statement

c. 15-year pro-forma

d. Provide an estimated annual operating budget for the proposed scope of services and identify sources of funding.

e. Attach a copy of the last two audits with management letters, and any formal program or financial evaluations completed by a public funder.

f. Provide a clear request of the form of subsidy needed, if any, from the City of Riverside.

**City provided improvement plans can be found as Exhibit B to this Request for Proposals.**
The following criteria shall be used in evaluation of the Respondent’s offer of services:

- Agency Qualifications & Experience 30%
- Proposal Contents 40%
- Cost 30%

A. **Agency Qualifications & Experience (30%)**

1. **Previous Programmatic Experience**

   - Respondent should demonstrate knowledge of the population to be served and the way in which these populations should be served as evidenced by previous or current operation of a successful program serving this population or a program of a similar nature.

   - As the program will be providing a direct benefit, providing services to individuals, the individuals serviced must meet low/moderate income criteria. Delegate agencies must be willing to maintain records regarding income eligibility for each client served.

   - Provide evidence of financial, physical and human resources leveraging in the community. Also provide any collaborations or partnership with other public and private agencies related to your program design and objectives (Example: referral system, linkage agreements, neighborhood coalitions or partnership with Riverside public schools)

   - Homeless Management Information Systems (HMIS) and Homelink, the Riverside County Coordinated Entry System: Selected respondent will be required to participate in and submit reports as required via the HMIS and Homelink systems. Participation in HMIS and Homelink will be evaluated based on the Agency’s entry and exit of clients, and entry of universal data elements into the HMIS and Homelink systems. City staff will produce and consider reports indicating the Agency’s HMIS and Homelink performance, as well as the service utilization rate.
Evaluation Criteria—Continued

• Prior experience serving homeless persons, including services and programs offered to help clients gain the highest level of self-sufficiency and permanent housing.

2. Administrative, Fiscal Capacity and Experience

• Respondent will demonstrate the resources and expertise to assume and meet all administrative and fiscal requirements. This includes the respondent’s fiscal (including financial management systems), technological, management, administrative and staff capabilities.

• Overall fiscal soundness, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year. All applicants must be current on all prior financial or contractual obligations with the City. All applicants must be able to prove that there are no outstanding liens of taxes owed to any City, State or IRS.

• Evidence of other (non-City) financial support and/or fundraising accomplishments of the organization, specifically those that will support the Day Drop-In Day and Hygiene Center.

• Applicants must adhere to the City’s auditing requirements for federal expenditures, if federal funds are provided by the City. Federal expenditures are expenditures from all Federal funding sources received directly or indirectly (pass through) from the City, State, or Federal government.

For current City providers: the City will consider all City program and fiscal monitoring reports, as well as expenditures.

B. Proposal Content (40%)

1. Approach—Program Design and Administration

• Respondent will demonstrate program and administrative design specifically tailored to the goals of the program

• System level considerations (such as geographic location, need to serve target underserved populations, etc.) may be taken into account in final ratings and funding decisions. The selection process will also consider how all programs fit together to achieve a comprehensive, system of care.
Evaluation Criteria—Continued

B. Proposal Content (1) - Approach, Program Design & Administration—continued

- Service coordination and integration. Respondents must demonstrate their capacity to locate and leverage new partners (e.g. local business, non-profit and social service agencies) on an on-going basis. Proposals will be evaluated on the extent to which the Respondent has linkage agreements, or letters of intent to enter into linkage agreements and partnerships with providers of the following services:
  - Commercial grade laundry services/equipment
  - Hygiene needs
  - Cosmetologists
  - Providers of healthy living classes, specializing in chronic disease self-management
  - Providers of exercise/fitness classes
  - Certified substance abuse counseling
  - Financial Literacy Providers
  - Art Therapy
  - Pre-vocational/vocational supports
  - Provision of meals (community groups/donations)
  - Individual client services, including case support, supportive counseling, job development and coaching, crisis intervention

- Agency’s program implementation, scope and outcomes. The Respondent’s program design must be consistent with the model described in “the Opportunity” section of this RFP. Proposals will be evaluated on the expertise and ability of the agency to address the required key elements of the proposed model. The Agency must demonstrate an evaluation strategy that is feasible and can reasonably measure program impact. Proposals will be evaluated based on the Respondent’s prior performance for the program being implemented. Prior performance will be evaluated on: the Respondent’s narrative response to this RFP, reference checks, site visits to other locations where the existing programming is in operation and County of Riverside and/or HUD quarterly reports.

- Quality of Proposal - Proposal concepts submitted should be clearly defined. The proposal should also demonstrate the Agency’s ability to fulfill the scope of work defined in the previous section of this RFP.
C. Cost (30%)

- Total cost of the proposal
- Total annual operating cost
- Respondent’s cost per client served
- Diversity and sources of funding
The successful Agency selected will sign a Operating and Lease Agreement ("Agreements"). **No modifications to these agreements are permitted.** The Agency must meet all insurance requirements in the sample agreements (Attachment C). **All terms and conditions of this Agreement are non-negotiable.** Any modification to the Agreements by the Agency shall result in the proposal being rejected.

Failure to execute the Agreements and furnish the required insurance with in 30-days of the Award letter date shall be just cause for the recession of the award. If the successful Agency refuses, or fails to execute the Agreements, the City may award the Agreements to another qualified Consultant.

The successful Agency will also be required to obtain and pay for all licenses necessitated by the Respondent's operations. Prior to performing any services, Agency and its subcontractors shall be required to have a City of Riverside Business Tax Registration valid for the life of the Agreements; and provide evidence of appropriate license.

**Payment**

The City of Riverside will release a separate Notice of Funding Availability (NOFA) for Fiscal Year 2018/2019 Federal Grant Funds, the first anticipated year that the selected agency would begin service.

If the selected Agency is awarded Federal Grant funds in relation to the requested services all expenses are paid on a reimbursement basis. The City will not be responsible for costs incurred prior to the award date of grants.

The City of Riverside is not responsible for late payments resulting from invoices that are submitted late or that are incomplete.
Payment—Continued

Selected provider shall submit invoices to:

City of Riverside
Housing & Homeless Services Division
3900 Main Street, 3rd Floor
Riverside, CA 92522
Attn: Housing Project Manager

The City of Riverside payment process is through an electronic transfer process. The selected Agency shall be required to submit a “New Vendor” form, in order to be compensated for services via electronic payment.

e-Payables—The City of Riverside has partnered with Bank of America to offer a card payment program, called e-Payables, to the City’s consultants. This is the City’s preferred method of payment and is part of a city-wide effort to reduce paper waste and decrease the amount of time to pay our consultants.

With e-Payables, the City will continue our current payment terms and conditions. However, once an invoice is approved for payment, an electronic remittance receipt will be sent to the consultant by e-mail instead of a check. The remittance receipt will include statement-type information such as invoice numbers, dates, and amounts for invoices. Payments can be retrieved with the City of Riverside’s designated account number that will be assigned to the consultant.

Public Records

All Proposals submitted in response to this Request for Proposals become the property of the City of Riverside and under the Public Records Act (Government Code 6250 et. seq.) are public records, and as such may be subject to public review. However, proposals shall not be disclosed until negotiations are complete and a recommendation for selection and award is made. Once the award is made, the Proposals will be subject to review.

If a consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Note that under California law, price proposal to a public agency is not a trade secret.
Agreement Obligations

By entering into an agreement with the City, the Agency is obliged to accept and implement any recommended technical assistance. The agreement will describe the payment methodology. Payment will be conditioned on the Respondent’s performance in accordance with the term of its agreement.

Funding Authority

Homeless Services are administered by the City of Riverside with funding provided by the City of Riverside (City) and the U.S. Department of Housing and Urban Development (HUD). Consequently, all guidelines and requirements of HUD and the City must be met. Additionally all successful Respondents must comply with the Single Audit Act, as applicable.

Insurance Requirements

The selected Agency will provide and maintain, at their own expense, the insurance coverage and requirements specified by the City of Riverside in the attached sample agreements. The Insurance Certificate of Coverage is only required for the Agency selected for agreement award at which time the information must be provided. The City of Riverside cannot enter into contracts with an Agency without the insurance.

Selected Agency must provide and maintain at the Agency’s own expense or cause to be provided during the term of the Agreement, the insurance coverage and requirements specified below, insuring all operations in the related agreements.

1. **Insurance to be Provided**

   a. **Workers Compensation and Employers Liability**

   Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than $1,000,000 per each accident, illness or disease (occurrence) and not less than $2,000,000 aggregate.
b. Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate, for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/ completed operations, separation of insureds, defense and contractual liability. The City of Riverside is to be named as additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

Contractors or Subcontractors performing work or services for the Agency must maintain limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate within the same terms herein.

c. Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Agency must provide Automobile Liability Insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate, for bodily injury and property damage. The City of Riverside is to be named as additional insured on a primary, non-contributory basis.

Contractors or Subcontractors performing work or services for the Agency must maintain limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate within the same terms herein.
1. Insurance to be Provided—continued

d. Professional Liability

When any professional consultants including counselors, case managers, program management and administration professionals perform Services in connection with the Agreements, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

Contractors or Subcontractors performing work or services for the Agency must maintain limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate within the same terms herein.

e. Directors and Officers Liability

Directors and Officers Liability Insurance must be maintained by the Agency in connection with these Agreements with the limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate. Coverage must include any actual or alleged act, error or omission by director or officers while acting in their individual or collective capacities. When policies are renewed or replaced the policy retroactive date must coincide with precede commencement of services by the Agency under these Agreements. A claims made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

f. Crime

Crime Insurance or equivalent covering all persons handling funds under these Agreements, against loss by dishonesty, robbery, destruction or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit shall be written to cover losses in the amount of the maximum monies collected or received and in the possession of the Agency at any given time.
1. Insurance to be Provided—continued

g. Property

All Risk Commercial Property Insurance including improvements and betterments must be maintained by the Agency to insure against loss of or damage to building(s), equipment and contents related to the City owned shelter facility that is part of the Lease Agreement. Coverage extensions must include Valuable Papers.

Agency is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by the Agency related to this Lease Agreement.

Indemnity

The successful Agency will be required to indemnify the City of Riverside for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Agency to provide assurances of performance, including but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Agency's delivery or non-delivery of services under the agreements.

Public Records Act

All proposals submitted in response to the RFP become the property of the City under the Public Records Act (Government Code § 6250 et. seq.) and are public records. As such, all proposals may be subject to public review at least ten (10) days before selection and award. If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. Personal information should be labeled as confidential and will remain so. Please note that under California law, price proposal to a public agency is not a trade secret.
All proposals are due by or before 4:00 PM on May 1, 2017. This time and date is fixed and extensions may not be granted. The Housing Authority does not recognize the United States Postal Service, its postmarks or any other organization as its agent for purposes of dating the proposal. All proposals received after the deadline shown will be rejected, returned to sender and will not receive further consideration.

Questions may be submitted to Shonda Herold at sherold@riversideca.gov. All responses will be posted as addenda to this RFP on the Housing Authority’s web-page at: www.riversideca.gov/housing/rfp-opportunities.asp within 48-hours of receipt.

Mail (or hand-deliver) four (4) hard copies and one (1) electronic file of the proposal to:

City of Riverside
Community & Economic Development Department
Attn: Shonda Herold, Housing Project Manager
3900 Main Street, 3rd Floor
Riverside, CA 92522

Please note: The Housing Authority reserves the right to amend, extend, withdraw or cancel this RFP. The Housing Authority also reserves the right to reject all responses to this RFP at any time prior to an agreement being executed. Furthermore, the Housing Authority reserves the right to request or obtain additional information about any and all submittals.
All requests for clarifications, changes, exceptions, deviations to the terms and conditions set forth in this RFP should be submitted in writing to:
Shonda Herold, Housing Project Manager
sherold@riversideca.gov

The final day for the receipt of questions from the respondent shall be before 4 PM on April 17, 2017. To ensure fairness and avoid misunderstandings, all communications must be in written format and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP. Any communications, whether written or verbal, with any City Councilmember or City staff other than the individual indicated above, prior to award of a contract by City Council or the Housing Authority Board, is strictly prohibited and the respondent shall be disqualified from consideration.

Please note: The Housing Authority shall not be liable for any expenses, which may include, but are not limited to, preparation of the proposal or related information in response to this RFP; negotiations with the Housing Authority on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations incurred by any respondent in relation to the preparation or submittal of the proposal. Additionally, the Housing Authority shall not be liable for expenses incurred as a result of the Housing Authority’s rejection of any proposals made in response to this RFP.
DEMOLITION KEYNOTES

01. REMOVE TOILET AND ASSOCIATED PLUMBING BACK TO NEAREST POC AND CAP FOR FUTURE USE.

02. REMOVE SINK AND ASSOCIATED PLUMBING BACK TO NEAREST POC AND CAP FOR FUTURE USE.

03. SAW-CUT AND REMOVE PORTION OF EXISTING SLAB SUFFICIENT TO INSTALL PLUMBING PIPING AND COMPONENTS. PATCH BACK TO MATCH EXISTING ADJACENT CONCRETE IN TEXTURE AND SURFACE ELEVATION.

04. REMOVE EXISTING NON-BEARING WOOD PARTITION WALLS AS HIGH-LIGHTED, INCLUDING ALL PIPES AND WIRES WITHIN WALL BACK TO OUTSIDE DEMO AREA AND CAP. CUT BACK AND GRIND SMOOTH TO SURFACE, ALL EXISTING ANCHORS OR ABANDONED PIPING. FILL ANY Voids IN SLAB WITH NON-SHRINK CONCRETE MIX.

05. EXISTING MECHANICAL PLATFORM, WOOD STAIR TO REMAIN.

06. REMOVE PORTION OF EXISTING WOOD FRAMED WALL AND FINISHES TO RECEIVE NEW DOOR.

07. REMOVE EXISTING DOOR, FRAME AND ALL HARDWARE. REMOVE FINISHES BACK TO INSTALL NEW FRAMING AND DRYWALL OPENING. 30" x 48" CLEAR. FLOOR AREA 4 = 48" SQ. 5 = 60" SQ. 60" DIA. CLEAR FLOOR AREA

LEGEND

EXISTING 2x WOOD STUD WALL TO REMAIN
EXISTING CONCRETE TILT-UP WALL TO REMAIN
EXISTING WALL TO BE REMOVED

WALL LEGEND

EXISTING 2x WOOD STUD WALL TO REMAIN
EXISTING CONCRETE TILT-UP WALL TO REMAIN
EXISTING WALL TO BE REMOVED

KEY PLAN

05. EXISTING MECHANICAL PLATFORM, WOOD STAIR TO REMAIN
EXISTING WALL TO BE REMOVED

EXISTING 2x WOOD STUD WALL TO REMAIN
EXISTING CONCRETE TILT-UP WALL TO REMAIN
EXISTING WALL TO BE REMOVED

A
B
C
D
E
SUSPENDED CEILING NOTES

1.

All exposed ductwork to be painted.

2.

All suspended ceiling grid systems shall be centered in space as shown, UNO light fixtures and mechanical registers are shown for location purposes only. Refer to Elec. & Mech. dwgs for additional information.

3.

Provide ceiling access panels at hard ceilings where req'd to access plumbing & mechanical controls.

4.

Seismic sway bracing not shown for clarity. Provide sway bracing in two directions at 90° for any pendant mounted light fixture, suspended ductwork, pipes, conduits, etc., that will not swing free and clear to 45° in any direction.

5.

For typical soffit detail see...3/A3.2.

CEILING PLAN GENERAL NOTES

1.

All ceiling shall use a heavy duty T-bar grid system.

2.

The width of the perimeter supporting closure angle shall be not less than 2 inches.

3.

In each orthogonal horizontal direction, one end of the ceiling grid shall be attached to the closure angle. The other end in each horizontal direction shall have a 3/4" clearance from the wall and shall rest upon and be free to slide on a closure angle or a listed assembly.

4.

Ceiling without rigid bracing must have a 2" oversize trim rings for a sprinklers and other ceiling penetrations.

SET BOTTOM OF LINEAR PENDANT LIGHT FIXTURE TO 9'-6" AFF.

SET BOTTOM OF ROUND PENDANT LIGHT FIXTURE TO 11'-0" AFF.

SET BOTTOM OF CONFERENCE PENDANT LIGHT FIXTURE TO 8'-0" AFF.

CENTER DOWNLIGHTS ON WALL.

SET BOTTOM OF OPEN OFFICE PENDANT LIGHT FIXTURE TO 9'-0" AFF.

CEILING KEYNOTES

30" x 48" clear. floor area = 48" sq.

5 = 60" sq.

60" dia. clear floor area for each space.

CEILING PLAN LEGEND

EXISTING WALL TO REMAIN

EXISTING TILT-UP WALL TO REMAIN

EXISTING WALL TO BE REMOVED

EXISTING CEILING TILES TO BE REMOVED

KEY PLAN

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ROOF KEY NOTES
1. Existing 6" Conc. Tilt - Up Wall
2. Existing Ladder Riser
3. Existing 8'x4' Skylight
4. Existing Built-Up Roof
5. New Mech. Unit
6. New Mech. Unit
7. New Trellis Framing

EXISTING 6" CONC. TILT - UP WALL.
EXISTING LADDER RISER.
EXISTING 8'x4' SKYLIGHT.
EXISTING BUILT-UP ROOF.
EXISTING MECH. UNIT.
NEW MECH. UNIT.
NEW TRELLIS FRAMING

RIVERSIDE HOMELESS SERVICE CAMPUS
NO. C 32757
REN. 12-31-17

Architect’s Seal:

Agency Approvals:

RIVERSIDE HOMELESS SERVICE CAMPUS
City of Riverside, CA 92507

SITE & BUILDING
IMPROVEMENTS

RIVERSIDE HOMELESS SERVICE CAMPUS
City of Riverside, CA 92507

#3025903410
12/20/2016
11/17/2016

Formillus Architecture
19166 Santa Fe St.
Riverside, California 92508

Building relationships, transforming environments.

skype:  formillus1
formillus.com
City of Riverside, CA 92507

Building relationships, transforming environments.

skype:  formillus1
formillus.com
City of Riverside, CA 92507
LEASE
Department of Mental Health
2800 Hulen Place, Riverside, California

THE CITY OF RIVERSIDE, a municipal corporation, herein referred to as Lessor, leases to the COUNTY OF RIVERSIDE, herein called County, the property described below under the following terms and conditions:

1. Description. The premises leased hereby consist of approximately 4,680 square feet located within that certain building located at 2800 Hulen Place, Riverside, California, as more particularly shown on Exhibit "A", attached hereto, and by this reference made a part of this Lease.

2. Use.

(a) The premises are leased to County primarily for the purpose of providing a Safehaven Permanent Supportive Housing Program for homeless adults, for use by its Department of Mental Health, but may be used for any official business of County government.

(b) County shall have the exclusive possession of the leased premises and common usage of the walkways, driveways, vehicular parking spaces, and other similar facilities maintained by Lessor for other tenants and the public.

3. Term.

(a) The term of this Lease shall be for a period of twenty-four months commencing September 1, 2006.

(b) Any holding over by County after the expiration of said term shall be deemed a month-to-month tenancy upon the same terms and conditions of this Lease.

(c) County shall have the right of first refusal as to the renewal of this Lease at the expiration of said term on whatever terms and conditions Lessor may then offer.

4. Options to Extend. County shall have options to extend the term of this Lease for two (2) separate and consecutive one (1) year periods, which options shall be exercised in the following manner:

(a) The first option shall be exercised by County giving Lessor notice of its election thereof, in writing, no later than sixty (60) days prior to the expiration of the initial term of this Lease.
(b) The second option shall be exercised by County giving Lessor notice of its election thereof, in writing, not later than sixty (60) days prior to the expiration of the first extended term of this Lease.

5. Rent.

(a) County shall pay to Lessor an annual rent of $90,000.00 as rent for the first year of the Lease for the leased premises, payable, in advance, on the commencement date of the Lease or as soon thereafter as a warrant can be issued in the normal course of County's business.

(b) County shall pay to Lessor an annual rent of $102,668.11 as rent for the second year of the Lease for the leased premises, payable, in advance, on the anniversary date of the Lease or as soon thereafter as a warrant can be issued in the normal course of County's business.

(c) Notwithstanding the provisions of Paragraph 5(a) and (b) herein, the rent payment shall revert to a month to month payment for any extended terms of the Lease and payments shall be increased by an amount equal to three (3%) percent of such month rental on the anniversary date of the Lease.

6. Custodial

(a) Custodial Services. County shall provide, or cause to be provided, and pay for all custodial services in connection with the leased premises.

7. Utilities. County shall pay for all telephone and data services used in connection with the leased premises. Lessor shall provide, or cause to be provided, and pay for all other utility services, including but not limited to, electric, water, gas, refuse collection and sewer services, as may be required in the maintenance, operation and use of the leased premises. Electrical charges shall be reviewed at the end of each year of the lease or lease renewals. County agrees to reimburse City for monthly electrical charges over $.16 per square foot for this 4,680 square foot building.

8. Maintenance.

(a) Lessor warrants the structural portions of the leased premises (understood to include the roof, foundation and load bearing walls); the nonstructural portions of the premises (understood to include the roof covering and membrane) windows, doors and fixtures, plumbing; all systems and equipment, including, but not limited, to Base Premises Systems as heretofore described that serve the premises, (including systems and equipment provided by County to support the use of the premises as a homeless shelter); and the exterior portions of the premises and real property including, but not limited to, landscaping, insect and pest control services, driveways, sidewalks, lighting and parking facilities servicing the premises. It is the intent of this paragraph that Lessor performs any and all building repairs, replacements and maintenance. Lessor agrees to make all repairs to or alternations
of the premises that may become necessary by reason of industry standard for age, wear and tear, or deferred maintenance.

(b) In the event Lessor fails, or refuses, to make any repairs to the leased premises as may be required or necessitated, County reserves the right to undertake such repairs, subject to two (2) weeks' notice to Lessor in writing. The costs and expenses of such repairs shall be deducted from any rents due hereunder.

(c) Notwithstanding the provisions contained in Paragraph 8(a) above, in the event an emergency arises which requires or necessitates repairs to the leased premises in order to insure the health and safety of persons or property or both, and Lessor fails, or refuses, to make such repairs in an expeditious manner, County may undertake such repairs and notify Lessor thereof in writing promptly thereafter. The costs and expenses of such repairs shall be deducted from any rents due hereunder.

(d) Lessor shall comply and stay current with all applicable building standards, which may change from time to time, including but not limited to, the Americans with Disabilities Act.

(e) County shall be responsible for damages to the leased premises caused by County employees, contractors, visitors or clients.

9. Improvements by County.

(a) Any alterations, improvements or installation of fixtures to be undertaken by County shall have the prior written consent of Lessor after County has submitted plans for any such proposed alterations, improvements or fixtures to Lessor in writing. Such consent shall not be unreasonable withheld by Lessor.

(b) All trade fixtures and furnishings installed by County shall remain County property and may be removed by County at or prior to the expiration of this Lease; provided, however, that such removal does not cause injury or damage to the leased premises, or in the event it does, the premises shall be restored.

(c) Lessor shall provide repairs and maintenance to tenant improvements provided by County with the exception of furnishings and other personal property located within the leased premises.

10. Indemnification. Each party to this Lease shall protect, defend, indemnify each other's officers and employees from and against any and all liabilities, losses, suits, claims, judgments, fines, or demands arising by reason of injury to or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including, but not limited to, attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Lease and/or the use or occupancy of the leased premises or the acts or omission of each other's officers, agents, employees, contractors, subcontractors, invitees or guests, regardless of sole negligence or willful misconduct of City or County or their
officers, employees or agents. This indemnification provision shall apply to any acts or
omissions, willful misconduct or negligent conduct, whether active or passive, on the
part of either party to this Lease or their officers, agents, employees, contractors,
subcontractors, invitees or guests. Either party shall give to the other party reasonable
notice of any such claims or actions.

11. **Insurance.** County and City are Self-insured. Upon written request from
either party, proof of such insurance shall be provided to the other party through its
Risk Management.

12. **Options to Terminate.** County shall have the option to
terminate this Lease if the leased premises are destroyed or damaged to the extent
that they cannot be repaired within sixty (60) days. If the damage can be repaired
within sixty (60) days, it shall be the duty of the Lessor to make such repairs promptly,
and during said period, the rent shall abate pro rata as to any portion of the leased
premises not usable by the County. County reserves the right to determine what, if
any portions of the leased premises are usable.

13. **Notices.** Any notices required or desired to be served by either
party upon the other shall be addressed to the respective parties as set forth below:

**County:**

County of Riverside  
Department of Facilities Management  
Real Estate Division  
3133 Mission Inn Avenue  
Riverside, California 92507

**Lessor:**

City of Riverside  
Development Department  
Real Property Division  
3900 Main St., 5th Floor  
Riverside, CA 92522

or to such other addresses as from time to time shall be designated by the respective
parties.

14. **Quiet Enjoyment.** Lessor covenants that County shall at all
times during the term of this Lease peaceable and quietly have, hold and enjoy the
use of the leased premises so long as County shall fully and faithfully perform the
terms and conditions that it is required to do under this Lease.

15. **Binding on Successors.** The terms and conditions herein
contained shall apply to and bind the heirs, successors in interest, executors,
administrators, representatives and assigns of all the parties hereto.

16. **Severability.** The invalidity of any provision in the Lease as
determined by court of competent jurisdiction shall in no way affect the validity of any
other provision hereof.

17. **Venue.** Any action at law or in equity brought by either of the
parties hereto for the purpose of enforcing a right or rights provided for by this Lease
shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereto waive all provisions of law providing for a change of venue in such proceedings to any other county.

18. **Attorneys’ Fees.** In the event of any litigation or arbitration between Lessor and County to enforce any of the provisions of this Lease or any right of either party hereto, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party all costs and expenses, including reasonable attorneys’ fees, incurred therein by the successful party, all of which shall be included in and as a part of the judgment rendered in such litigation or arbitration.

19. **County’s Representative.** County hereby appoints the Director of the Department of Facilities Management as its authorized representative to administer this Lease.

20. **Entire Lease.** This Lease is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous leases, agreements and understandings, oral or written, in connection therewith. This Lease may be changed or modified only upon the written consent of the parties hereto.

21. **Counterparts.** This Lease may be executed in a number of identical counterparts. If so executed, each of such counterparts shall, collectively, constitute one original lease. In making proof of this Lease, it shall not be necessary to produce or account for more than one such counterpart.
22. **Interpretation.** The parties hereto have negotiated this Lease at arms length with advice of their respective attorneys, and no provision contained herein shall be construed against County solely because it prepared this Lease in its executed form.

23. This Lease shall not be binding or consummated until its approval by the County.

Dated: **August 25, 2006**

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**CITY OF RIVERSIDE**

By: ________________

Michael J. Beck
Assistant City Manager

Attest: ________________

City Clerk

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**COUNTY OF RIVERSIDE**

By: ________________

ROBERT FIELD, Director
Department of Facilities Management

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**FORM APPROVED**

COUNTY COUNSEL

AUG 01 2006

BY: ________________

Linda V. Woo