

# Minot National Disaster Resilience Program

## Family Homeless Shelter

### Request for Proposal

#### **Advertisement for Bids**

The City of Minot is requesting proposals from non-profit entities for the development and long-term operation of a Family Homeless Shelter within the City of Minot.

Proposal instructions are included in the package which may be obtained at the CDM Smith Disaster Recovery Office located at Arrowhead Mall, 1600 2<sup>nd</sup> Ave SW, Ste 27, Minot, North Dakota. **Deadline for receipt of proposal responses by the City is 4:00 p.m., on December 15, 2017.** Applications will be received in the City Clerk's Office at the Minot City Hall, 515 2<sup>nd</sup> Avenue SW, Minot, ND 58702. If the proposal is submitted by mail the address is P.O. Box 5006, Minot, ND 58702. Sealed bid packages will be accepted prior to this deadline, packages received after the deadline will not be accepted.

#### **A voluntary pre-proposal meeting on this RFP will be held:**

October 12, 2017 from 10:00 – 11:30 a.m. in the City Council Chambers in the Minot City Hall, located at 515 2<sup>nd</sup> Avenue SW, Minot. Proposers are not required to attend this meeting.

Once the RFP has been issued, all questions concerning this RFP, the application package, review process, or any other aspect of the RFP must be directed in writing to: John Zakian, NDR Program Director at [john.zakian@minotnd.org](mailto:john.zakian@minotnd.org) All questions regarding the RFP must be submitted within six (6) days of the bid opening and will be addressed weekly in writing so that all potential responders can review any questions that are submitted and the responses to these questions. All updates to the RFP and all questions and answers will be posted on the City of Minot website. You are responsible for checking the website to find updates to the RFP or any RFP questions and responses.

The project is funded with CDBG-NDR funds. Therefore, the Bidder will be required to comply with all Federal, State and Local regulations. These requirements include compliance with Section 3 employment plan, and the Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin. The City of Minot reserves the right to determine the lowest responsible and eligible bidder, to waive irregularities and to reject any or all bids.

# City of Minot

## Family Homeless Shelter

### Request for Proposal (RFP)

## Introduction

The City of Minot was awarded \$74.3 Million from the National Disaster Resilience Competition (NDR) that must be used for projects included in the City's NDR application. The City's application was developed based upon unmet needs and a resilient vision of Minot defined by residents in over 70 public and stakeholder meetings held during the application process. The Minot NDR application and subsequent research of family homelessness in Minot documented the need for a family shelter in Minot that will provide services currently unmet by the existing shelters and services for the homeless in Minot.

## Project Purpose

The City of Minot, in accordance with their NDR application, desires to address the unmet needs of the city's most vulnerable populations which include homeless and near homeless families. The City of Minot is seeking proposals from qualified nonprofit organizations to develop and operate a Family Emergency Shelter in Minot on a year around basis. The shelter will contain six living units for families (with 2 – 3 bedrooms, bathroom with shower, small refrigerator and microwave, and living/dining space) for families experiencing homelessness. There will be no limitations on ages of children with parents (as defined under North Dakota law). A proposer must be able to demonstrate the financial capacity to operate and manage the shelter and provide appropriate services within the shelter as further enunciated in this RFP.

Up to \$3,041,500 in National Disaster Resilience Grant (NDR) funding is available for the development of this family shelter. Only the funds necessary to acquire, rehabilitate, and provide eligible equipment and furnishing will be made available from this grant. Eligible acquisition costs will be based on an MAI appraisal and an appraisal review, eligible rehabilitation costs will be based on Capitol Needs Assessment prepared and certified by a licensed architect or engineer. The applicant is not required to submit the MAI appraisal or the Capitol Needs Assessment with this proposal, however the applicant should provide the best available documentation available to provide the City with reasonable and accurate information regarding the acquisition and rehabilitation costs as well as the cost of eligible equipment and furnishings.

The facility described in this RFP is generally limited to acquisition and rehabilitation of a suitable structure that meets all applicable licensing requirements for a Family Shelter. The facility will contain six family living units; a commercial feeding kitchen; necessary and appropriate space to support management, operation, and appropriate services; and meet related code and statutory structural requirements for such construction. None of the NDR funds can be used for ongoing staffing or management and operating costs for the Family Shelter. If an applicant is unable to identify a suitable building for acquisition and rehabilitation for the family homeless shelter, the city will consider new construction, however the applicant must document their efforts to find an existing building and the reason why existing structures will not meet the family shelter needs for their proposal. Funding to cover these critical costs must be described in detail as outlined in this RFP.

Interested proposers are encouraged to read the NDR-DR (National Disaster Resilience Competition Grant) Action Plan that can be found on the City of Minot's website for the requirements and limitations covering this project pursuant to HUD's approved Action Plan and HUD's Rules and Regulations.

Pursuant to the approved NDR Action Plan, the Emergency Family Shelter shall be adequately sized to provide six family living units, a commercial feeding kitchen, and other necessary and appropriate space to support the management, operation, and services required for the family shelter.

Through this RFP, the City may select one (1) project to receive NDR funding to develop and provide for the long-term operation of a family homeless shelter. The selected project must:

- be located within the city limits of Minot
- provide for the immediate emergency housing needs of homeless families in Minot and provide essential services to help these families secure a more stable future
- ensure that the family shelter is properly maintained throughout its life and continues to provide for the needs of homeless families
- ensure that NDR funds are used only for project needs that can be readily documented
- meet all applicable HUD regulations and requirements in accordance with the City's NDR grant agreement and the Minot NDR Action Plan

## RFP Information Meeting

An RFP information session is scheduled for October 12<sup>th</sup> from 10-11:30 a.m. in the City Council Chambers in the Minot City Hall. Information regarding the meeting will be available on the City of Minot website and a meeting notice will be mailed to members of the Vulnerable Population and Shelter Committee. The City and NDR staff will be present at this information meeting to answer questions about this RFP. Proposers are not required to attend this session.

**Please Note:** After the RFP is issued by the City of Minot, all questions concerning this RFP, the application package, review process, or any other aspect of the RFP must be directed in writing to: John Zakian, NDR Program Manager, [john.zakian@minotnd.org](mailto:john.zakian@minotnd.org) . All questions will be addressed in writing weekly on the City of Minot website and will include the questions that have been asked and the responses. The City Staff and NDR Staff will not respond to any questions directed to them individually and will advise all individuals or organizations that they must submit their questions in writing. Proposers are responsible for checking the city's website for updates to the RFP and for RFP questions and responses.

## Submission of Proposals:

**Developers must complete the Family Homeless Shelter application (available by calling 701-368-4301 and requesting a copy)** and describe the details of their proposed project. All projects must meet the requirements outlined in the Project Requirements section below.

The selected project must demonstrate a capacity and commitment to the family homeless shelter, meet HUD and NDR requirements and the City of Minot's objectives for assisting vulnerable people, specifically homeless families. The NDR funds are subject to all of the applicable rules and regulations of the Department of Housing and Urban Development Community Development Block Grant program and the applicable rules and regulations set forth in the National Disaster Resilience Competition Notice of Funding Availability FR-5800-N-29A2.

### **HUD Statutory Requirements**

Any non-profit organization submitting a formal response to this RFP should become familiar with the following statutes and rules and in signing their submission make a commitment to fully abide by such rules and requirements and that the proposal accounts for all costs related to such requirements. The applicable federal laws and regulations included, but are not limited to the following:

- 24 CFR 576.403 Shelter and Housing Standards
- National Environmental Policy Act of 1969, (42 USC 4321 et seq.), as amended, and the implementing regulations of HUD (24 CFR Part 58) and of the Council on Environmental Quality (40 CFR Parts 1500 - 1508) providing for establishment of national policy, goals, and procedures for protecting, restoring and enhancing environmental quality.
- National Historic Preservation Act of 1966, (16 USC 470 et seq.), as amended, requiring consideration of the effect of a project under this Program on any district, site, building, structure or object that is included in or eligible for inclusion in the National Register of Historic Places.
- Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921 et seq.) requiring that federally funded projects under this Program contribute to the preservation and enhancement of sites, structures and objects of historical, architectural or archaeological significance.
- The Archaeological and Historical Data Preservation Act of 1974, amending the Reservoir Salvage Act of 1960 (16 USC 469 et seq.) providing for the preservation of historic and archaeological data that would be lost due to federally funded development and construction activities.
- Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951 et seq.) prohibits undertaking certain activities in flood plains unless it has been determined that there is no practical alternative, in which case notice of the action must be provided and the action must be designed or modified to minimize potential damage.
- Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961 et seq.) requiring review of all actions proposed to be located in or appreciably affecting a wetland. Undertaking or assisting new construction located in wetlands must be avoided unless it is determined that there is no practical alternative to such construction and that the proposed action includes all practical measures to minimize potential damage.

- Safe Drinking Water Act of 1974, (42 USC 201, 300 et seq., 7401 et seq.) as amended, prohibiting the commitment of federal financial assistance for any project under this Program which the Environmental Protection Agency determines may contaminate an aquifer which is the sole or principal drinking water source for an area.
- The Endangered Species Act of 1973, (16 USC 1531 et seq.) as amended, requiring that actions authorized, funded, or carried out by the federal government do not jeopardize the continued existence of endangered and threatened species which is determined by the Department of the Interior, after consultation with Minot, to be critical.
- The Wild and Scenic Rivers Act of 1968, (16 USC 1271 et seq.) as amended, prohibiting federal assistance in the construction of any water resources project under this Program that would have a direct and adverse effect on any river included in or designated for study or inclusion in the National Wild and Scenic Rivers System.
- The Clean Air Act of 1970, (42 USC 1857 et seq.) as amended, requiring that federal assistance will not be given and that a license or permit will not be issued to any activity not conforming to the local government implementation plan for national primary and secondary ambient air quality standards.
- HUD Environmental Criteria and Standards, (24 CFR Part 51) providing national standards for noise abatement and control, acceptable separation distances from explosive or fire prone substances and suitable land uses for airport runway clear zones.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Title III, Real Property Acquisition (Pub. L. 91-646 and implementing regulations at 24 CFR Part 42), provides for uniform and equitable treatment of persons displaced from their homes, business, or farms by federal or federally assisted programs. Requirements include bona fide land appraisals as a basis for land acquisition, specific procedures for selecting contract appraisers and contract negotiations, furnishing to owners of property to be acquired a written summary of the acquisition price offer based on the fair market price, and specified procedures connected with condemnation.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Title II, Uniform Relocation Assistance (Pub. L. 91-646 and implementing regulations at 24 CFR Part 42), provides for fair and equitable treatment of all persons displaced as a result of any federal or federally assisted program. Relocation payments and assistance, last resort housing replacement by displacing agency, and grievance procedures are covered under the Uniform Act. Payments and assistance will be made pursuant to state or local law, or the CDBG Sub-recipient must adopt a written policy available to the public describing the relocation payments and assistance that will be provided. Moving expenses and up to \$22,500 or more for each qualified homeowner or up to \$5,250 or more for each tenant are potential costs.

- Davis-Bacon Fair Labor Standards Act, (40 USC [3141-3144, 3146, and 3147](#)) requires that, on all contracts and subcontracts which exceed \$2,000 in value or that include eight (8) or more residential units for federally assisted construction, alteration or rehabilitation, laborers and mechanics employed by the CDBG Sub-recipient, general contractors or subcontractors shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor. (This requirement applies to the rehabilitation of residential property only if eight (8) or more contiguous residential family units are involved.)
- Contract Work Hours and Safety Standards Act of 1962, (40 USC [3701-3708](#).) requires that mechanics and laborers employed on federally assisted contracts which exceed \$2,000 be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work week.
- Copeland "Anti-Kickback" Act of 1934, (40 USC [3145](#)) prohibits and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.
- The Lead-based Paint Poisoning Prevention Act of 1971, (42 USC 4831), The Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35 and all other related federal regulations, prohibits the use of lead-based paint in residential structures constructed or rehabilitated with federal assistance; requires notification to purchasers and tenants of such housing of the hazards of lead-based paint and of the symptoms and treatment of lead-based paint poisoning; requiring inspection and testing of such housing and requires elimination of any lead-based paint hazards in such housing that is to be rehabilitated, modernized or improved under this Contract.
- Section 3 of the Housing and Community Development Act of 1968, and 24 CFR part 135 as amended, provides that, to the greatest extent feasible, opportunities for training, employment, and new contracting opportunities that arise through HUD-financed projects under this Program will be given to lower income persons who qualify as a Section 3 resident in the unit of the project area, and that contracts be awarded to businesses located in the project area owned, in substantial part, by Section 3 eligible residents of the project area or who have thirty percent (30%) or more of their full-time employees qualify as a Section 3 residents. The regulation applies to any HUD grant exceeding \$200,000 and any sub-recipient grant exceeding \$100,000. The CDBG Sub-recipient must provide Minot with verification of eligibility for Section 3 status for their agency and their subcontractors.
- Section 109 of the Housing and Community Development Act of 1974, (42 USC 5309) as amended, provides that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of race, color, national origin or gender under any program or activity funded in whole or in part under Title I (Community Development) of the Act.

- Title VI of the Civil Rights Act of 1964, (Pub. L. 88-352; 42 USC 2000 (d)) prohibits discrimination on the basis of race, color, religion or religious affiliation, or national origin in any program or activity receiving federal financial assistance.
- The Fair Housing Act, (42 USC 3601-20) as amended, prohibits housing discrimination on the basis of race, color, religion, gender, national origin, handicap, and familial status.
- Executive Order 11063, (1962) as amended by Executive Order 12259, requires equal opportunity in housing by prohibiting discrimination on the basis of race, color, religion, gender or national origin in the sale or rental of housing built with federal assistance.
- Executive Order 12372, Special Contract Condition Water or Sewer Facilities. Funds may not be obligated or expended for the planning or construction of water or sewer facilities until receipt or written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. Minot shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds.
- Section 504 of the Rehabilitation Act of 1973, (29 USC 794) as amended provides that no otherwise qualified individual shall, solely by reason of a disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving federal funds.
- Drug Free Workplace. The CDBG Sub-recipient shall comply with the Drug Free Workplace Act of 1988, as amended, and any regulations promulgated thereunder.
- Bonding and Insurance. At a minimum Sub-recipient shall comply with 2 CFR 200.325 and 200.310
- Procurement. The Sub-recipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.317-.326.
- Accounting Standards. The Sub-recipient must comply with 2 CFR 200.302 and adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all cost incurred.
- Cost Principles. The Sub-recipient shall administer its program in conformance with 2 CFR Subpart E Cost Principles. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis

## The Proposal:

All proposals must contain the following required items:

1. One-page cover letter containing a brief narrative description of the proposed project and amount of funds being requested, signed by the applicant's CEO and President of the Board or governing body and dated
2. A complete proposal from the applicant that included all of the information requested in this RFP
3. All requested supplemental information and exhibits
4. All requested financial information, please note this financial information may be subject to open records legislation. Please utilize the financial forms contained in the application
5. To support resilience, the City of Minot and HUD encourages applicants to implement green infrastructure to the extent practicable for non-substantial rehabilitation. Tools for green infrastructure are available at the Environmental Protection Agency's water website; Indoor AirPlus website; Healthy Indoor Environment Protocols for Home Energy Upgrades website; and ENERGY STAR website: [www.epa.gov/greenbuilding](http://www.epa.gov/greenbuilding).

Applicants should be aware of the eligible and ineligible project costs. The eligible and ineligible project costs outlined below do not contain an exhaustive list of project costs, please request clarification for any project costs that you are unsure of

**Eligible costs include:** development hard costs for the actual cost of rehabilitation; approved related soft costs include reasonable and necessary costs incurred after project selection and associated with the rehabilitation i.e. architectural, engineering, permits, eligible fees, legal fees, and closing costs. Rehabilitation activities include but are not limited to structural, mechanical and electrical repairs, roof, windows, doors and work required when it has been determined that the useful life is five years or less and projects where rehabilitation is needed to make the units habitable. Note that mitigation is required if the units proposed to be rehabilitated contain lead or asbestos. This will impact the cost of the project. Refer to Attachment 1 for HUD's lead requirements for rehabilitation of housing. Repairs such as painting, replacing floor coverings, and trim work are only eligible when they are part of a larger project.

**Ineligible Project Costs include:** refinancing of property; fees deemed excessive; pre-development costs; operating and management costs; costs associated with building space not related to the family homeless shelter and other approved uses.

## Proposal Submission:

Five (5) hard copies of the proposal should be delivered unbound in an 8 ½ by 11 format each copy secured by a clip at the top in a sealed manila envelope with the words “**Minot NDR Family Homeless Shelter RFP**” written in bold text on the outside of the envelope (if the proposal is too large to fit in an envelope please place the proposal in an accordion folder and secure the folder). Please use a labeled paper exhibit separator (i.e., colored paper with the name of each exhibit section typed in bold text on the paper, not a tab sheet) as the submittals will be scanned and copied for the review teams. An electronic copy of the proposal should also be included in the sealed package.

The project proposal must be delivered to: Kelly Matalka, in the City Clerk’s Office, Minot City Hall, 515 2<sup>nd</sup> Avenue SW, Minot, North Dakota, 58702; or submit by mail by the deadline to Attn. Kelly Matalka, City of Minot, P. O. Box 5006, Minot, ND 58702.

**Project Proposals must be received in the office of the City Clerk at 515 2<sup>nd</sup> Avenue SW, Minot, ND by 4:00 p.m. on December 15<sup>th</sup>, 2017.**

## Review Process:

All proposals will be reviewed by the NDR Family Shelter Technical Review Committee and by the City of Minot NDR Review Committee. The members of these committees will be identified on the City’s website. The NDR Family Shelter Technical Review Committee will review the proposal for completeness and will prepare an initial evaluation matrix based on the evaluation criteria. The NDR Family Shelter Technical Review Committee will provide their information to the City NDR Review Committee. The City NDR Review Committee will determine how they will conduct their review of the proposals and once their review is completed they will provide a project selection recommendation to City Council. The Minot City Council will select the project that will receive NDR funding for this RFP.

## Decision Process:

Applications will be reviewed as outlined in the review process and the recommended proposal and information will be forwarded to the Minot City Council for approval. The date for the City Council meeting will be posted on the City’s website. The City reserves the right to reject any and all proposals and to negotiate the terms of the contract including the award amount, with the selected developer prior to entering into a written agreement.

## Selected Project Requirements

NDR funding will be subject to negotiation of a Project Development Agreement. Funds will be disbursed only at the time all conditions of the award have been met by the applicant and execution of the Project Development Agreement. An environmental review must be completed for any project that will receive federal NDR funds prior to the commitment or disbursement of funds.

## Minimum Project Proposal Submission Requirements

Each applicant must provide sufficient detail and information about the proposed project that includes and addresses the following:

- 1) A detailed description and scope of the project
- 2) Number and types of units (i.e. total number of units, number of bedrooms in each unit, number of accessible units, etc.),
- 3) A detailed project cost estimate from a qualified source or sources including common area costs, commercial kitchen, service delivery area costs, and office space, costs per family unit, and a detailed project budget.
- 4) Description of all supportive services to be provided to families in the shelter
- 5) Details of any relocation of existing tenants and a relocation plan if applicable as required by HUD in conformance with the Uniform Relocation Act (URA)
- 6) Ultimately environmental documentation will be required to meet HUD's environmental requirements before a final selection is completed.
- 7) Proof of applicant's financial ability to provide and support necessary and appropriate services for a family homeless shelter and to manage and operate the Family Shelter as set forth in this RFP on a sustainable basis that maintains current level of effort for shelter facilities and services in Minot, without the use of NDR-DR funds to support the maintenance, operation, and management of the facility.
- 8) Proof of the applicant's (including other partners that will remain involved in this project) capacity and experience to operate an Emergency Family Shelter as set forth in this RFP. The applicant and all partners identified in their application to show capacity and experience must demonstrate an ongoing commitment and relationship to this project. Applicant's that are part of a regional and/or national organization may include capacity and experience of other organization members if they will provide ongoing assistance and advice to the applicant.
- 9) The successful proposer must identify the building where they propose to locate the family shelter facility and provide evidence their organization can close on the building within 60 days of grant award. In the event the proposer owns the building where the proposer plans to locate the family shelter, NDR funds may not be used to purchase the building from the proposer or to pay existing debt on the building per HUD regulations. (Refer to 24 CFR 576.403)
- 10) The Emergency Family Shelter shall be adequately sized to provide six family living units, a commercial feeding kitchen, and other necessary and appropriate space to support the management, operation, and services required for the family shelter. The applicant

should provide information describing the shelter facility including the family living units – number of bedrooms for each unit, square footage of each unit, ADA compliance, environmental testing (lead based paint and asbestos as required); commercial feeding kitchen; shelter management and operation space; and any other features and facilities.

- 11) Proof the proposer is a qualified 501(c)(3) nonprofit corporation with a declared mission and purpose consistent with providing the services and operation as described in this RFP
- 12) Proof the proposer and any partner organizations are In Good Standing with the State of North Dakota
- 13) Provide information about the building and neighborhood where the family shelter will be located, current zoning, basic concept regarding the design for the shelter facility, information about the rehabilitation of the structure including estimated cost of rehabilitation, basic building specifications for the building and renovations, and information on the design and construction team for the project to enable the City to ascertain that the building and all rehabilitation is consistent with HUD and State of North Dakota requirements for a Family Homeless Shelter. The building and all renovations must comply with City of Minot zoning and building requirements
- 14) Provide evidence the proposed shelter building is or will be in compliance with 24 CFR 576.403.
- 15) Provide a detailed project budget for the building acquisition, cost estimate for the renovation of the shelter, furnishing 6 family living units to be in compliance as a Family Shelter, costs for constructing and equipping a commercial kitchen, cost for constructing and renovating other shelter spaces, and detailed costs to address any major systems or structural needs to assure compliance with all local, county and state applicable codes. The selected proposer must provide a final project cost estimate signed by a registered architect or engineer. Note: Funds for the acquisition and proposed cost of renovations for the successful proposal will only include the square footage necessary for the Family Shelter, commercial kitchen, and related management and operations space (i.e. if space required is 10,000 square but building being offered is 30,000 square feet, the NDR funds can only pay for costs of the equivalent 10,000 square foot building)
- 16) Describe the applicant's experience in managing a facility similar to the Family Shelter, managing a building, and provide outline of staffing proposed for the family shelter. Applicant experience may include the experience of project partners, regional and national affiliates, and designated team members that will remain engaged in the project's ongoing operation.
- 17) Describe the services to be provided to the occupants of the shelter including but not limited to assistance in securing permanent housing; assistance addressing health,

substance abuse, job training services and job placement, and other services or assistance to address needs common to homeless families who need shelter; food services for shelter residents; provision of adequate staffing to operate and manage the family shelter. Services can be provided by partner organizations, all partners must be identified and information provided in the RFP. Information from all partners must include commitments from each of the partner providers to participate in the operation of the family shelter into the future.

- 18) Describe anticipated policies and procedures for families seeking shelter to demonstrate compliance with all applicable local, state and federal laws governing shelters. This description can include plans for interacting with other agencies for referrals
- 19) Describe past experience of the applicant team providing the services and staffing as described to this point
- 20) Discuss strategies proposer will utilize to maintain the safety and well-being of shelter residents, staff, and others. The successful proposer will be required to provide detailed shelter policies, procedures, rules and regulations, and how these will be enforced.
- 21) Provide an expected staffing plans for the facility that will support a 24/7 operation year-round. Discuss how other proposed services will be operated including commercial feeding kitchen
- 22) Include detailed information on operating revenue sources to demonstrate the proposer's ability to operate and maintain the facility and sustain services. This description should include plans for generating necessary operating revenues. Applicant should provide a sources and uses statement, operating budget, and a 20 year operating pro forma on forms provided in the application.
- 23) Provide information that demonstrates the proposer's knowledge of the licensing requirements in North Dakota to operate an emergency shelter and the proposer's commitment and capacity to secure necessary licensing.
- 24) Include a list of the proposer's Board of Directors and a letter from the Governing Board authorizing the submission of this proposal and application
- 25) Provide copies of audited financial statement and management letters for the prior three years. If the organization doesn't prepare an annual independent audit, provide a detailed letter signed by the members of the Executive Committee of the Board of Directors addressing financial statement issues.

## Family Shelter Proposal Timeline

- Proposal will be due 90 days from the date the RFP was first posted in the Minot newspaper.
- The City of Minot will conduct a pre-proposal meeting within 20 days from the date the RFP is officially released. Proposers are not required to attend this meeting. Information regarding this meeting will be available on the City of Minot website. Questions and answers from this meeting will be posted on the city website
- All proposals will be reviewed for thoroughness and compliance within 20 days from the proposal deadline.
- Within 30 days of the review of submissions for conformance all eligible proposals will be reviewed and a recommendation of selection provided to city leadership
- Within 20 days from recommendation, the recommended proposal organization will be notified and any required documentation will be requested
- Within 60 days from the notification of the selected organization, a contract will be negotiated and draft contract prepared working with the city and selected organization
- Within 30 days after the draft contract is prepared, the contract will be submitted to the proper City Council Committee for the required vetting and approval by Minot City Council.

## Family Homeless Shelter Evaluation Rating Criteria:

Each Family Shelter proposal that is submitted in response to this RFP will be reviewed to determine if the required documentation and responses are contained in the proposal. Applications that do not contain the required information and documentation will be identified and the application will be considered “incomplete” and will not proceed through the review process.

Representations made by the proposer that are considered in the proposal evaluation will be binding and monitored through the annual compliance review process. The City reserves the right to reject any and all proposals and to negotiate the terms of the contract including the NDR award amount, with the selected proposed prior to entering into a written agreement.

Complete proposals will be reviewed by two teams, team members will be identified on the City of Minot website:

- 1) A NDR Family Shelter Technical Review Team
- 2) The City of Minot NDR Review Committee that will be appointed by the NDR Program Director

Information from the Technical Review Team (TRT) will review the proposal for completeness and review each application based on the evaluation criteria below. The TRT will arrange for a property inspection and include the City Review Committee. Information from this review process will be forwarded to the City NDR Review Committee. The City Review Team will complete their review of the proposals and make a written recommendation regarding the selection and the amount of NDR funding to be awarded to City Council. City Council will make the final selection and award.

## Scoring Criteria

Each proposal that meets the project requirements will be reviewed and scored according to the following evaluation criteria. Representations made by applicants for which points are awarded will be binding and will be monitored through the annual compliance review process.

Complete proposals submitted to the City will be reviewed and evaluated based on the following criteria:

- 1) **Total Cost** - Total estimated cost of the building acquisition and building rehabilitation to provide the family living units, commercial feeding kitchen, necessary and appropriate space to support shelter management, operation, and appropriate family homeless services. Proposer must provide adequate documentation regarding building acquisition costs and the cost of building rehabilitation to enable reviewers to evaluate the reasonable ness of the proposed costs

## 2) **Team Experience**

The knowledge and experience of those who will develop, own, manage, and operate the family homeless shelter is extremely important to the success of this project. The applicant must demonstrate that members of their team have the expertise, ability, and financial capacity in their respective roles to undertake, comply with, and maintain and manage the shelter property and provide the critical services to help homeless families transition into permanent housing, jobs, and a better quality of life. Please ensure you have described your team's experience in detail which may include experience of proposer's regional and national parent organizations if those organizations will continue to provide expertise and advice in the shelter project. Documentation from regional and national parent organizations must be provided.

- a) Proposer experience managing and operating a homeless shelter
  - No experience 0 points
  - Experience with 1 – 2 homeless shelter projects 5 points
  - Experience with 3 or more homeless shelter projects 10 points
- b) Proposer experience providing client services to vulnerable populations, low and moderate income persons and at-risk families and individuals
  - No experience 0 points
  - Experience operating feeding programs 2 points
  - Experience with LMI food pantries 2 points
  - Experience with social services for LMI populations 2 points
  - Experience helping LMI families find employment or training 2 points
- c) Proposer experience successfully managing and operating a building including recurring building maintenance, maintenance of major building systems, day to day building operations, estimating annual operating costs and services, etc. Please provide adequate information including buildings currently or previously managed, purpose of the operation located in the buildings, proposer responsibility in the management of the building, is/was a property manager part of the team, etc.
  - No experience in managing and operating a building 0 points
  - Experience successfully managing current building/facility 5 points

- Experience managing multiple buildings 10 points

3) **Financial Expertise**

- a) Financial strength of the proposer as evidenced by audited financial statements, sources and uses of existing funding for current operations, identify existing debts, financial procedures and policies, etc. that demonstrate the proposers ability to manage current operations
- b) Proposers plan to raise the necessary funds (including grants, existing income/revenue, foundation funding, donations, events, local fund raising, etc.) to provide for ongoing facility operations, building maintenance, and client services for this family shelter.
- c) List of current Board Members and terms, policies for selecting board members, members of financial oversight committees