



REQUEST FOR PROPOSAL

FOR

ACCESS CENTER AND EMERGENCY SHELTER OPERATIONAL MANAGEMENT SERVICES

City of Lodi

Community Development Department

Neighborhood Services Division

221 W. Pine Street, Lodi, California 95240

Ph: 209-269-4519

NeighborhoodServices@lodi.gov

GENERAL INFORMATION

RFP ISSUED: October 2, 2025

RFP ISSUED TO: Open to All

RFP RESPONSE DUE DATE: **November 3, 2025 by 1:00 p.m.**

CONTACT PERSON: Jennifer Rhyne
Neighborhood Services Manager

PHONE: (209) 269-4519

EMAIL: NeighborhoodServices@lodi.gov

SUBMIT TO: 221 W Pine Street
Lodi, CA 95240

(1) USB
(9) Hard Copies for Evaluation Committee

POTENTIAL CONTRACT
AWARD DATE: Anticipated City Council Award Date January 7, 2026

Questions regarding this Request for Proposals ("RFP") may be submitted to Jennifer Rhyne, Neighborhood Services Manager, via email at: neighborhoodservices@lodi.gov

Questions will be accepted through October 27, 2025, and the City will make the responses to questions available to all parties that attended the pre-proposal meeting. Those organizations submitting proposals in response to this RFP ("Proposers") wishing to receive responses to questions directly may submit a request to the Neighborhood Services Division of Community Development to receive all inquiries and City responses.

I. BACKGROUND

The City of Lodi ("City"), not unlike many other areas in California, has experienced an increase in the number of unsheltered individuals over the past decade. From 2017 to 2019, homelessness across San Joaquin County increased by 170%, and in Lodi, the homeless population grew from 139 unsheltered individuals in 2019 to 208 in 2022, and 262 in 2024. The City of Lodi is committed to addressing the challenges of homelessness in our community and has devoted significant resources toward this effort including the development of Lodi's first Temporary Emergency Shelter. To address the issues surrounding homelessness, the regional strategic plan was adopted by Lodi City Council November 2020. One of the goals of this strategic plan is to increase access and reduce barriers to homeless crisis services. To accomplish this, Lodi is developing a permanent Access Center and Emergency Shelter ("Access Center") with wraparound services, and is looking for a partner that demonstrates the ability to operate and maintain the Access Center and emergency shelter for those experiencing homelessness in the Lodi ("Scope of Work"). The Access Center location ("site") and area identified for neighborhood clean-up in the Scope of Work are show in Attachment A to this RFP.

The City intends for the Scope of Work for the Access Center to include day services to allow participants to remain onsite throughout the day. The City of Lodi is also committed to clean and safe public and private areas as well as the highest standards of public services and policies that will support Lodi's quality of life. The successful Proposer is expected to operate the Access Center in a manner that does not impact the surrounding area and implementation of neighborhood clean-up deterring loitering in front of the facility, and other disruptive behaviors. The Access Center will help individuals experiencing homelessness develop a pathway towards permanent housing, income, healthcare, and stability through continued care services.

II. INTRODUCTION

City of Lodi Neighborhood Services Division is accepting proposals to provide the full twenty-four (24) hours per day, seven (7) days per week (referred herein as "24/7") operational management services of the Access Center. The Access Center will have an initial fixed bed count of 60 for overnight services with a flex bed capacity to house up to 208 persons experiencing homelessness (the number of unhoused individuals in the City identified in the 2022 Point in Time Count) and would include wraparound services for these clients. It will be a full service facility including a commercial kitchen, a commercial laundry, dining area, sleeping quarters, administration offices, and space for supportive services including visiting social service providers. The Access Center is designed as a low barrier shelter that will accommodate people, pets, and possessions. The flex bed capacity noted above and throughout the document is for future consideration, but is not currently required as part of this Request for Proposal ("RFP").

A low barrier shelter aims to provide immediate access to shelter space for people experiencing homelessness while reducing barriers for those who might not otherwise accept assistance. This means that a person will not be denied access to the shelter due solely to mental illness, substance abuse or addiction, pets, partners, or possessions. However, low barrier does not mean there are no

rules or boundaries at the shelter. Guests will be expected to agree to and abide by a code of conduct that respects and ensures the safety all guests, staff, pets, shelter facilities, and the surrounding community.

Collaboration and Coordination with Onsite Partners

The selected Proposer will be required to work in close coordination with key community partners, particularly San Joaquin County Behavioral Health Services and San Joaquin Health (collectively the “County Partners”). These entities will provide a range of onsite services, including a medical clinic, sobering center, isolation beds, and behavioral health respite care. These services are integral components of the Access Center and are designed to offer comprehensive, wraparound care to individuals experiencing homelessness. This model aims to improve client stabilization, address immediate health and behavioral health needs, and support long-term recovery and housing outcomes.

Collaboration with the County Partners is essential to ensure seamless service delivery, avoid duplication of efforts, and maintain a continuum of care. The selected Proposer must demonstrate the capacity and commitment to integrate program operations with these onsite services effectively.

Potential Medical Respite Bed Utilization

Proposers may include in their proposal the utilization of a portion of available beds as Medical Respite, to enhance services and leverage additional funding streams. Medical Respite, also known as recuperative care provides short-term residential care for individuals experiencing homelessness who are recovering from illness or injury and are not ill enough to require hospitalization, but who cannot safely recuperate on the streets or in traditional shelters.

Successful Proposers may pursue reimbursement opportunities for Medical Respite beds; however, no other CalAIM client supports will be eligible for reimbursement within the Access Center, in order to prevent duplication of services being provided by County Partners onsite.

Reporting and Data Management Requirements

The selected Proposer shall be required to submit monthly reports to the City. The specific data elements, format, and due dates for these reports will be determined in coordination with City staff and mutually agreed upon following contract execution. Timely and accurate reporting will be essential for program monitoring, compliance, and performance evaluation.

In addition, the selected Proposer will be required to enter client-level data into the San Joaquin County Homeless Management Information System (HMIS) for each individual accessing shelter services. HMIS is the database utilized by the San Joaquin County Continuum of Care (SJCoC) to record, manage, and report on service delivery and client outcomes for individuals experiencing homelessness.

To participate in the SJCoC, all Contributing HMIS Organizations (CHOs) must have an executed Agency Partner Agreement and a Data Sharing Memorandum of Understanding with the SJCoC. More information about these requirements and the HMIS system can be found at:

www.sanjoaquinccoc.org

Sample Outcome Metrics to be Tracked

The selected Proposer will be required to collect, track, and report on outcome metrics that demonstrate progress toward the goals of stabilization, service connection, and long-term housing for Access Center clients. Outcome data will be used to evaluate program effectiveness, support continuous improvement, and inform public reporting.

Below is a list of **the minimum outcome metrics** the City expects to be tracked (“Core Outcome Metrics”). Additional metrics may be requested or proposed as part of the final contract between the City and the selected Proposer.

Core Outcome Metrics:

- Number of Individuals Housed - Clients who exit the shelter into permanent housing, including independent living, transitional housing, or reunification with family
- Number of Individuals Gaining Employment - Clients who obtain part-time or full-time employment during or following program participation
- Number of Individuals Actively Seeking Employment - Clients engaged in job readiness, job search, or workforce development services
- Number of Individuals Connected to Supportive Services, including:
 - Behavioral Health
 - Substance Use Disorder Treatment
 - Other Stabilization Programs (specify program type)
- Number of Individuals Reconnected to Family - Clients who voluntarily reunite with family or natural support networks in stable living arrangements
- Number of Individuals Beginning Training or Education Programs - Includes GED courses, vocational training, adult education, or post-secondary programs
- Demographic Information - Including age, gender identity, race/ethnicity, disability status, veteran status, length of homelessness, and prior living situation

Shelter Utilization and Capacity Metrics

- Bed Occupancy Rate (%) - Percentage of available beds used nightly, averaged monthly
- Average Length of Stay (in days) - Measures client flow through the shelter and progress toward housing
- Exit Rate to Permanent Housing (%) - Proportion of total exits resulting in permanent housing

Engagement and Retention Metrics

- Rate of Client Engagement in Case Management or Navigation Services - Percentage of clients with active service plans or ongoing case management

- Program Retention Rate - Clients who remain engaged in services at 30, 60, and 90 days
- Number of Clients Returning to Homelessness After Exit (*Recidivism*) - Indicates stability of housing solutions and follow-up needs

Outreach and Navigation Metrics

- Number of Unsheltered Individuals Contacted - Total number of individuals engaged through outreach
- Number of Individuals Accepting Shelter Placement from Outreach - Demonstrates effectiveness of outreach in connecting people to shelter
- Number of Outreach Clients Connected to Behavioral Health or Substance Use Services - Includes referrals made and services initiated
- Number of Encampments Engaged or Resolved in Coordination with City or Partners - Where applicable, tied to outreach and clean-up efforts

Supportive Services and Barrier Reduction

- Number of Individuals Assisted with Benefits Enrollment - E.g., Medi-Cal, SSI/SSDI, CalFresh, or veteran services
- Number of Clients Obtaining Identification or Vital Documents - Includes DMV ID, Social Security card, birth certificate, etc.
- Number of Individuals Placed into Interim or Transitional Housing - Tracks step-ups from shelter or outreach into more stable environments
- Number of Referrals Made to Legal, Domestic Violence, Re-Entry, or Family Services - Captures service alignment for special populations

Client Feedback and Program Quality

- Client Satisfaction Rate - Based on anonymous surveys, interviews, or other formal feedback methods
- Number of Grievances Submitted and Resolved - Tracks transparency, fairness, and internal conflict resolution
- Improvement in Client-Identified Goals - Tracks qualitative or quantitative progress toward self-set goals (e.g., reduce use, reconnect with family, attend school, save money)

Project Timeline and Facility Readiness

The City will enter an operator agreement with the successful Proposer for the Scope of Work, which is anticipated to commence following the issuance of a Temporary Certificate of Occupancy (TCO) by the City of Lodi's Community Development Department ("Agreement"). The TCO is currently projected for April/May 2026, with the Access Center expected to open in June/July 2026.

This timeline is intended to provide the selected Proposer sufficient time to hire and train staff, establish operational procedures, and coordinate with onsite partners in advance of client intake.

The City will provide a turnkey facility to the selected Proposer. The successful Proposer will be responsible for the full scope of Access Center shelter operations and day-to-day maintenance of the building and site, ensuring the facility remains safe, clean, and accessible to all clients and staff.

The initial term of the Agreement shall be for five years from the date that the Agreement is fully executed with the option to extend an additional five years based upon acceptable performance by the successful Proposer, acceptable fee amounts and subject to the same terms and conditions of the Agreement.

All Proposers must meet the RFP requirements and demonstrate the ability to operate and maintain a 24/7 Access Center and emergency shelter for those experiencing homelessness in the Lodi community in order for the submission to be accepted.

Prerequisites

Proposals will only be considered from Proposers that meet the following prerequisites:

- Be a qualified private or public nonprofit organization currently engaged in providing homeless services and successfully managing homeless service centers.
- Have experience successfully managing and operating homeless programs and delivering relevant services of a similar type and scope as described in sections III, IV, and V of this RFP, and the sample Professional Services Agreement (Attachment B).
- Have not filed for bankruptcy under any business name over the past five (5) years.
- Be in good standing with the federal government (not debarred)
- Have the current organizational experience and staff capacity to operate a 24/7 emergency shelter.
- Key personnel shall be experienced in case management services offered prior to signing the Agreement for the operation of the shelter.
- Qualified Proposers must have experience using the Homeless Management Information System (HMIS) to document program services and status.
- Qualified Proposers must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFP upon request by the City.
- Qualified Proposers must have demonstrated experience with coordinated entry and success connecting clients to housing.
- Qualified Proposers understand the Access Center site may also serve as a warming/cooling location during inclement weather as reported by the National Weather Service and must be open for that purpose when requested by the City.

- Comply with grant funding laws and regulations and have the operational capacity to do so. These requirements may include federal record-keeping, reporting and financial requirements under the Code of Federal Regulations Title 24, Part 570 and Title 2 Part 200 and record keeping and data collection that may be required by the City and County.
- If recommending recuperative care beds, qualified applicants must have the capacity themselves or through a subcontract, to submit authorizations and claims for services to Medi-Cal managed care plans (MCPs).
- The selected Proposer shall be able to perform all the requirements as outlined within the RFP and meet the requirements of the sample Professional Services Agreement (Attachment B), which is subject to change at the City's sole discretion

City's Rights

The City's rights include, but are not limited to, to the following:

1. Issuing addenda to the RFP, including extending or revising the timeline for submittals.
2. Withdrawing, re-issuing, or modifying the RFP.
3. Requesting clarification and/or additional information from a Proposer at any point in the process.
4. Committing or offering funding to one or multiple Proposers.
5. Executing the Agreement with a Proposer(s) based on the original and/or other information submitted by the Proposer during the RFP process.
6. The City reserves the right to request that Proposers submit additional information as may be requested by staff to clarify or augment submitted information. Also, the City reserves the right to suspend, amend, or modify the provisions of this RFP, to reject all proposals, and/or to negotiate modifications of proposals.
7. Rejecting any or all proposals, waiving irregularities, accepting or rejecting all or any part of any proposal, waiving any requirements of the RFP, as may be deemed in the best interest of the City.

Proposer's Responsibilities

It is the responsibility of each Proposer to:

1. Examine this RFP thoroughly, including all exhibits and attachments.
2. Become familiar with local conditions that may affect cost, performance, or services.
3. Each Proposer is responsible for ensuring that its proposal is submitted to the City by the stated deadline, whether delivered in person, by mail, or through any other delivery method. All submissions are made at the Proposer's sole risk, and the City shall not be liable for any delays, delivery failures, or lost submissions. Proposals must be received by the City prior to

the designated due date and time; postmarks or other evidence of mailing will not be accepted as proof of timely submission.

Consequence of Submission of Proposal

The submission of a proposal shall not be deemed as an agreement between the Proposer and the City. The proposal is an offer by the Proposer to perform services in accordance with the proposal.

The proposals received shall become the exclusive property of the City.

All documents submitted in response to the RFP are considered public records and will be made available to the public upon request, unless exempt from disclosure under the Public Records Act or other applicable law. Please do not include confidential information or information that may violate the privacy or intellectual property rights of a third party.

Cost of Submitting Proposals

The cost of preparing and submitting a proposal is the sole responsibility of the Proposer and shall not be chargeable in any manner to the City. The City will not reimburse any Proposer for any costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview.

Period of Performance

The initial term of the Agreement shall be five (5) years, commencing on the date the Agreement is fully executed by all parties. Upon satisfactory performance by the selected Proposer, continued reasonableness of fees, and mutual agreement of both parties, the City shall have the option to extend the Agreement for one (1) additional term of up to five (5) years, under the same terms and conditions. The Agreement and all amendments will be subject to City Council approval.

Proposed pricing for the required services shall remain firm and fixed for the duration of the initial five-year term. If the Agreement is extended, the City and the selected Proposer may negotiate modifications to pricing prior to the commencement of the Agreement renewal term, which would be approved as an amendment to the Agreement.

The City reserves the right to conduct annual evaluations of the selected Proposer's performance to ensure compliance with all agreed-upon performance metrics.

Key Dates – Tentative Timeline

RFP Release Date	October 2, 2025
RFP Pre-Proposal Meeting (Voluntary)	October 22, 2025
Deadline for RFP Questions	October 27, 2025
Proposal Deadline	November 3, 2025
Evaluation and Notification of Interview	December 2, 2025

Interview Dates	December 10, 2025
Anticipated City Council Contract Award	January 7, 2026
Contract Execution	January/February 2026
Anticipated Contract Start Date	April/May 2026

Pre-proposal Information Session

Proposers are highly encouraged to attend the pre-proposal information meeting. The meeting will cover details of the RFP and proposed Scope of Work, information on the shelter and will provide opportunities for questions. No statements made during the meeting shall be considered binding unless issued in writing through an official addendum to this RFP.

The preproposal meeting details are as follows:

Date: Wednesday, October 1, 2025 Time: 2:00 PM (PT)

Location: Lodi Carnegie Forum, 305 W Pine Street, Lodi, CA 95240

III. PROPOSAL OBJECTIVES and REQUIREMENTS

Operating Budget and Per-Bed Cost Structure

Recognizing that it may take time for the shelter to ramp up to full capacity, the City is requesting that each Proposer include a flexible budgeting approach to operating expenses in their proposal. This approach should reflect scalable staffing, service delivery, and operational costs that correspond to varying levels of client occupancy.

The proposal should be structured as follows:

- 60 overnight clients
- Per-bed cost for any occupancy above 60 clients, in the event the City activates flex bed capacity.

This flexible budgeting model will allow the City to plan for a phased operational scale-up while maintaining transparency and cost control.

During the Agreement term, the City will retain ownership of the Access Center site, as such will take on the utility expenses, long-term maintenance of the site, routine repairs of the building, and pest control. The selected Proposer will be responsible for regular janitorial, laundry, and landscape maintenance costs of the Access Center site.

IV. PROPOSER INFORMATION

1. Name of Entity or Organization:
2. Physical Address:
3. Mailing Address (if different than above):
4. Executive Director/CEO
 - Name:
 - Title:
 - Email:
 - Phone Number:
5. Contact Person (if different than above)
 - Name:
 - Title:
 - Email:
 - Phone Number:
6. Number of years organization has been in business:
7. Number of year's organization has operated as a 501 (c) (3):
8. Federal Tax ID Number:
9. Has this organization operated under another name? () Yes () No
 - If yes, list all previous names:
10. Number of year's organization has conducted the program for which services are being requested:
11. Describe your organization's history and experience in providing services to individuals experiencing homelessness:
12. Describe the organization's current approach to outreach and service delivery, particularly for unsheltered individuals or highly vulnerable populations:

V. PROPOSAL NARRATIVE

Proposers must provide responses to each of the items listed below. Responses should be clear, concise, and limited to 500 words or less per question, unless otherwise specified.

Where applicable, Proposers are encouraged to reference or attach sample policies, procedures, or other supporting documents that substantiate their responses. Attachments are not subject to the 500-word limit and may exceed that restriction as needed to provide adequate context or documentation.

Failure to respond to all required items may result in the proposal being deemed non-responsive.

1. Service Summary

Provide a summary of the proposed services to be delivered, including a high-level description of work to be performed and the key outcomes your organization expects to achieve.

2. Organizational Experience

Describe your organization's experience with programs or services similar to those described in the RFP. If the scope of work is new to your organization, describe the relevant expertise, partnerships, or resources that will support successful implementation.

3. Collaborative Partnerships

Describe current and past collaborations with other nonprofits, government agencies, faith-based organizations, and community stakeholders relevant to homelessness, housing, health, or supportive services.

4. Operational Methodology

Provide an overview of your approach to operating the City's Access Center and Emergency Shelter, including how you plan to scale services to meet evolving needs.

5. Tasks and Implementation

Specify the key tasks and activities your organization will undertake to accomplish the program's goals. Explain how and when these activities will be implemented and monitored for success.

6. Shelter Operations Capability

Demonstrate your organization's capacity to develop, implement, and manage an emergency shelter. Include a brief summary of your organizational infrastructure, staffing, and internal systems.

7. Admission and Program Participation Procedures

Provide detailed policies and procedures related to the intake and sheltering process, including:

- Client rules and guidelines
- Identification requirements
- Screening and assessment protocols
- Bed reservation and allocation system
- New client orientation process
- Policies for day-use clients and services
- Returning client procedures

- Exit and re-admission criteria for disqualification

8. Connection to Services and Housing

Explain how your organization will coordinate and refer clients to supportive services and housing programs. Describe partnerships or systems used to facilitate these connections.

9. Housing-Focused Goals

Describe your strategy for minimizing length of stay and assisting clients in obtaining permanent housing.

10. HMIS Participation

Detail your organization's past or current use of HMIS and outline your plan to ensure compliance with all data entry and reporting requirements.

11. Coordinated Entry Participation

Describe how your organization engages with the local coordinated entry system to assess client needs and match them with available services.

12. Accessibility and Inclusion

Describe how the proposed program will ensure accessibility for individuals with physical, mental, or developmental disabilities and those with other special needs.

13. Outreach to Unsheltered Individuals

Share your plan to proactively reach out to Lodi's unsheltered population and encourage their voluntary transition to the Access Center.

14. Community Engagement and Good Neighbor Plan

Provide a detailed "Good Neighbor Plan" that includes:

- Communication with residents, businesses, and community groups
- Public education and outreach
- Security and property management
- Responsiveness to neighborhood concerns
- Strategies to minimize community impact

15. Security Policies and Procedures

Describe your proposed security plan, including policies related to:

- Secured entry/exit points
- On-site security personnel
- Loitering deterrence
- Conflict de-escalation
- Client property storage

- Handling of weapons or contraband
- Coordination with law enforcement
- Overflow bed management

16. Health and Safety Policies

Describe your proposed policies related to client health and safety, including:

- Prescription medication handling
- Use of over-the-counter medications
- Infection control protocols
- HIPAA compliance and client confidentiality

17. Facility Maintenance Plan

Explain how your organization will maintain a clean, safe, and sanitary facility environment on a daily basis.

18. Transportation Plan

Describe your proposed transportation-related policies and procedures, including:

- Client transportation to/from the Access Center facility
- Transportation of new clients and their belongings
- Response to emergency transport needs initiated by Police or City staff
- Receiving donations and deliveries

19. Nondiscrimination and Equity Policies

Detail your organization's policies for:

- Compliance with all applicable federal and state civil rights laws
- Adherence to the Americans with Disabilities Act (ADA)
- Prevention of sexual harassment
- Policy on identifying alternative resources for individuals not eligible for onsite services (registered sex offenders, disqualified due to behaviors, etc.)

20. Pet and Service Animal Accommodation

Describe your proposed policies for allowing and managing pets and service animals on-site.

21. Grievance and Complaint Procedures

Outline your policies for receiving, reviewing, and resolving client grievances and complaints. Include your whistleblower policy.

22. Incident Reporting and Documentation Policy

Outline your system for reporting, documenting, and following up on client and staff incidents (e.g., injuries, altercations, overdoses, critical behavioral health events).

23. Emergency Preparedness and Response Plan

Describe your protocols for handling facility emergencies including:

- Medical emergencies
- Fire evacuation procedures
- Staff training on emergency drills

24. Staff Training and Development

Detail required staff training (e.g., trauma-informed care, de-escalation, cultural competency, CPR/First Aid, confidentiality). Include any ongoing professional development or certification requirements.

25. Internal Monitoring and Quality Assurance

Explain how your organization monitors service delivery quality, ensures compliance with regulations and funder requirements, and uses data to drive performance improvement.

26. Confidentiality, Client Records, and Data Security

Describe your policies and practices for maintaining and safeguarding client records, ensuring HIPAA and HMIS compliance, managing data sharing with partners, and responding to potential breaches.

27. City and County Partner Coordination

Describe how your organization will maintain communication and coordination with City staff and County Partners to support the successful operations of the Access Center.

28. Data Collection and Reporting

Explain the methods used to collect and track demographic and service data, including the software system(s) used for reporting.

29. CalAIM Medical Respite Experience

If applicable, describe your organization's experience providing Medical Respite services under CalAIM, either directly or through a subcontractor relationship. In your response, please include:

- A summary of your Medical Respite program(s), including scope of services and target populations
- Whether services were provided directly or through a subcontractor
- The number of clients served annually and typical length of stay
- Coordination protocols with managed care plans (MCPs), hospitals, or referring entities
- Outcomes tracked and reported (e.g., discharge destinations, health stabilization, hospital readmission rates)

- Billing and reimbursement experience under CalAIM, including familiarity with Department of Health Care Services (DHCS) standards and reporting requirements
- How this experience would inform your organization's ability to implement Medical Respite services at the Access Center, if selected
- If your organization is not interested in operating any Medical Respite services as potential cost offset, please clearly state that in your response

VI. BUDGET

All proposals must include a detailed line-item operating budget that accounts for all anticipated Scope of Work expenses associated with managing and operating the Access Center and Emergency Shelter. The budget should be realistic, cost-effective, and scalable and reflect the tiered bed capacity model outlined in the RFP.

Cost Savings and Funding Offsets

Proposers are strongly encouraged to identify and account for cost-saving strategies and alternative funding sources that may reduce reliance on City funding. These may include, but are not limited to:

- In-kind donations (e.g., food, supplies, equipment)
- Volunteer labor (please estimate FTE equivalents, even if no cost is incurred)
- Philanthropic support
- Private or public grants
- Community partnerships
- CalAIM Medical Respite reimbursement (*if proposing to operate Medical Respite beds*)
- Other funding offsets or reimbursements available through state, federal, or nonprofit programs

All savings and external funding sources should be clearly itemized in the budget and/or noted in the budget justification to ensure transparency in total cost estimates and to allow the City to assess the long-term sustainability of proposed operations.

Sample Expense Categories

The following categories are examples of allowable and expected costs. This list is not exhaustive; Proposers must ensure all costs required for full program operation are accounted for and identified in their submitted proposals.

1. Salaries and Benefits

Include a breakdown by position title, number of full-time and part-time staff, and associated benefits. Example roles may include:

- Shelter Director
- Assistant Director(s) / Managers / Supervisors
- Lobby Operators / Client Check-In
- Security Staff
- Case Managers
- Transitional Coordinator

- Outreach Coordinator(s) and Assistant(s)
- HMIS Coordinator(s)
- Cook(s) / Kitchen Staff
- Janitorial / Laundry Staff
- Neighborhood Clean-Up Staff (*Area shown in Attachment A*)
- Administrative and HR Support
- Shelter Monitors / Floaters / Relief Staff
- Volunteer Contributions: List anticipated volunteer positions and FTE equivalents

2. Food and Meal Expenses

- Breakfast, lunch, dinner, and snacks
- Value of donated food should be estimated and clearly noted
- Operator must log and report meals served daily to validate invoiced meal costs

3. Janitorial and Laundry Supplies

Cleaning products, PPE, linens, laundry detergent, etc.

4. Landscape Maintenance

Routine exterior maintenance and grounds upkeep

5. Transportation Costs

Fuel, vehicle maintenance, client transport, emergency transport coordination

6. Office Supplies and Administrative Expenses

Stationery, printing, postage, duplicating, etc.

7. Technology and Equipment

Laptops, software (e.g., HMIS), phones, copiers, internet access, etc.

8. Outreach Expenses

Bus passes, hygiene kits, gloves, resource materials, etc.

9. Neighborhood Clean-Up Supplies

Bags, tools, safety gear, etc. (See Attachment A for area map.)

10. Insurance

Liability, workers' compensation, property, vehicle, and professional liability. (See Insurance minimums listed as Attachment C to the Agreement for Professional Services included as Attachment A.)

11. Employee Training and Development

Staff certifications, onboarding, and continuing education (e.g., trauma-informed care, CPR, de-escalation)

Budget Structure Reminder

Budgets must reflect an occupancy model as follows:

- 60 overnight clients
- For any use of flex bed capacity (over 60 beds), provide a per-bed cost

VII. SELECTION PROCESS

All proposals will undergo a multi-step review process to ensure fairness, transparency, and alignment with the City's Access Center goals.

1. Initial Review for Completeness and Eligibility

Submitted proposals will first be reviewed by the Neighborhood Services Manager and the Community Development Director to confirm that all required materials have been submitted and that minimum eligibility criteria have been met.

2. Evaluation Committee Review

Eligible proposals will then be evaluated by an Evaluation Committee comprised of City staff and key community stakeholders. The committee will assess each proposal using the evaluation criteria outlined in the attached scoring rubric (Attachment C).

3. Selection for Interview

Based on scoring, the top three (3) proposals will be selected for interviews with the Evaluation Committee.

- If three or fewer proposals are received and all meet eligibility requirements, interviews will be conducted with all qualifying Proposers.

4. Final Recommendation

After completing the interview process, the Evaluation Committee will develop a recommendation for award of the Agreement. This recommendation will be presented to the Lodi City Council for final approval and selection of a service provider and authorization to enter the Agreement with the selected Proposer.

VIII. REJECTION OF PROPOSALS

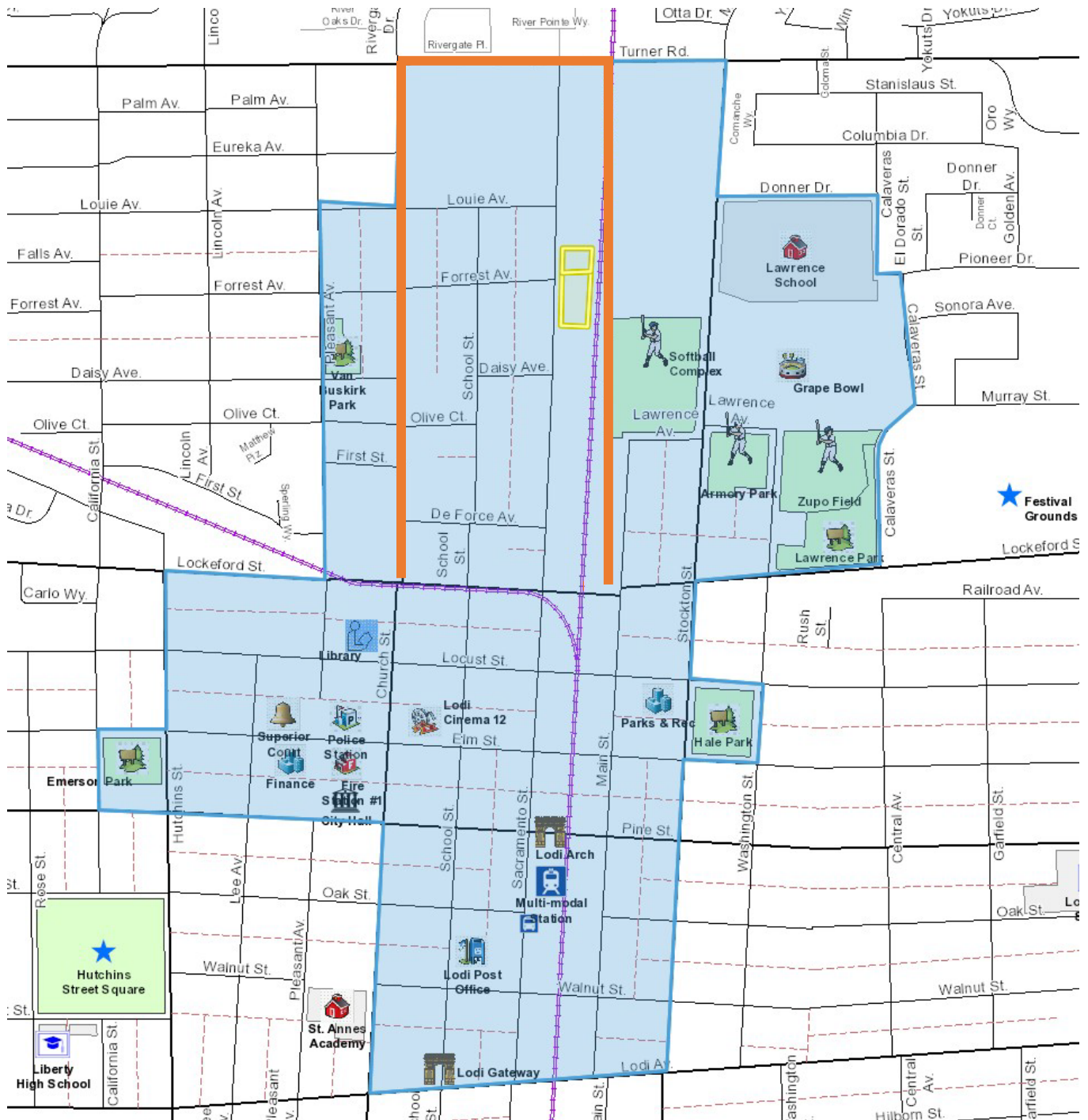
The City of Lodi reserves the right to reject any and all proposals and to solicit new proposals with modified terms and conditions in the Scope of Work. It also reserves the right to waive any informalities in connection with proposals.

IX. INFORMATION REQUESTS

Information regarding the Access Center project and the proposal Scope of Work can be obtained by contacting Jennifer Rhyne, Neighborhood Services Manager at NeighborhoodServices@lodi.gov.

ATTACHMENT A: SITE MAP- NEIGHBORHOOD CLEAN-UP

Clean-Up Map (Area highlighted in blue is overall clean-up area, however area boxed in orange is priority; including streets and alleyways as it is directly adjacent to the Access Center (highlighted in yellow))



ATTACHMENT B: AGREEMENT FOR PROFESSIONAL SERVICES

DRAFT

AGREEMENT FOR PROFESSIONAL SERVICES

ARTICLE 1 PARTIES AND PURPOSE

Section 1.1 Parties

THIS AGREEMENT is entered into on _____, 20____, by and between the CITY OF LODI, a municipal corporation (hereinafter "CITY"), and (hereinafter "CONTRACTOR").

Section 1.2 Purpose

CITY selected the CONTRACTOR to provide the services required in accordance with the Scope of Services attached, as Exhibit A and incorporated by this reference.

CITY wishes to enter into an agreement with CONTRACTOR for (hereinafter "Project") as set forth in the Scope of Services attached as Exhibit A. CONTRACTOR acknowledges that it is qualified to provide such services to CITY.

ARTICLE 2 SCOPE OF SERVICES

Section 2.1 Scope of Services

CONTRACTOR, for the benefit and at the direction of CITY, shall perform the Scope of Services as set forth in Exhibit A.

Section 2.2 Time for Commencement and Completion of Work

CONTRACTOR shall commence work pursuant to this Agreement, upon receipt of a written notice to proceed from CITY or on the date set forth in Section 2.6, whichever occurs first, and shall perform all services diligently and complete work under this Agreement based on a mutually agreed upon timeline or as otherwise designated in the Scope of Services.

CONTRACTOR shall submit to CITY such reports, diagrams, drawings and other work products as may be designated in the Scope of Services.

CONTRACTOR shall not be responsible for delays caused by the failure of CITY staff to provide required data or review documents within the appropriate time frames. The review time by CITY and any other agencies involved in the project shall not be counted against CONTRACTOR's contract performance period. Also, any delays due to weather, vandalism, acts of God, etc., shall not be counted. CONTRACTOR shall

remain in contact with reviewing agencies and make all efforts to review and return all comments.

Section 2.3 Meetings

CONTRACTOR shall attend meetings as may be set forth in the Scope of Services.

Section 2.4 Staffing

CONTRACTOR acknowledges that CITY has relied on CONTRACTOR's capabilities and on the qualifications of CONTRACTOR's principals and staff as identified in its proposal to CITY. The Scope of Services shall be performed by CONTRACTOR, unless agreed to otherwise by CITY in writing. CITY shall be notified by CONTRACTOR of any change of Project Manager and CITY is granted the right of approval of all original, additional and replacement personnel at CITY's sole discretion and shall be notified by CONTRACTOR of any changes of CONTRACTOR's project staff prior to any change.

CONTRACTOR represents it is prepared to and can perform all services within the Scope of Services (Exhibit A) and is prepared to and can perform all services specified therein. CONTRACTOR represents that it has, or will have at the time this Agreement is executed, all licenses, permits, qualifications, insurance and approvals of whatsoever nature are legally required for CONTRACTOR to practice its profession, and that CONTRACTOR shall, at its own cost and expense, keep in effect during the life of this Agreement all such licenses, permits, qualifications, insurance and approvals, and shall indemnify, defend and hold harmless CITY against any costs associated with such licenses, permits, qualifications, insurance and approvals which may be imposed against CITY under this Agreement.

Section 2.5 Subcontracts

Unless prior written approval of CITY is obtained, CONTRACTOR shall not enter into any subcontract with any other party for purposes of providing any work or services covered by this Agreement.

Section 2.6 Term

The term of this Agreement commences on _____, 20____ and terminates upon the completion of the Scope of Services or on _____, 20____, whichever occurs first.

Section 2.7 Option to Extend Term of Agreement

At its option, CITY may extend the terms of this Agreement for an additional year extension; provided, CITY gives CONTRACTOR no less than thirty (30)

days written notice of its intent prior to expiration of the existing term. In the event CITY exercises any option under this paragraph, all other terms and conditions of this Agreement continue and remain in full force and effect.

The total duration of this Agreement, including the exercise of any option under this paragraph, shall not exceed year(s).

ARTICLE 3 **COMPENSATION**

Section 3.1 Compensation

CONTRACTOR's compensation for all work under this Agreement shall conform to the provisions of the Fee Proposal, attached hereto as Exhibit B and incorporated by this reference.

CONTRACTOR shall not undertake any work beyond the scope of this Agreement unless such additional work is approved in advance and in writing by CITY.

Section 3.2 Method of Payment

CONTRACTOR shall submit invoices for completed work on a monthly basis, or as otherwise agreed, providing, without limitation, details as to amount of hours, individual performing said work, hourly rate, and indicating to what aspect of the Scope of Services said work is attributable. CONTRACTOR's compensation for all work under this Agreement shall not exceed the amount of the Fee Proposal.

Section 3.3 Costs

The Fee Proposal shall include all reimbursable costs required for the performance of the Scope of Services. Payment of additional reimbursable costs considered to be over and above those inherent in the original Scope of Services shall be approved in advance and in writing, by CITY.

Section 3.4 Auditing

CITY reserves the right to periodically audit all charges made by CONTRACTOR to CITY for services under this Agreement. Upon request, CONTRACTOR agrees to furnish CITY, or a designated representative, with necessary information and assistance needed to conduct such an audit.

CONTRACTOR agrees that CITY or its delegate will have the right to review, obtain and copy all records pertaining to performance of this Agreement. CONTRACTOR agrees to provide CITY or its delegate with any relevant information requested and shall permit CITY or its delegate access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and

inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this requirement. CONTRACTOR further agrees to maintain such records for a period of three (3) years after final payment under this Agreement.

ARTICLE 4

MISCELLANEOUS PROVISIONS

Section 4.1 Nondiscrimination

In performing services under this Agreement, CONTRACTOR shall not discriminate in the employment of its employees or in the engagement of any subcontractor on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, age, or any other criteria prohibited by law.

Section 4.2 ADA Compliance

In performing services under this Agreement, CONTRACTOR shall comply with the Americans with Disabilities Act (ADA) of 1990, and all amendments thereto, as well as all applicable regulations and guidelines issued pursuant to the ADA.

Section 4.3 Indemnification and Responsibility for Damage

CONTRACTOR to the fullest extent permitted by law, shall indemnify and hold harmless CITY, its elected and appointed officials, directors, officers, employees and volunteers from and against any claims, damages, losses, and expenses (including reasonable attorney's fees and costs), arising out of performance of the services to be performed under this Agreement, provided that any such claim, damage, loss, or expense is caused by the negligent acts, errors or omissions of CONTRACTOR, any subcontractor employed directly by CONTRACTOR, anyone directly or indirectly employed by any of them, or anyone for whose acts they may be liable, except those injuries or damages arising out of the active negligence, sole negligence, or sole willful misconduct of the City of Lodi, its elected and appointed officials, directors, officers, employees and volunteers. CITY may, at its election, conduct the defense or participate in the defense of any claim related in any way to this indemnification. If CITY chooses at its own election to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification, CONTRACTOR shall pay all of the costs related thereto, including without limitation reasonable attorney fees and costs. The defense and indemnification obligations required by this Agreement are undertaken in addition to, and shall not in any way be limited by the insurance obligations set forth herein.

Section 4.4 No Personal Liability

Neither the City Council, nor any other officer or authorized assistant or agent or City employee shall be personally responsible for any liability arising under this Agreement.

Section 4.5 Responsibility of CITY

CITY shall not be held responsible for the care or protection of any material or parts of the work described in the Scope of Services prior to final acceptance by CITY, except as expressly provided herein.

Section 4.6 Insurance Requirements for CONTRACTOR

CONTRACTOR shall take out and maintain during the life of this Agreement, insurance coverage as set forth in Exhibit C attached hereto and incorporated by this reference.

Section 4.7 Successors and Assigns

CITY and CONTRACTOR each bind themselves, their partners, successors, assigns, and legal representatives to this Agreement without the written consent of the others. CONTRACTOR shall not assign or transfer any interest in this Agreement without the prior written consent of CITY. Consent to any such transfer shall be at the sole discretion of CITY.

Section 4.8 Notices

Any notice required to be given by the terms of this Agreement shall be in writing signed by an authorized representative of the sender and shall be deemed to have been given when the same is personally served or upon receipt by express or overnight delivery, postage prepaid, or three (3) days from the time of mailing if sent by first class or certified mail, postage prepaid, addressed to the respective parties as follows:

To CITY: City of Lodi
 221 West Pine Street
 P.O. Box 3006
 Lodi, CA 95241-1910
 Attn:

To CONTRACTOR:

Section 4.9 Cooperation of CITY

CITY shall cooperate fully and in a timely manner in providing relevant information it has at its disposal relevant to the Scope of Services.

Section 4.10 CONTRACTOR is Not an Employee of CITY

CONTRACTOR agrees that in undertaking the duties to be performed under this Agreement, it shall act as an independent contractor for and on behalf of CITY and not an employee of CITY. CITY shall not direct the work and means for accomplishment of the services and work to be performed hereunder. CITY, however, retains the right to require that work performed by CONTRACTOR meet specific standards without regard to the manner and means of accomplishment thereof.

Section 4.11 Termination

CITY may terminate this Agreement, with or without cause, by giving CONTRACTOR at least ten (10) days written notice. Where phases are anticipated within the Scope of Services, at which an intermediate decision is required concerning whether to proceed further, CITY may terminate at the conclusion of any such phase. Upon termination, CONTRACTOR shall be entitled to payment as set forth in the attached Exhibit B to the extent that the work has been performed. Upon termination, CONTRACTOR shall immediately suspend all work on the Project and deliver any documents or work in progress to CITY. However, CITY shall assume no liability for costs, expenses or lost profits resulting from services not completed or for contracts entered into by CONTRACTOR with third parties in reliance upon this Agreement.

Section 4.12 Confidentiality

CONTRACTOR agrees to maintain confidentiality of all work and work products produced under this Agreement, except to the extent otherwise required by law or permitted in writing by CITY. CITY agrees to maintain confidentiality of any documents owned by CONTRACTOR and clearly marked by CONTRACTOR as "Confidential" or "Proprietary", except to the extent otherwise required by law or permitted in writing by CONTRACTOR. CONTRACTOR acknowledges that CITY is subject to the California Public Records Act.

Section 4.13 Applicable Law, Jurisdiction, Severability, and Attorney's Fees

This Agreement shall be governed by the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be venued with the San Joaquin County Superior Court. If any part of this Agreement is found to conflict with applicable laws, such part shall be inoperative, null, and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in force and effect. In the event any dispute between the parties arises under or regarding this Agreement, the prevailing party in any litigation of the dispute shall be entitled to reasonable attorney's

fees from the party who does not prevail as determined by the San Joaquin County Superior Court.

Section 4.14 City Business License Requirement

CONTRACTOR acknowledges that Lodi Municipal Code Section 3.01.020 requires CONTRACTOR to have a city business license and CONTRACTOR agrees to secure such license and pay the appropriate fees prior to performing any work hereunder.

Section 4.15 Captions

The captions of the sections and subsections of this Agreement are for convenience only and shall not be deemed to be relevant in resolving any question or interpretation or intent hereunder.

Section 4.16 Integration and Modification

This Agreement represents the entire understanding of CITY and CONTRACTOR as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by both parties.

Section 4.17 Contract Terms Prevail

All exhibits and this Agreement are intended to be construed as a single document. Should any inconsistency occur between the specific terms of this Agreement and the attached exhibits, the terms of this Agreement shall prevail.

Section 4.18 Severability

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

Section 4.19 Ownership of Documents

All documents, photographs, reports, analyses, audits, computer media, or other material documents or data, and working papers, whether or not in final form, which have been obtained or prepared under this Agreement, shall be deemed the property of CITY. Upon CITY's request, CONTRACTOR shall allow CITY to inspect all such documents during CONTRACTOR's regular business hours. Upon termination or completion of services under this Agreement, all information collected, work product and documents shall be delivered by CONTRACTOR to CITY within ten (10) calendar days.

CITY agrees to indemnify, defend and hold CONTRACTOR harmless from any liability resulting from CITY's use of such documents for any purpose other than the purpose for which they were intended.

Section 4.20 Authority

The undersigned hereby represent and warrant that they are authorized by the parties to execute this Agreement.

Section 4.21 Federal Transit Funding Conditions

☐ If the box at left is checked, the Federal Transit Funding conditions attached as Exhibit D apply to this Agreement. In the event of a conflict between the terms of this Agreement or any of its other exhibits, and the Federal Transit Funding Conditions, the Federal Transit Funding Conditions will control.

Section 4.22 Counterparts and Electronic Signatures

This Agreement and other documents to be delivered pursuant to this Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document, and will be effective when counterparts have been signed by each of the parties and delivered to the other parties. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this Agreement or any other document contemplated hereby, bearing an original manual or electronic signature by facsimile transmission (including a facsimile delivered via the Internet), by electronic mail in "portable document format" (".pdf") or similar format intended to preserve the original graphic and pictorial appearance of a document, or through the use of electronic signature software will have the same effect as physical delivery of the paper document bearing an original signature.

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IN WITNESS WHEREOF, CITY and CONTRACTOR have executed this Agreement as of the date first above written.

ATTEST:

CITY OF LODI, a municipal corporation

OLIVIA NASHED
City Clerk

APPROVED AS TO FORM:

By: _____
KATIE O. LUCCHESI
City Attorney

By: _____
Name:
Title:

Attachments:

Exhibit A/B – Scope of Services & Fee Proposal

Exhibit – Insurance Requirements

Exhibit – Federal Transit Funding Conditions (if applicable)

Funding Source: _____
(Business Unit & Account No.)

Doc ID:

CA: Rev.04.2025-LT (CA Formatted)



EXHIBIT C

NOTE: The City of Lodi is now using the online insurance program PINS Advantage. Once you have been awarded a contract you will receive an email from the City's online insurance program requesting you to forward the email to your insurance provider(s) to submit the required insurance documentation electronically

Insurance Requirements for Most Contracts **(Not construction or requiring professional liability)**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto or if Contractor has no owned autos, then hired, and non-owned autos with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

Other Insurance Provisions:

- (a) **Additional Named Insured Status**
The City of Lodi, its elected and appointed boards, commissions, officers, agents, employees, and volunteers are to be covered as additional insureds on the CGL and auto policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used
- (b) **Primary and Non-Contributory Insurance Endorsement**
The limits of insurance coverage required may be satisfied by a combination of primary and umbrella or excess insurance. For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage **at least as broad** as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- (c) **Waiver of Subrogation** Contractor hereby grants to City of Lodi a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City of Lodi by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Lodi has received a waiver of subrogation endorsement from the insurer

NOTE: (1) The street address of the **CITY OF LODI** must be shown along with (a) and (b) and (c) above: 221 West Pine Street, Lodi, California, 95240; (2) The insurance certificate must state, on its face or as an endorsement, a description of the project that it is insuring.

- (d) **Severability of Interest Clause**
The term "insured" is used severally and not collectively, but the inclusion herein of more than one insured shall not operate to increase the limit of the company's liability under the Contractors commercial general liability and automobile liability policies.
- (e) **Notice of Cancellation or Change in Coverage Endorsement**
This policy may not be canceled nor the coverage reduced by the company without 30 days' prior written notice of such cancellation or reduction in coverage to the Risk Manager, City of Lodi, 221 West Pine St., Lodi, CA 95240.

(f) Continuity of Coverage

All policies shall be in effect on or before the first day of the Term of this Agreement. At least thirty (30) days prior to the expiration of each insurance policy, Contractor shall furnish a certificate(s) showing that a new or extended policy has been obtained which meets the minimum requirements of this Agreement. Contractor shall provide proof of continuing insurance on at least an annual basis during the Term. If Contractor's insurance lapses or is discontinued for any reason, Contractor shall immediately notify the City and immediately obtain replacement insurance. Contractor agrees and stipulates that any insurance coverage provided to the City of Lodi shall provide for a claims period following termination of coverage which is at least consistent with the claims period or statutes of limitations found in the California Tort Claims Act (California Government Code Section 810 et seq.).

(g) Failure to Comply

If Contractor fails or refuses to obtain and maintain the required insurance, or fails to provide proof of coverage, the City may obtain the insurance. Contractor shall reimburse the City for premiums paid, with interest on the premium paid by the City at the maximum allowable legal rate then in effect in California. The City shall notify Contractor of such payment of premiums within thirty (30) days of payment stating the amount paid, the name(s) of the insurer(s), and rate of interest. Contractor shall pay such reimbursement and interest on the first (1st) day of the month following the City's notice. Notwithstanding any other provision of this Agreement, if Contractor fails or refuses to obtain or maintain insurance as required by this agreement, or fails to provide proof of insurance, the City may terminate this Agreement upon such breach. Upon such termination, Contractor shall immediately cease use of the Site or facilities and commence and diligently pursue the removal of any and all of its personal property from the site or facilities.

(h) Verification of Coverage

Consultant shall furnish the City with a copy of the policy declaration and endorsement page(s), original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the City before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. **Failure to exercise this right shall not constitute a waiver of the City's right to exercise after the effective date.**

(i) Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City. The City may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

(j) Insurance Limits

The limits of insurance described herein shall not limit the liability of the Contractor and Contractor's officers, employees, agents, representatives or subcontractors. Contractor's obligation to defend, indemnify and hold the City and its officers, officials, employees, agents and volunteers harmless under the provisions of this paragraph is not limited to or restricted by any requirement in the Agreement for Contractor to procure and maintain a policy of insurance.

(k) Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that City is an additional insured on insurance required from subcontractors

(l) Qualified Insurer(s)

All insurance required by the terms of this Agreement must be provided by insurers licensed to do business in the State of California which are rated at least "A-, VI" by the AM Best Ratings Guide, and which are acceptable to the City. Non-admitted surplus lines carriers may be accepted provided they are included on the most recent list of California eligible surplus lines insurers (LESLI list) and otherwise meet City requirements.

ATTACHMENT C: EVALUATION CRITERIA

Proposers that submit a proposal will be reviewed based upon the following criteria:

Evaluation Category	Criteria	Points
1. Organizational Experience and Capability	• Demonstrated past and current experience providing homeless services • Capability to operate a full-service, congregate low-barrier shelter and navigation center with wraparound services as specified in the RFP • Relevant policies and procedures attached to the proposal • For joint applications only: narrative describing prior collaboration and outcomes of past joint efforts	20
2. Organizational Readiness and Operational Capacity	• Readiness to begin and sustain operations • Ability to prepare and execute a detailed operational plan • Demonstrated history of success supported by measurable outcomes	15
3. Staffing Plan and Key Personnel Qualifications	• Adequacy of staffing structure • Qualifications of key personnel • Clear and thorough description of roles and responsibilities for each position	15
4. Financial Plan and Budget	• Detailed proposed budget aligned with program goals • Identification of all funding sources • Fiscal responsibility and accountability	15
5. Client Service Delivery Approach	• Clear strategy to provide consistent, client-centered services • Plan for outcome measurement, data tracking, and reporting • Demonstrated adaptability to meet diverse client need	10
6. Government Funding Experience and Compliance	• Experience managing government funding • Knowledge of documentation requirements for expense reimbursement and reporting • Strong fiscal controls and administrative capacity	10
7. Community Engagement and Collaboration	• Demonstrated knowledge of and connection to the local community • Active partnerships with local and regional service providers	5
8. Proposal Quality and Completeness	• Overall quality, accuracy, and completeness of the proposal submission	5
9. Program Integration (All-Inclusive Operations)	• Proposer is applying to operate all required program components under a single organizational structure or partnership (points awarded only if fully met)	5
Total:		100