



Economic Development and Housing
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Date Issued: August 21, 2009
Deadline for Responses: October 2, 2009

REQUEST FOR PROPOSALS FOR THE RE-USE OF THE BROOKWOOD HOMELESS SHELTER

The City of Santa Rosa's Department of Economic Development and Housing (EDH) is issuing a Request for Proposals (RFP) for the re-use of the Brookwood Homeless Shelter (Brookwood) located at 983 Sonoma Avenue. Brookwood is owned by the Housing Authority of the City of Santa Rosa (Housing Authority), which is staffed by EDH, and has been the location of a 40-bed homeless shelter. As a result of the City's budget situation, the 40 shelter beds were consolidated with those at Samuel L. Jones Hall Homeless Shelter.

The Facility

Brookwood is an approximately 5,000 square foot building that was renovated in 2002 for use as a 40-bed homeless shelter. The facility features a commercial kitchen; men's and women's restrooms, which include shower facilities; laundry room with water hook-ups for two washing machines and natural gas hook-ups for up to four dryers; seven separate rooms; and a large dormitory room.

The selected applicant will be required to obtain a Conditional Use Permit from the City of Santa Rosa's Community Development Department prior to use of the facility. EDH staff recommends that interested applicants meet with Community Development staff prior to the submittal of an application to ensure that the site provides adequate parking and interior facilities for the intended use.

The Housing Authority intends the duration of the use of the facility to be limited. The term of the lease will be negotiated with the selected agency.

Qualified Applicants

Qualified applicants are non-profit service providers that administer programs and/or provide services for low-income residents, annual income at or below 80% of area median income, in Santa Rosa.

Program

The application must include a detailed description of the program/services that will be conducted at Brookwood. The description must include details on the target population that will be served, how clients will access the facility, description of how on-site security will be handled, proposed hours of operation, how client income eligibility will be determined, proposed staffing and the organization's capacity to provide the identified services.

Please include a timeline that details the steps to obtain necessary approvals and begin program operations.

Program Funding

Qualified applicants must demonstrate that their program is fully funded and does not anticipate financial assistance from the City of Santa Rosa. A program budget must be included in the application.

The program budget should also include expenses associated with permitting.

Lease Agreement

The selected respondent will be required to enter into a Lease Agreement with the Housing Authority of the City of Santa Rosa. The Lease Agreement will require the lessee to pay the Housing Authority approximately \$600 a month for use of the facility. The Lease Agreement will allow for limited tenant improvements at the lessee's expense. The Housing Authority must review and approve all improvements prior to work commencing.

Ineligible and Prohibited Activities – Brookwood was acquired with Community Development Block Grant (CDBG) funds. Any proposed activities must be in compliance with CDBG regulations which can be accessed at www.hud.gov.

Reporting

The selected organization will be required to provide EDH with semi-annual reporting on the operation and funding of the program and client eligibility data.

Financial Statement

If awarded the use of the facility, the selected organization will be required to submit their most recent financial statement (audited by an independent certified public

accountant during the previous fiscal year) and must comply with all applicable federal audit requirements.

Submittal of Proposal

Form

All respondents must submit one (1) signed original, one-sided document in a three (3) ring binder to EDH. The submission must be delivered to:

Megan Basinger, Program Specialist
City of Santa Rosa, Department of Economic Development and Housing
90 Santa Rosa Avenue
Santa Rosa, CA 95404

Due Date

Responses must be received no later than **5:00 p.m. on Friday, October 2, 2009**. Postmarks will not be accepted. Responses must be submitted in hard copy; an email or fax response will not be accepted.

Facility Tour

All interested organizations are invited to attend a facility tour on Thursday, September 3, 2009 at 10:00 a.m. Please RSVP to Megan Basinger at mbasinger@srcity.org by Tuesday, September 1, 2009.

Contents of Submission

Your response to this RFP should describe your organization and the service(s) it provides. Please include the following information:

To receive consideration, submissions should be made in accordance with the following general instructions:

1. The original signature of all persons signing the submission. The submission must be signed by a person with the legal authority to enter into a contractual relationship in the name of the respondent organization.
2. No oral, telephonic, facsimile, or electronic submissions will be considered.
3. A resolution stating the Board of Director's authorization to file the submission must be included.

4. The selected respondent will be required to obtain insurance and name the City of Santa Rosa and the Housing Authority of the City of Santa Rosa as additionally insured parties. All insurance shall be issued by a company or companies listed in the current "Best's Key Rating Guide" publication.

Submittal Contents:

1. Program Description;
2. Program Budget;
3. Evidence of Program funding (commitment letters, balance sheets, etc.);
4. Organizational Information, including an organizational chart identifying the staff for the proposed program;
5. Memorandums of Understanding with any partner organizations; and
6. Any other pertinent information.

Selection

Staff will review all applications that are received and prepare a recommendation to the Housing Authority. All applicants will be informed of the date and time of the Housing Authority meeting, as well as receive a copy of the staff report prior to the meeting.