



**Sonoma County Community Development Commission**  
**Sonoma County Housing Authority**  
1440 Guerneville Road, Santa Rosa, CA 95403-4107

**Request for Qualifications (RFQ)**

**Travel Trailer Donation**

**Sonoma County Community Development Commission**

The Sonoma County Community Development Commission (Commission) is soliciting qualifications and conceptual proposals from qualified entities including non-profit organizations and local government (Applicants) for the long-term ownership and management of up to thirty-one travel trailers.

Qualified Applicants will demonstrate organizational capacity and experience with successful, high-quality homeless services, transitional housing, and use and maintenance of travel trailers as homeless housing or similar facilities.

This document contains background information about the trailers and the requirements and restrictions associated with future use of the trailers.

**Background**

**Travel Trailers**

On January 8, 2020, Governor Newsom signed Executive Order N-23-20 in response to the housing and homeless crisis in the State of California. Order 4 of that order made 100 travel trailers available through the State of California Department of General Services (DGS) to local partners including counties, cities, and non-profit agencies having the capacity to deploy, operate, secure, and maintain the trailers. The order required local partners make appropriate health, social, housing, and other appropriate services available to support the needs of individuals temporarily housed in the trailers and transition them into permanent, safe, and stable housing.

On February 21, 2020, the Commission submitted a request to the DGS for travel trailers to assist with Sonoma County's efforts to address the homeless crisis. The trailers were placed in service for their intended use as non-congregate shelter at two sites at the Sonoma County Fairgrounds for the COVID-19 vulnerable homeless population. At this time the Commission has five trailers on hand in "as is" condition available to be donated to qualified Applicants.

**Objectives**

The Commission's objectives in donating these trailers are:

1. Development of high-quality transitional shelter that meets the needs of the homeless population in Sonoma County.
2. Compliance with Executive Order N-23-20.
3. Assurance of long term financial and operational stability of the trailers.
4. Minimize the financial obligation of the Commission and Sonoma County.
5. Proper disposal of any trailers received once determined to be at the end of its useful life.



### **Qualifications**

The Commission is seeking qualified Applicants with the financial and organizational capacity, experience, and resources needed to utilize travel trailers as transitional shelters/housing for the homeless population in Sonoma County including any/all cities and towns within Sonoma County.

Interested Applicants should submit qualifications and proposals sufficient to demonstrate the ability to successfully utilize the number of travel trailers requested that includes at a minimum:

- Financial plan including sources and uses.
- Evidence of experience and organizational capacity.
- Long term plans and goals for use and maintenance of the travel trailers.
- Evidence of site control (where trailers can be legally placed and operated).
- Date Applicant can take physical possession of trailers.
- Ability to transport trailers safely following all local and State laws.
- Target area served and outreach plan/process showing previous collaborative communication with the community during the planning process of the site.
- Supportive services provided to individuals placed in trailers.
- Plan for proper disposal once trailers are at the end of their useful life.

### **Experience with Similar Projects**

Applicants should provide information and descriptions of similar projects serving homeless populations, including photographs, sample project data, examples of financial modeling, and how such past projects have performed transitioning clients to permanent housing during implementation. Information that clearly demonstrates the ability to execute quickly on this project opportunity should be provided.

### **Successful Project Management Experience**

The Commission is seeking Applicants with experience effectively managing transitional homeless facilities, whether in-house or in partnership with qualified third-party case management organizations. This includes outreach, marketing available units to historically under-served and non-English speaking homeless populations, demonstrating a clear commitment to the principals of responsibly housing the areas most vulnerable homeless populations to ensure that a peaceful and safe environment is maintained for transitional occupants and neighbors of the property.

### **Supportive Services**

Applicants must demonstrate that they or members of their team have experience with the delivery and coordination of supportive services. Please be specific about the type of supportive service and the targeted population.

### **Development Standards and Entitlements**

Each project shall be subject to the entitlement, permitting, and approval process of the jurisdiction where the trailers will be located. Obtaining all approvals, permits, and entitlements is the sole responsibility of the Applicants.

Applicants should evaluate and describe the type of environmental review that would be required for their proposed approach to each project.

## **Process**

The Commission will hold a mandatory in person technical assistance session on Thursday, July 27, 2023 at 9:00 am at the Commission office located at 1440 Guerneville Rd. Santa Rosa, CA 95403. Applicants will carpool from there to the location the trailers are being stored and have an opportunity to attend a walkthrough of the trailers on that date.

Please RSVP via email for the technical assistance session by **Tuesday, July 25 at 5:00 pm**

If prospective Applicants have any additional questions following the technical assistance session, they must be submitted in writing to the Commission for staff to prepare written responses. Written questions and answers will be shared with all prospective Applicants who attended the technical assistance session through an email notification from the Commission.

Please e-mail questions no later than **3:00pm Monday August 7, 2023**. Questions will not be accepted by phone.

Commission will review all applications received and after careful analysis may select one or more Awardee(s). The Commission shall notify all Applicants of final decisions on the award of the trailers.

Commission reserves the right to select multiple Applicants to receive trailers in a number the Commission determines is appropriate based on analysis of submitted proposals. The Commission reserves the right to reject all proposals for any reason.

This Request for Qualifications does not constitute a commitment by the Commission or Sonoma County to award any trailers.

Send questions and RSVP to [Marc.Chandler@sonoma-county.org](mailto:Marc.Chandler@sonoma-county.org)

## **Summary of Award Process**

The Commission will facilitate the transfer of title and ownership of any trailers awarded from the Sonoma County to the Awardee. Commission will make travel trailers available for transport by the Awardee on a date agreed upon at time of the award.

Any successful Awardee will undertake the following:

- Accept awarded trailers in “as is” condition at time of physical transfer and assume full ownership, responsibility, and liability for all existing conditions, as well as future conditions that arise from current or previous use, neglect, wear, and tear or other.
- Insure trailers meet the minimum insurance requirements to protect the public during transport.
- Transport trailers from storage location.
- Site all trailers received per concurrence gained from previous community outreach and in compliance with local and state laws.
- Lead, manage and be financially responsible for any land use, permitting, and environmental entitlement process.
- Assume full responsibility financially or otherwise for any future permitting, fees, registration, titling, maintenance, and repair.

- Indemnify, defend, and hold harmless Sonoma County Community Development Commission, County of Sonoma, their officers, agents, and employees, 1440 Guerneville Road, Santa Rosa, CA 95403.

### **Proposal Submission Requirements**

One electronic copy of the proposal must be submitted on a USB drive.

### **Due Date**

Proposals will be reviewed on a first come, first serve basis. The Commission reserves the right to negotiate with Applicant(s) at any time following the initial submittal due date of **Monday August 14, 2023**. The RFQ will remain active until all trailers have been donated and transferred to Applicant(s). . The due date is subject to change. If the due date is changed, all known recipients of the original RFQ will be notified of the new date, and any such changes will also be posted on the Commission's website.

For questions or issues regarding the submission of this proposal, please contact Marc Chandler at [marc.chandler@sonoma-county.org](mailto:marc.chandler@sonoma-county.org)

### **Format and Contents**

For ease of review and to facilitate evaluation, Proposals for this project should be organized and presented in the following order:

**1. Signed Cover Sheet**

**2. Proposal Overview**

The proposal should include a general description of the conceptual plan of the shelter and services being proposed, including the following:

- Descriptive narrative, including the outreach process and proposed population being targeted.
- Proposed site control (purchase/ownership, long term lease, management agreement).
- Service delivery plan, including proposed permanent supportive housing resources and partners.
- Configuration of site showing footprints of trailers.
- Location of parking.
- Proposed timeline to occupancy.
- Estimated cost of site preparation and ongoing services (utilities, wastewater disposal, trash, etc.).
- Property management approach and experience.
- All funding sources and amounts of funding anticipated to be used to set up and operate the project.

**3. Organizational Information**

Provide specific information concerning the applicant organization, including legal name, address and telephone number, and the type of organization (non-profit/ cityTown). Include the name and telephone number of the main point of contact as well as the person(s) authorized to execute an agreement and take title to awarded trailers.

Identify the person or team that will be assigned to this project, including proposed mechanics or inspectors, general contractor, property management firm, financial consultant, and legal counsel (if available).

Debarment or other disqualification: Provide DUNS Number/Unique Entity ID and disclose any debarment or other disqualification as a vendor for any federal, state, or local entities. Describe the nature of the debarment/disqualification, including where and how to find complete information on any such debarment or disqualification.

#### **4. Qualifications**

Resume(s) of key personnel who will be assigned to work on this project showing relevant professional qualifications. Include references or letter of recommendation that addresses these qualifications, if applicable.

Specific information concerning the organization's experience in the management of similar properties (i.e., homeless shelter, transitional housing, etc.). If available, provide examples of projects developed in partnership with public agencies.

Describe pipeline of all other projects the organization currently has underway, and an organizational chart demonstrating how this project would be staffed and managed.

#### **5. Disclosure of Ongoing Litigation**

Please clearly describe any ongoing litigation involving your organization. The nature of ongoing litigation will be evaluated on a case-by-case basis and may be taken into consideration in the evaluation of proposals.

#### **Corrections and Addenda**

1. If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFQ, the Applicant shall immediately notify the contact person at the Commission of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFQ.
2. If an Applicant fails to notify the Commission contact person prior to the date fixed for submission of proposals of a known error in the RFQ, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk, and if the proposer receives an award, they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
3. Addenda issued by the Commission interpreting or changing any of the items in this RFQ, including all modifications thereof, shall be incorporated in the proposal. The Applicant shall submit the addenda cover sheet with the proposal for delivery to the Commission. Any oral communication by the Commission's designated contact person or any other Commission staff member concerning this RFQ is not binding on the Commission and shall in no way modify this RFQ or any obligations arising hereunder.

#### **Additional Information**

The Commission may, during the evaluation process, request from any Applicant additional information which the Commission deems necessary to determine the Applicant's ability to perform the required

services. If such information is requested, the Applicant shall be permitted three (3) business days to submit the information requested.

### **Reservation of Rights**

The issuance of this RFQ does not constitute a commitment by the Commission that any agreement will be entered into by the Commission. The Commission expressly reserves the right at any time to:

- a. Waive or correct any defect or informality in any response, submittal, or submittal procedure.
- b. Reject any or all submittals.
- c. Re-issue an RFQ or change deadline dates.
- d. Modify all or any portion of the selection procedures, prior to the submission deadline, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFQ, or the requirements for contents or format of the submittals.

All submittals shall be deemed public records with the exception of financial statements and other evidence of bank relationships sufficient to demonstrate financial strength referenced in the Qualifications section above. In the event that an Applicant desires to claim portions of its submittal exempt from disclosure, it is incumbent upon the Applicant to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page. The Commission will consider an Applicant's request for exemption from disclosure; however, the Commission will make a decision based upon applicable laws. Assertions by an Applicant that the entire submittal or large portions are exempt from disclosure will not be honored. If the Commission rejects a request for exemption from disclosure, the Commission shall notify Applicant of such rejection prior to evaluation of responses. The Applicant may elect in writing to withdraw its submittals prior to evaluation of responses by Commission, or, if no such election is made, Applicant shall be presumed to have elected to proceed without exemption from disclosure. All responses to this RFQ shall become the property of the Commission and will be retained or disposed of accordingly.

The Commission shall not be liable for any pre-agreement expenses incurred by any Applicant. The Commission shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFQ.

The Commission reserves the right to select the proposal(s) which in its sole judgment best meets the needs of the Commission and to award to one or multiple qualified Applicant(s).

All data and information furnished by Commission or referred to in this RFQ are furnished for the Applicant's convenience. The Commission does not guarantee that such data and information are accurate and assumes no responsibility whatsoever as to its accuracy or interpretation. Applicant's shall satisfy themselves as to the accuracy or interpretation of all such information and data.

The Commission reserves the right to negotiate any provisions and accept any part, or all parts of any or all submittals, whichever is in the best interest of the Commission.

All Applicant's submit their statements to the Commission with the understanding that the final approval of any agreement is contingent upon and subject to review and final approval by the Board of Supervisors.

For additional information on this RFQ, please contact Marc Chandler at [Marc.Chandler@sonoma-county.org](mailto:Marc.Chandler@sonoma-county.org)

**Notice of Intent to Award and Protest Period**

Any directly affected party who is aggrieved in connection with this award may file a protest regarding the action. Such protest must be filed in writing with:

Sonoma County Community Development Commission  
Attn: Executive Director  
1440 Guerneville Road  
Santa Rosa, CA 95403

Protests must be filed within seven (7) calendar days from the date of the Notice of Intent to Award. Failure to timely file a protest shall constitute a waiver of any right to protest. Untimely protests will not be accepted or considered. Any protest shall:

- State in detail each and every ground asserted for the protest, citing to the law, rule, local ordinance, procedure or bid provision on which the protest is based; and
- Identify the remedy sought. Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the selection committee, any member of the Board of Supervisors, or any employee of the County of Sonoma, with regard to the acceptance of a proposal. Any party attempting to influence the RFQ process through ex-parte contact may be subject to rejection of their proposal.

**Criteria**

Submittals will be reviewed by the following criteria.

<b>Criteria</b>	<b>Maximum Points</b>
Meeting the most urgent need – approach to addressing Sonoma County’s homeless crisis and targeting the most vulnerable homeless populations including outreach to special needs populations(elderly, children, families, minorities etc.)	20
Demonstrated financial capacity and site resources – organization financial capacity to maintain and operate requested trailers for extended duration. Site control of appropriate site to house requested trailers long term.	20
Quality project experience – demonstrated ability to successfully operate a homeless shelter and transitional housing.	20
Property management – proven ability to effectively maintain and operate travel trailers long term, including waste, utility, trash, repair, and disposal at end of useful life.	20
Supportive services experience (service provider or in-house staff)	20
<b>TOTAL</b>	<b>100</b>

**Schedule**

Release of Request for Proposals (RFQ) - **07/17/2023**

RSVP for Technical Assistance session – **07/25/2023**

Technical Assistance session - **08/01/2023- 9:00 a.m. to approximately 1:00 p.m.**

Question submittal deadline – **08/07/2023**

**Deadline for Proposal Submittals – 08/14/2023 5:00 pm**

The following are available by contacting Marc Chandler at [Marc.Chandler@sonoma-county.org](mailto:Marc.Chandler@sonoma-county.org).

1. Photos of trailers as available.