

Request for Proposals

Issue Date: 08/06/2021

Project Name: Emergency Shelter Operations

Project Number: 298-EmergencyShelterOps

Pursuant to North Carolina General Statutes - Chapter 160A Article 2, proposals will be received by the City of Asheville for the following:

Description of Work:

The City of Asheville (the City) is seeking a partner to plan and operate an emergency shelter for people experiencing homelessness. The shelter will operate in a City-owned property and must serve as a complement to existing homeless services by using a high-access approach to target people who are unsheltered and may have complex needs. The Successful Proposer will be awarded a contract with the City to deliver operations, including but not limited to 24/7 staffing, security, food, laundry, site management, and client support services, with a particular focus on exit planning into permanent housing. The Successful Proposer will participate in the City's final planning process for the duration of 2021 and will begin operations in January 2022. Eligible respondents include single entities or partnerships composed of multiple entities.

Proposal Schedule:

Activity	Date
Request for Proposals issued by City	August 6, 2021
Letter of Intent deadline	August 16, 2021
Site visit (MANDATORY)	Week of August 23, 2021
Deadline for questions	August 30, 2021
Responses to questions	September 3, 2021
Deadline for submission	5:00 p.m. September 17, 2021
Interviews	Week of September 27, 2021
Housing and Community Development Committee	October 19, 2021
City Council	October 26, 2021

Proposal Documents:

This Request for Proposals (RFP) is posted on the City procurement website at www.ashevillenc.gov/bids. This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of Contract Documents including any addendum obtained from any other source.**

All proposal documents must be submitted electronically via file-sharing services such as Google Drive, DropBox, or other method to Emily Ball, via email at eball@ashevillenc.gov and are due by 5:00 p.m. on September 17, 2021.

The City of Asheville reserves the right to reject any or all proposals and to waive informalities.

Information:

All questions concerning this Request for Proposal (RFP) should be submitted via email to:

Emily Ball, Homeless Services System Performance Lead eball@ashevillenc.gov
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DISADVANTAGED BUSINESS ENTERPRISES (DBE)

The City has established a DBE Program pursuant to 49 C.F.R. Part 26. The requirements and procedures of the City's DBE Program are hereby incorporated by reference into this Contract. The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Failure by the Contractor to carry out the City's DBE Program procedures and requirements or applicable requirements of 49 C.F.R. Part 26 shall be considered a material breach of this Contract and may be grounds for termination of this Contract, or other such remedy as the City deems appropriate, which may include, but is not limited to withholding monthly payments, assessing sanctions, liquidated damages, and/or disqualifying the Contractor from future bidding as non-responsible. The Contractor shall ensure that compliance with the City's DBE Program and the requirements of 49 C.F.R. Part 26 be included in any and all subcontracts entered into which arise out of or are related to this Contract.

The Contractor must take necessary and reasonable steps to ensure that DBEs have a fair opportunity to participate in this Contract. If the Contractor qualifies as a certified DBE in accordance with the requirements of 49 C.F.R. Part 26, Subpart D, or is joint venturing with a DBE certified in accordance with the cited regulations, a copy of the DBE certification(s) issued by a Unified Certification Program (UCP) in accordance with the cited regulations, and a description of the dollar value of the proposed work that it intends to perform with its own forces, together with a statement of the percentage interest in the Contract held by a joint venture DBE must be submitted. The Contractor must provide (1) written documentation of the Contractor's commitment to use identified DBEs; and (2) written confirmation from the DBE that it is participating in the Contract.

Certification of a Drug-Free Workplace:

Prospective Contractors are notified that the City of Asheville has adopted a Drug-Free Workplace Policy requiring successful contractors to insure that a drug-free workplace is provided in the performance of any City of Asheville contract. By submitting a proposal, the Prospective Contractor certifies that if awarded the Contract, they and their subcontractors shall comply with the City's Drug-Free Workplace Policy. The policy may be viewed at the following: [Drug Policy](#)

Miscellaneous Requirements of the Proposal:

- Prospective Contractors are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.

PLEASE NOTE: Although the City is releasing an RFP for the shelter operations, the contract depends on future funding and grant awards to include American Rescue Plan Act Funds. The City is posting this opportunity in advance of funding / grant allocations, so that it can move quickly in the event that the funds are approved.

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