



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 11/28/2023

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Department of Health Services

Staff Name and Phone Number: Tina Rivera, 707-565-4774

Vote Requirement: 4/5th

Supervisory District(s): Countywide

Title:

Homelessness Services for Interim Housing Sites

Recommended Action:

- A) Authorize the Director of Health Services, or designee, to execute a temporary agreement with Michelle Patino dba DEMA Consulting & Management for continued site management and security services at the current shelter sites in an amount not to exceed \$1,100,734 for the period December 1, 2023 through January 31, 2024.
- B) Authorize the Director of Health Services, or designee, to execute a temporary agreement with the Society of St. Vincent de Paul District Council of Sonoma County, Inc. to continue as the operator of Los Guilicos Village for the period November 1, 2023 through January 31, 2024, with the option to extend the term up to March 31, 2024 as needed for a total cost not to exceed \$745,493 for a maximum of five (5) months.
- ~~C) Authorize the Director of Health Services, or designee, to execute an agreement with Lemus Family Enterprise Inc., dba Taqueria Sol Azteca for food preparation and delivery services for various shelter sites in the amount of \$952,650 annually for a period of up to three (3) years beginning December 1, 2023.~~
- D) Authorize the Director of Health Services, or designee, to execute a Master Agreement with Foege Schumann Global Disaster Solutions dba F. S. Global for logistical services to various shelter sites for a period of up to three (3) years beginning December 1, 2023 in an amount not to exceed \$600,000 annually.
- E) Adopt a resolution authorizing budgetary adjustments to the fiscal year 2023-2024 adopted budget, increasing appropriations in the amount of \$2,006,446 to reflect revenue and expenditures supporting operations at interim sites for the period November 1, 2023 through June 30, 2024. (4/5th Vote Required)

(4/5th Vote Required)

Executive Summary:

The Sonoma County Department of Health Services (hereinafter, "DHS" or "the Department") is requesting Board approval to authorize the Director of Health Services, or designee, to execute agreements to continue interim housing site services.

Due to multiple homelessness emergency situations (impacts from the COVID-19 pandemic, and unauthorized or disruptive encampments) the need for interim housing supportive shelter sites continues. Previously, DHS

contracted with partner agencies to provide shelter site management, security, medical services, and logistical support over the last several years. These contracts will have all expired by November 30, 2023. To maintain compliance and full transparency per County Purchasing requirements, formal solicitations were conducted for all services during Calendar Year 2023.

After all solicitations were completed, DHS is requesting approval of a recommended award of contract (Item D) and temporary agreements (Items A & B) to allow transitions to occur with little to no disruption for site guests, as promised in previous Board item approved on September 12, 2023.

DHS recommends a motion to authorize the Director of Health Services to execute the Temporary Agreements listed on the Agenda as items A, and B with Michelle Patino dba DEMA Consulting and Management and Society of St. Vincent de Paul District Council of Sonoma County, respectively, and to execute the Master Agreement listed on the Agenda as item D with Foege Schumann Global Disaster Solutions dba F.S. Global, for the time periods and maximum contract caps stated in the agenda subject to approval as to form by County Counsel and CAO and in a form consistent with potential federal reimbursement (majority vote).

Discussion:

Over the last few years, the Department of Health Services contracted with various service providers as part of the COVID-19 pandemic response and the emergency response to the County's unsheltered population. All contracts were renewed within the Department's authority to maintain uninterrupted service to the County's unsheltered and most vulnerable population. In 2023, the Department conducted several formal solicitations per Sonoma County Purchasing requirements and with this item will be awarding a contract for one of the solicitations.

Downsizing from the pandemic, the Sebastopol Inn and the Sonoma County Fairground Ballfields have been demobilized. The early stages of the demobilization are set to begin January 2024. The transitioning of the Emergency Shelter Site at the County Campus to a new, more long-term, and stable site (tentatively called Eliza's Village) has begun. As part of this transition and demobilization, a temporary agreement is needed to maintain uninterrupted operations and services for guests residing at Los Guilicos Tiny Home Village. The new site will also accommodate many of the guests residing at the Los Guilicos Tiny Home Village, and this agreement will provide temporary coverage until transition to the new site is online and fully mobilized for operation, estimated to be between December 31, 2023, and March 31, 2024.

Each solicitation with results and recommendations are detailed below.

Interim Housing Site Management/Security/Medical Services

A formal Request for Proposals (RFP) for site management including security and medical services was released on August 8, 2023. A virtual non-mandatory informational pre-bid conference was conducted on August 17, 2023, with several interested parties attending. Formal questions from interested parties were received on August 24, 2023, with the Department responding in a formal addendum one-week later on August 31, 2023. Four proposals were received by the RFP deadline on September 14, 2023. A panel of four individuals--one (1) from the DHS Homelessness Division, and three (3) from other County Divisions--reviewed the proposals based on the requirements set forth in the RFP and scored all four proposals utilizing the following criteria:

- a. Approach and concept for successful client outcomes in an emergency shelter and interim housing site, including placements in interim or permanent housing.
- b. Demonstrated knowledge and ability to manage emergency and interim housing sites and provide

- housing-focused supportive services.
- c. Qualifications of staff assigned to this project.
- d. Ability to provide medical services.
- e. Written Proposal.
- f. Costs.

After tabulating initial proposal review scores, two (2) proposers, were moved forward for interviews and presentations while the remaining two proposers were eliminated from consideration for not meeting the minimum scores. Four panelists composed the interview and presentation panel representing DHS' Homelessness Services, Fiscal, Behavioral Health, and one from County Public Infrastructure. Finally, a budget comparison was conducted to determine the best value for the County. That final budget comparison and related recommendation process is still not complete; therefore, the Department is requesting a short-term temporary agreement with Michelle Patino dba DEMA Consulting & Management to provide uninterrupted services to sites while the County completes its process. This temporary agreement would provide services to current shelter sites in an amount not to exceed \$1,100,734 for the period December 1, 2023, through January 31, 2024, or until a final award recommendation returns to the Board for approval.

Los Guilicos Village Transitional Site Management/Security Services

Los Guilicos Village is a 60-bed non-congregate shelter site in eastern Santa Rosa at the northern end of the Sonoma Valley and has been in operation since January 27, 2020, after the clearance of the largest encampment in County history on the Joe Rodota Trail. After March 10, 2020, Los Guilicos Village also supported individuals at-risk of severe impacts from the COVID-19 pandemic. St. Vincent de Paul has been the operator of Los Guilicos Village since its inception. On-site services include guest assistance, meal delivery, support groups, transportation, employment guidance, and 24/7 security of the site. The Los Guilicos Village site has always been temporary and was composed of shelter buildings that were temporary in nature. Keeping them in operation much longer will require significant investment in their support infrastructure.

In December 2022, the Community Development Commission (hereinafter, "CDC") released an RFP at the direction of the Board to solicit services at Los Guilicos Village. Two proposals to this original CDC RFP were received. The Homelessness Division transferred from the CDC to DHS in early 2023, and this RFP was transferred over along with staff, obligations, funds, and agreements. During the review of those proposal reviews, the RFP award determination was placed on hold due to timing conflicts with current fiscal, operational, and compliance required audits.

On September 12, 2023, the Board approved the initiation of the demobilization of the Emergency Shelter Site at the County Campus, renovation of two dormitory facilities located at the Los Guilicos campus, and reconfiguration of the housing approach at Los Guilicos Village in a manner to remove the temporary structures and utilize two existing dormitories in need of refurbishment, creating more permanent structures with longer-term housing. The Board determined they would like to modify current space at Los Guilicos to support a larger number of guests in the longer-term structures. Los Guilicos Village currently has 60 pallet shelters which can accommodate up to 60 guests. But at 3.5 years old, the structures' related infrastructure is nearing the end of their useful life with wear and tear from continued use and weather.

The proposed concept was to utilize two of the four unused, and in need of refurbishment, Los Guilicos campus dormitories to serve as longer-term housing and eliminate the space of the current pallet shelter footprint. This recommendation eliminated the need for a costly shower trailer, outside washer/dryer, as well as the bathroom trailers. This solution would also eliminate the expensive site improvements needed to bring

the current temporary village site up to code. Those requirements are estimated at approximately \$500,000; this does not include replacement of the pallet shelter-dwellings. Because of this change in direction, on October 26, 2023, the Department notified the original two proposers to the CDC RFP, that the RFP will be closed “without award” thereby closing the RFP.

A transitional period is still required while the award of homeless shelter site management RFP is finalized and the new more permanent structures at the Los Guilicos campus are being refurbished. Therefore, the Department is requesting a temporary agreement with Society of St. Vincent de Paul District Council of Sonoma County, Inc. to continue as the operator of Los Guilicos Village for the period November 1, 2023, through January 31, 2024, with the option to extend the term up to March 31, 2024, as needed for a total cost not to exceed \$745,493 for a maximum of five (5) months. Timing for the end of this agreement is dependent on the new dormitories being operational and approved for habitation expected no later than end of March 2024.

Interim Housing Site Logistical Support Services

On May 8, 2023, a formal RFP was released to solicit proposals from interested parties able to provide logistical support to the County’s various interim housing shelter sites. Services include management of a homelessness site supply chain and unhoused individuals’ personal item storage at the DHS warehouse location, including inventory management. The services also included minor maintenance of shelter site facilities and movement of supplies to and from the DHS warehouse to shelter sites. Formal questions were received to this RFP on May 22, 2023, with the County answering those questions on May 25, 2023. Final proposals were received on June 8, 2023. A single proposal was received and evaluated by a panel of three (3) individuals. After reviewing the proposal, the panel recommended the award of contract to Foege Schumann Global Disaster Solutions dba F. S. Global. During negotiations with the proposer, the Department determined that it is in the best interest of the County to execute a Master Agreement with future delegated Task Orders associated to maintain greater fiscal oversight and performance control, while appreciating cost savings by contracting for a longer period of time for similar services. All Task Orders will be for homelessness logistics, but a Master Agreement/Task Order model will allow the Department flexibility for any future emergency situations and provide greater adaptability while still maintaining contract performance monitoring and compliance. The Department is requesting the Board authorize a three (3) year Master Agreement with two optional one-year amendment options. Total amount of agreement composed of multiple Task Orders shall not exceed a cumulative total of \$600,000 in a single fiscal year.

Strategic Plan:

This item directly supports the County’s Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Healthy and Safe Communities

Goal: Goal 1: Expand integrated system of care to address gaps in services to the County’s most vulnerable.

Objective: Objective 2: Identify gaps in the Safety Net system of services and identify areas where departments can address those gaps directly and seek guidance from the Board when additional resources and/or policy direction is needed.

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

On September 12, 2023, the Board A) Authorized the Director of Health Services, or designee, to execute an agreement with Michelle Patino dba DEMA Consulting & Management for site management and security services at various shelter sites in the amount of \$3,302,200 for the period of July 1, 2023 through November 30, 2023; B) Authorized the Director of Health Services, or designee, to execute an agreement with Lemus Family Enterprise Inc. dba Taqueria Sol Azteca for food preparation and delivery services for various shelter sites in the amount of \$621,090 for the period of July 1, 2023 through November 30, 2023; C) Authorized the Director of Health Services, or designee, to execute an agreement with Sonoma County Fair and Exposition, Inc. for use of Fairgrounds space (Ballfields) for the period July 1, 2023 through December 31, 2023 in the amount of \$234,000; D) Authorized the Director of Health Services, or designee, to execute an agreement with The Society of St. Vincent de Paul District Council of Sonoma County, Inc. to continue as the operator of Los Guilicos Village for the period July 1, 2023 through October 31, 2023 in the amount of \$754,507; and E) Adopted a resolution authorizing budgetary adjustments to the fiscal year 2023-2024 adopted budget, increasing appropriations in the amount of \$2,657,290 to reflect revenue and expenditures supporting operations at interim sites (Mickey Zane Place/Emergency Shelter Site/Ballfield) from July 1, 2023 through November 30, 2023.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses	\$745,493		
Additional Appropriation Requested	\$1,450,734		
Total Expenditures	\$2,196,227		
Funding Sources			
General Fund/WA GF			
State/Federal	\$1,418,360		
Fees/Other			
Use of Fund Balance	\$777,867		
General Fund Contingencies			
Total Sources	\$2,196,227		

Narrative Explanation of Fiscal Impacts:

The department is requesting appropriations in the amount of \$1,450,734 For Fiscal Year 2023-2024 that includes \$1,100,734 for Site Management and \$350,000 for Logistical support. The Fiscal Year 2023-2024 budget already includes appropriations for site management of the LG Village. Funding will include, \$672,867 from the Bridge Housing Grant, and \$777,867 use of Fund balance from the Intergovernmental Transfer (IGT) fund which is estimated to have \$2.6 million after this obligation.

Staffing Impacts:

Agenda Date: 11/28/2023

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1 - Budget Resolution

Related Items “On File” with the Clerk of the Board:

None