



Study on Facility Construction and Operational Staffing Needs for Individuals in Louisville, Kentucky Without Shelter Request for Proposals (RFP)

GENERAL SPECIFICATIONS

The Coalition for the Homeless (a non-profit entity also referred to as “Requestor”) working in collaboration with Louisville Metro Government Department of Resilience and Community Services (local government) are soliciting professional services to develop a Study on facility construction and operational staffing needs for individuals in Louisville, Kentucky without shelter to be completed no later than February 28, 2019.

Submission Deadline:

- Proposals should be received no later than October 26, 2018 at 5PM EST.
- Submission should be provided electronically to nharris@louhomeless.org.
- Any proposal received after October 26, 2018 at 5 PM EST shall not be considered.
- Fax submittals shall not be considered.
- Procedural and technical questions are to be submitted in writing to Natalie Harris at nharris@louhomeless.org.
- Proposals will be reviewed by a task force created for this purpose made up of members of the homeless service community, government and community leaders.

Background:

Louisville Metro is a consolidated city/county (Jefferson County) area with a population of approximately 755,809 according to the 2011-2015 American Community Survey. It operates a unified mayor-council government with an executive called the Mayor of Louisville Metro or "Metro Mayor" and a legislative council called the Louisville Metro Council or "Metro Council".

As indicated in the 2015 *Louisville Metro Demographics and Economic Projects Final Report* (the “DEP”), over previous decades, Louisville Metro has experienced population aging, with only 23% of the population now under the age of 18, down from 36% in 1979 and 24% in 1990. Louisville has had an increase in ethnic and racial diversity, as well as an increasing population of adults with a Bachelor’s degree or higher (30% in 2010).

According to the 2011-2015 American Community Survey, the annual median household income of Louisville Metro residents was \$46,959 in 2016, a 15% decrease from 2000 (adjusted for inflation) and poverty rates have risen to 16.4% in 2015 from 13% in 2000, with 24.2% of persons under age 18 living in poverty. The cost of housing has increased by 18% over the same period, making housing less affordable for more households. These



factors, and the fact that households are consisting of fewer people per unit, demonstrate a need for more affordable housing units.

According to the Louisville Homeless Management Information System annual census, the overall number of persons reported to be homeless steadily declined from 8802 in 2012 to 6373 in 2016 but the number increased in 2017 to 6695. And, while sheltered homelessness has decreased from 8434 in 2012 to 5921 in 2017, the unsheltered homeless population has more than doubled from 368 in 2012 to 774 in 2017.

Purpose:

The 2018 study on facility construction and operational staffing needs for individuals in Louisville, Kentucky without shelter should accomplish the following:

- Form a solid understanding of best practices to address street homelessness across the country including project design, staffing structures and additional project design that leads to success.
- Analyze model designs to determine which could be expanded to an appropriate size to meet the local need.
- Provide an assessment of the existing service system for the homeless in Louisville to provide basis for why the numbers of persons living on the streets and in encampments has increased.
- Analyze existing system data to create a list of recommendations to address the unmet need of those living on the streets and encampments in Louisville, Kentucky.
- Provide recommendations that may include changes to existing programs as well as the creation of new facility designs.
- Provide recommended changes to non-construction outreach, case management, recovery, crisis and collaborative programs that also result in increased street homelessness or could decrease the issue with additional resources.
- Create a proposed funding/sustainability plan for primary recommendations including recommendations for Medicaid reimbursement, government and private funding. Explore matching and in-kind contributions as well.
- For recommendations that involve new facilities, provide recommendations for sighting the facility providing pros and cons of potential options.
- Specify the outcomes that should be measured to insure program success.



SCOPE OF WORK

Requestor desires the Consultant to develop an assessment of the existing needs of those living on the streets and encampments in Louisville, review model designs to address this crisis and create recommendations for solutions that includes a budget, addressing sighting issues and considers the needs of those presently not seeking services. The goal is to use this report to design successful change in Louisville that will result in programming that meets the needs of persons presently sleeping on the streets or in encampments.

Task 1 – Review current community data (including Homeless Management Information System - HMIS) to understand the scope and sub-population characteristics of those presently living on the streets or in encampments.

The Consultant should include a description of the methodology used and rationale behind all assumptions.

Task 2 – Conduct interviews as needed to address gaps in scope and specific sub-populations.

After the consultant is selected, the consultant will be expected to be present at one meeting of the study oversight committee arranged by the Requestor. The purpose of this meeting is to describe the project, introduce the consultant and gather in-put and collaboration on the project design and data needed. The oversight committee for this RFP can provide experts from the homeless and homeless service community as needed for data gathering and provide access to HMIS data on homeless persons served throughout Louisville as well as those unable to access or banned from shelters.

Task 3 – Review Best practice models and create recommendations and budget for implementation.

The review should explain why models selected are included, pros and cons of each design and why the design is or is not a good fit for Louisville. The report should also provide additional recommendations beyond models that involve facilities to include outreach and service supports.

Task 4 – Complete final report of recommendations that meets the scope of work.

After the report is complete, the consultant will be expected to be present at one meeting of the oversight committee arranged by the Requestor. The purpose of this committee is to present the recommendations, answer any questions and strategize about the most effective manner for the oversight committee to recommend implementation.



PROPOSALS

The following information should be included in the proposal:

- Name and address of firm(s) and identification of the project leader/manager and all team member(s) responsible for completing tasks, including any subcontractors to this project.
- Statement of qualifications: Should include examples of prior experience in similar studies and the results of recommendations made.
- Names and telephone numbers of at least three (3) client references to whom the applicant has provided services similar to the project described in this RFP.
- A clear description of how respondent would complete this project, including scope and methodology.
- Project budget that describes total project costs including travel, graphic design, and other expenses. At a minimum, the scope of work shall provide itemization of all costs and services and a billing schedule for each phase of the project. A reasonable attempt should be made to incorporate the “timeline” as described above.

The consultant should be aware of the potential for new tasks to be added to the scope of services both before and after the process gets underway. Any tasks added by the Requestor will be negotiated with the consultant.

The Requestor reserves the right to reject any and all proposals at its sole discretion. The Requestor will not pay costs incurred by the applicants associated with responding to this RFP. The Requestor reserves the right to cancel this RFP process at its discretion. All proposals submitted in response to this RFP shall be considered public information.

EVALUATION CRITERIA

All responses will be evaluated using the following criteria. The Requestor, at its discretion, may consider other criteria brought to light during the review and interview process.

- Understanding the project and needs of Louisville Metro (15 points)
- Approach and technical content of the proposal related to the scope of work (30 points)
- Background and qualifications of the consultant and team (15 points)
- Experience of the consultant in conducting similar projects and satisfactory recommendations of past clients (25 points)
- Cost and schedule of proposal (15 points)