

August 23, 2022

**R-25**

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**RECOMMENDATION:**

Adopt Specifications to No. RFP HE22-045 and award a contract to First to Serve, Inc., of Los Angeles, CA, to provide supportive services and operate the Year-Round Shelter, Atlantic Avenue Bridge Community, in an annual contract amount not to exceed \$2,007,500, for a one-year period, estimated to begin October 2022, with the option to renew for two additional one-year periods, at the discretion of the City Manager; and, authorize the City Manager, or designee, to execute all necessary documents to enter into the contract, including any subsequent amendments. (District 9)

**DISCUSSION**

City Council approval is requested to enter into a contract with First to Serve, Inc., (First to Serve) to provide supportive services and operate the City of Long Beach's (City) Year-Round Shelter, Atlantic Avenue Bridge Community (ABC) for people experiencing homelessness. First to Serve will provide program participants with interim shelter, on-site amenities, and linkages to supportive services with the goal of securing permanent housing placement. The goal of this shelter model is to create an environment where people can sleep safely and allow providers to engage and build rapport with the goal of housing stability.

The Request for Proposals (RFP) was advertised in the Long Beach Press-Telegram on April 22, 2022, and 6,036 potential proposers were notified of the RFP opportunity. Of those proposers, 30 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 42 local, minority-owned, and women-owned business groups. There were two proposals received on June 3, 2022. Of those two proposers, one was Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and one was a Long Beach vendor (Local). The selection committee determined that First to Serve (MBE), was the most qualified firm to provide the services as they best met the RFP criteria, including reasonableness of cost, experience in performance of comparable engagements, and expertise and availability of key personnel.

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download RFP specifications. Through outreach, 672 Long

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Beach vendors were notified to submit proposals, of which 12 downloaded and 1 submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Anita Lakhani on August 1, 2022, Purchasing Agent Michelle Wilson on July 26, 2022, and by Budget Analysis Officer Greg Sorensen on August 8, 2022.

TIMING CONSIDERATIONS

City Council action to adopt Specifications No. RFP HE22-045 and award a contract concurrently is requested on August 23, 2022, to ensure the contract is in place expeditiously.

EQUITY LENS

The City has incorporated the Equity Toolkit and strategies outlined in the Everyone Home Long Beach plan into this recommendation as requested by the City Council. This recommendation will assist people experiencing homelessness in Long Beach by providing critical resources including interim shelter and case management services, with the goal of housing stability.

FISCAL IMPACT

The total annual contract amount will not exceed \$2,007,500. The contract will be funded by the Los Angeles Homeless Services Authority (LAHSA) in the amount of \$1,679,220, and the Department of Housing and Urban Development's Federal Emergency Solutions Grant (ESG) in the amount of \$328,280. As lead agency to administer homeless services grants across the Long Beach Continuum of Care (CoC), ESG program expenses incurred by the Health and Human Services Department are being transferred to the Development Services Department on a quarterly basis, where the ESG program funding is currently appropriated. Sufficient funds are currently budgeted in the Health Fund Group in the Health and Human Services Department and in the Community Development Grants Fund Group in the Development Services Department. Any indirect costs that might not ultimately be eligible for grant funds will be funded by the Health Operating Fund, General Fund, or other eligible grant funds. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



KELLY COLOPY  
DIRECTOR OF HEALTH AND HUMAN SERVICES

APPROVED:



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THOMAS B. MODICA  
CITY MANAGER