

City of Eau Claire

Requests for Proposals
Notice of Funds Available to Establish a Street
Ambassador Program



CITY OF
**EAU
CLAIRE**

Community Development

Economic Development: (715) 839-4914
Inspections: (715) 839-4947
Planning: (715) 839-4914
Fax: (715) 839-4939

Overview

Summary

The City of Eau Claire is seeking proposals for organizational support from qualified and experienced companies to establish a new Street Ambassador program within the City of Eau Claire and to provide said organizational support with financial assistance through the City of Eau Claire Street Ambassador American Rescue Plan Act (ARPA) allocation and grant funds. Street Ambassador services would include homeless outreach, cleaning, and safety.

Key Dates

Release Date: Monday, August 19, 2024

Questions Due to the City: Monday, September 16, 2024 12pm

Proposals Due: Friday, September 20, 12pm

Virtual Meeting Availability: August 22, 2024 9am – 12pm

Staff will be available August 22, 2024 for virtual meetings to discuss the RFP and respond to questions. Please reach out to schedule a meeting. Meetings are not required. Questions received via email may not be responded to before September 16, 2024.

Proposal Information

Proposals should be submitted as a PDF via email with the subject line “Street Ambassador Proposal” no later than **12:00pm Friday, September 20, 2024** to: Billie.Hufford@EauClaireWI.gov Incomplete or late proposals will not be considered for funding.

RFP Contact

Communications and questions regarding this RFP may be directed to:

**Billie Hufford, Project Management Coordinator
(Planning and Housing);**

City of Eau Claire

203 S. Farwell Street

Eau Claire, WI 54702-5148

Phone: (715) 839-4903

Email: Billie.Hufford@EauClaireWI.gov

Project Summary

The City requests proposals from qualified and experienced companies to establish and operate a Street Ambassador program. The City will provide the organization with a grant to establish the Street Ambassador program and operate for up to two years.

Eligible organizations include the following: (1) a qualified and experienced ambassador/outreach company/contractor, or (2) a company/contractor with the capacity to establish a Street Ambassador program within its organization.

Background

This program is a part of City strategic initiatives to help provide homeless outreach services, assist with safety concerns, and provide cleaning services primarily in the downtown area of Eau Claire.

The City of Eau Claire is the second-fastest growing major city in Wisconsin. It is also the largest city in the northwest region of Wisconsin and location for many homeless services including a low-barrier night shelter and medical services that are not found elsewhere in the region. Like most of the country, Eau Claire is experiencing an increase in its homeless population including many individuals who are forced to leave their communities and relocate to Eau Claire for resources that are not provided in their communities. Eau Claire is welcoming to all and recognizes the strain existing services are experiencing with the increasing homeless population.

The City is working with local partners on multiple strategies to help people experiencing homelessness, businesses, residents, and visitors. The needs of people experiencing homelessness vary greatly and there is not a one-size fits all solution. The City has researched multiple communities that utilize an outreach program. These programs have proven success across the Country and the City believes a program in downtown Eau Claire will be a part of a strategy to assist individuals experiencing homelessness, businesses, residents, visitors, and City staff.

Goals

The goals of this funding include, but are not limited to the following:

1. Create relationships with individuals experiencing homelessness to be better able to assist with identifying needs and qualifications for existing programs.
2. Work with existing providers and programming. The company would adopt and operate under the 'No Wrong Door' method according to the WI Balance of State. This approach ensures that people experiencing homelessness can access services regardless of how or where they enter the Coordinated Entry System. This method provides clients with a universal gateway to community services and government programs.
3. Help provide safety services to businesses, residents, and visitors to the downtown area as needed. Services would include providing outreach services to help mitigate concerns without Police intervention and determine if Police intervention is needed. This role would be a part of the Outreach Worker functions and focused on relationship building to deescalate concerns that are not ordinance violations. This is not an enforcement role.
4. Assist in cleaning efforts in public and quasi-public spaces.

5. Collect and share data with the City to help identify possible additional community initiatives, areas of increased need, etc.
6. Works with individuals experiencing homelessness to decrease incidents of behaviors that lead to ordinance violations and potential penalties, helping to reduce calls to Police or other emergency services.

Location

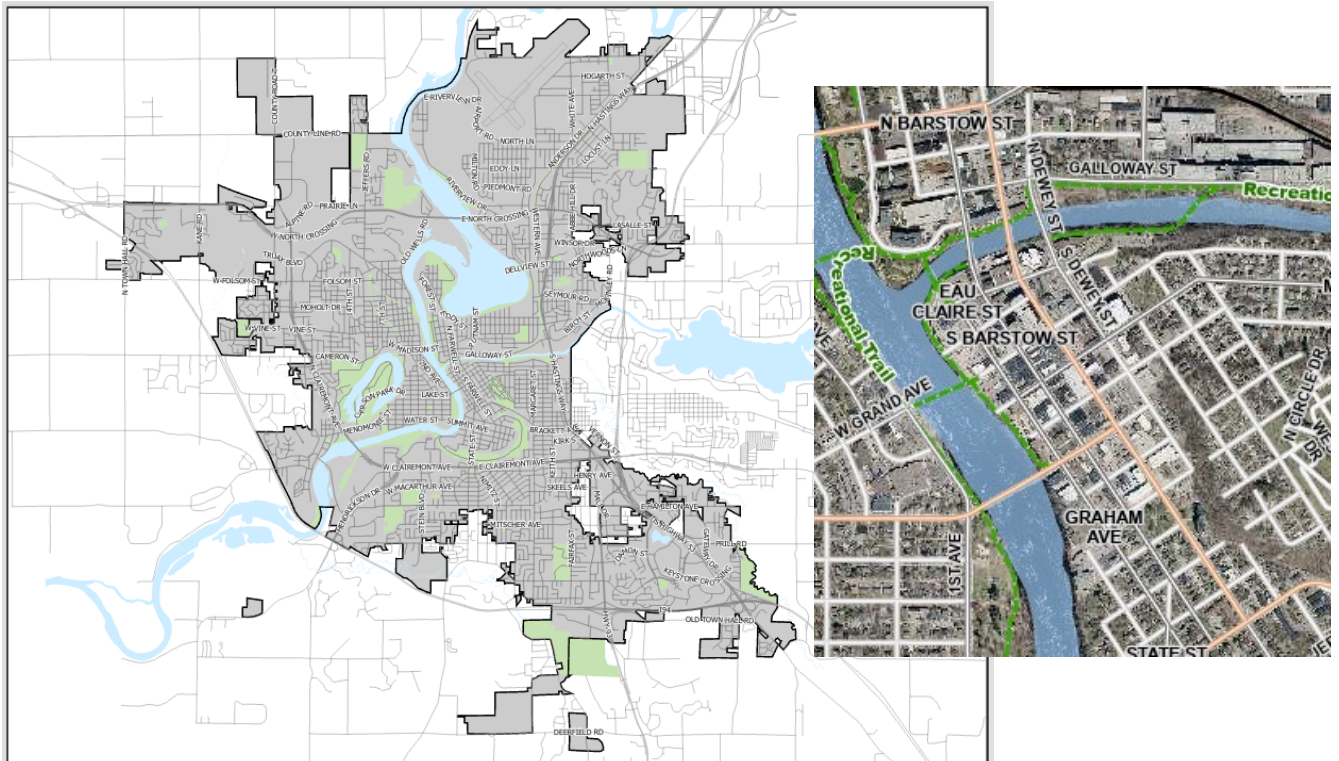
The Street Ambassador program funding must be used for services within the City of Eau Claire and will be concentrated in the downtown areas of the City. Downtown would be defined as:

North boundary: Madison St

South boundary: Earl St

East boundary: Dewey St

West boundary: Chippewa River



Proposal Parameters

The City seeks to award funds for creation of a Street Ambassador program by soliciting eligible proposals from qualified and experienced companies.

Proposals will be evaluated using the criteria (see Exhibit A, page 6) and recommendations forwarded to the City Council for their consideration in awarding a contract. The program is contingent on final funding and grant awards received by the City.

Evaluation of Proposals

Organizations submitting a proposal must meet the below minimum criteria to be considered eligible for grant funding. Organizations will need to submit documentation where appropriate. If the below minimum criteria are met, applicant can proceed to completing Exhibit A, page 6.

- The company must be qualified and experienced in providing homeless outreach, safety, and cleaning services.
- Funding is through the American Rescue Plan Act. Please see Appendix 1, page 8 and Appendix 2, page 9 for federal requirements. Required documentation must be completed and returned with your proposal. The company must provide all required reporting documents as needed.
- The company must collect and share with the City agreed upon data including, but not limited to interactions with individuals and businesses, log of activities performed, and calls for safety assistance. The City may share information with partners to coordinate outreach efforts.
- The company must adopt and operate under the 'No Wrong Door' method according to the Wisconsin Balance of State. This approach ensures that people experiencing homelessness can access services regardless of how or where they enter the Coordinated Entry System. This method provides clients with a universal gateway to community services and government programs.
- The company must work with homeless agencies to coordinate services for individuals.

Review Process

The City is not responsible for any costs associated with preparation and submission of proposals to this RFP. The City will consider several factors when making an award. The proposals will be evaluated using the included criteria, with final decision to be made by the City Council. City staff will review all qualifying proposals. Staff will make a presentation on the recommended proposal(s) to City Council at a date to be determined and contingent on funding.

The City may conduct interviews with one or more applicants.

Additional Information

The City of Eau Claire reserves the right to reject any and all proposals for any reason at its sole discretion, to negotiate the terms and conditions of the eventual contract with the company awarded the funds, and to impose additional use restrictions, if necessary.

The contents of this packet are for information purposes only and the representations made herein are without warranty. Companies should rely exclusively on their own investigations and analyses.

Thank you for your interest in the City of Eau Claire!

Exhibit A

All criteria under Evaluation of Proposals, page 5, must be met in order to be considered for funding. If all criteria are met applicant can proceed with the below questions. All questions must have a response. If a question does not apply to your proposal, please indicate why it does not apply.

Please provide appropriate documentation and narratives for the below criteria.

1. Please describe why the company is qualified to provide the services described in this RFP. Please include the organization's ability to establish and operate a Street Ambassador Program.
2. Please explain your goals of the Street Ambassador program and how the goals align with City's Vision, Mission, and Values. (<https://www.eauclairewi.gov/our-city/vision-mission-values>)
3. Please explain your method for collecting data on interactions with individuals and businesses, log of activities performed, and calls for safety assistance and what additional data your company may collect. In addition to the data required in the Evaluation of Proposals section, the company is encouraged to collect additional data including community of origin and demographics.
4. Please explain how reporting will occur with the City including how often data will be shared. Does your program include a shared data platform?
5. Please explain how your company will work with partners, granting organizations, government entities, businesses, and other sources to pursue sustainable funding if the program is to continue after the pilot period.
6. Please share your experience working with the Coordinated Entry System including experience specific to the Wisconsin Balance of State method.
7. Please explain your experience coordinating services with various agencies, how individuals are referred, any follow up processes, and any casework and individual plan development.
8. Please describe how your company provides outreach to people experiencing homelessness. What training or required certifications or degrees does your company require for outreach if any.
9. Organizational capacity and experience. Please provide examples of communities your company has worked in to develop a similar program. Please include the scope of work and budgets for communities that have continued the program after a pilot period and communities that decided to not further continue the program. If available, please share why communities chose not to continue after the pilot program.
10. Implementation plan. Please provide a narrative with a timeline on how your company will implement the program in Eau Claire. ARPA funding must be distributed by December 2026.

11. Budget. Please provide a detailed budget for the program and how the grant will be utilized. Budget should include any anticipated operating costs allocations including staffing expenses and overhead costs. Budget should include secured external funding if relevant to the program.
12. Please provide a breakdown of anticipated employee roles and anticipated schedules. The City anticipates a minimum of outreach/safety worker availability from 8am to 7pm daily and 40 to 56 hours a week for cleaning. It is anticipated that the program will have a working supervisor.
13. Financial stability. Please include one of the following financial statements to provide the City with enough information to determine financial stability of the company.
 - a. Financial Statement or Annual Report
 - b. Business tax return
 - c. Statement of Income and related earnings.



BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned, _____ of _____ (the “Company”) hereby certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Company certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Company Authorized Official

Name and Title of Company/Authorized Official

Date



American Rescue Plan Act (ARPA) Federal Clauses:

- 1. Equal Employment Opportunity.** Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319](#), 12935, [3 CFR Part](#), 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 2. Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 3. Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under [37 CFR §401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- 4. Clean Air Act ([42 U.S.C. 7401-7671q](#).)** and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

5. **Debarment and Suspension** (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 ([3 CFR part 1986](#) Comp., p. 189) and 12689 ([3 CFR part 1989](#) Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

6. **Byrd Anti-Lobbying Amendment** ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. FORM INCLUDED BELOW.

7. **Domestic preferences for procurements.**

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

As a vendor/contractor/consultant supplying goods and/or services in connection with the American Rescue Plan Act of 2021, I do hereby certify that _____ (company name) is in full compliance with the above Federal provisions applicable to the project and agree to maintain all documents required under these provisions for a period not less than (7) seven years.

Signature of Company Authorized Official

Name and Title of Company/Authorized Official

Date