



# CITY OF POMONA COUNCIL REPORT

---

---

May 1, 2017

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

Subject: **Award of a Sole Source Contract to LeSar Development Consultants to Provide Programmatic Development Services for the Centralized Services Center for an amount not to exceed \$20,000.**

## ***OVERVIEW:***

**Recommendation** – That the City Council:

1. Award of a sole source contract to LeSar Development Consultants to provide programmatic development services for the Centralized Services Center for an amount not to exceed \$20,000; and
2. Authorize the City Manager to execute all documents and subsequent amendments related with this action, with approval of the City Attorney as to form.

**Fiscal Impact** – Funding for this contract has been budgeted within the FY 2016-17 Operating Budget using Housing Successor Agency funds (131-6201-52285-00000).

**Authority** - In accordance with Section 2-977 (a) of the City's Purchasing Ordinance, Sole-source requests for professional services over \$15,000.00 (except as noted in Item (e)(5)) shall require approval by the City Council.

**Previous Council Actions** – On November 21, 2016, the City Council approved the purchase of property located at 1400 E. Mission with the intent to build a year-round homeless shelter.

## ***EXECUTIVE SUMMARY:***

In an effort to expedite the building of a year-round emergency shelter (aka. Centralized Service Center) site at 1400 E. Mission and select an appropriate entity to successfully operate the site, staff is recommending an award of a sole source contract to LeSar Development Consultants in an amount not to exceed \$20,000. The service provided will focus on development of a Request for Proposal (RFP) process with assessment, scoring and interviews included, and developing an in-depth budget for site operations with recommendations for potential funding streams for operations.

## ***BACKGROUND***

LeSar Development Consultants (LDC) works with clients on generating meaningful comprehensive systems change towards the goal of ending homelessness. Through the promotion of best practices including Housing First, they support clients in the complex yet solvable problem of ending homelessness among Veterans, those experiencing chronic homelessness, families, and youth. Their clients include public agencies, non-profits, business organizations, and philanthropic funders. LDC has a long and proven track record of providing quality work to promote the development of high performing homeless assistance systems and innovative solutions to end homelessness.

## ***DISCUSSION***

During the Pre-Acquisition phase of purchasing property for a year-round shelter, LeSar Development Consultants (LDC) successfully completed a feasibility analysis of the property located at 1400 East Mission as a recommended site for the City of Pomona's Centralized Service Center (CSC). As part of the analysis, LDC provided recommendations regarding operational philosophy and programmatic elements that would not only lead to successful operation of the proposed CSC, but that reflected best practices in achieving the desired outcomes of helping homeless individuals move from the streets of Pomona to stable housing. The Pomona City Council approved the initial concept in January 2017, allowing City staff to begin working towards implementation.

To assist the City of Pomona in moving forward with the CSC site implementation and programmatic development, LDC has proposed to support the City with obtaining a successful site operator through the development of an RFP process with assessment and scoring and creating a document with expected targets and outcomes. They have also proposed to assist the City by developing an in-depth annual budget for site operations. This proposed operational budget would allow the City to accurately determine the funding levels needed to operate a year-round shelter site effectively and successfully. This information will allow the City to move forward in submitting grant applications to various funding sources.

In carrying out the contract LDC will:

1. Develop a Draft Overview, Scope of Work, Required Qualifications, and Experience sections of a Request for Proposals (RFP) for City of Pomona to solicit interested operators for site:
  - a. Develop a set of questions for proposers to address
  - b. Provide an estimated budget for site operation
  - c. Draft expected targets and outcomes for site (Logic Model format)
2. Assess approximately 5 proposals from RFP process with City staff
  - a. Develop scoring rubric to assess proposals to determine which potential operators will be interviewed
  - b. Develop a set of interview questions for operator interviews
  - c. Participate with City staff in interviews with proposers
  - d. Participate with City staff in site visits at proposers existing shelter operations to understand how they operate similar current programming

3. Develop comprehensive site operation budget. Budget will include:
  - a. Total budget with specific line item expenses for site operation
  - b. All currently available allocated funding sources
  - c. Value of leveraged funding from site partners
  - d. Gap between total budget and current allocated resources
  - e. Scan of potential funding streams and recommendations to fill gaps.

Although RFP and budget development is something that City staff have the ability to complete, given the abbreviated timing of building the CSC site, soliciting operating partners and seeking funding sources for site operations, staff is requesting the award of this contract to LDC to assist in moving forward in a timely manner.