



# Community Human Services Advisory Board

Regular Business Meeting  
Thursday, February 4, 2021, 6:00 PM  
Zoom Online Meeting Platform

**Chair**  
James Harrigan  
**Voting Members**  
Tony Balk (Chair Pro-Tem);  
Amber Mehta;  
Bryan Lipsky; Jim Bloss;  
Sarah Lundstrum,  
Jose Luis Nino de Guzman;  
Lynsey Gagnon; Aisha Sial;  
Bridgette Tuttle; & Roger Evans  
**Members**  
Amy Plumb & Todd Strickler

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## 1. CALL TO ORDER

## 2. ROLL CALL

## 3. ANNOUNCEMENTS/PRESENTATIONS

- 3.1. Presentation and Discussion with Mr. Bernard Troyer from Facing Homelessness on their BLOCK Project program. Rachel Adams 3 - 5  
[Agenda Bill - Presentation and Discussion with Mr. Bernard Troyer from Facing Homelessness on their BLOCK Project program. - Pdf](#)

## 4. PUBLIC COMMENTS

*(This time is set aside for members of the public to speak to the Community Human Services Advisory Board on any issue related to the City of Monroe; Three minutes will be allowed per speaker.)*

## 5. CONSENT AGENDA

- 5.1. Minutes from January 21, 2020 6 - 9  
[CHSAB 01.21.2020 Meeting Minutes](#)

## 6. NEW BUSINESS

- 6.1. Review the Draft Request for Proposal (RFP) for a Consultant to preform the 2021 Human Services Needs Assessment. Deborah Knight 10 - 22  
*Move to approve the draft Request for Proposal (RFP) for a Consultant to perform the 2021 Community Needs Assessment and present to the Mayo and Monroe City Council for their consideration.*  
[Agenda Bill - Draft Request for Proposal Human Services Needs Assessment Review - Pdf](#)

**7. STAFF/DEPARTMENT REPORTS**

**8. BOARDMEMBER REPORTS**

**9. ADJOURNMENT**



## AGENDA BILL

**Meeting Date:** February 04, 2021

**Staff Contact:** Rachel Adams, Project Management Consultant

**Department:** Executive

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**SUBJECT: Presentation and Discussion with Mr. Bernard Troyer from Facing Homelessness on their BLOCK Project program.**

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### **REQUESTED ACTION:**

*Presentation and Discussion*

### **POLICY CONSIDERATIONS:**

The Community Human Services Advisory Board is responsible for advising the Mayor and City Council on issues related to homelessness, those at risk of becoming homeless, those who are living in poverty, and those adversely affected by crises, and those in marginalized communities. The presentation by Mr. Bernard Troyer provides information on an innovative housing option using accessory dwelling units (ADUs).

### **DESCRIPTION/BACKGROUND:**

Mr. Bernard Troyer is the BLOCK Project Manager with Facing Homelessness based out of Seattle Washington. Mr. Troyer is speaking with the CHSAB today on the unique programs and housing opportunities that the BLOCK Project offers. The BLOCK Project builds fully equipped, homes for people experiencing homelessness.

BLOCK Homes are permitted and placed in homeowners' backyards throughout Seattle. The BLOCK Home is a fully equipped, 128 square foot, environmentally sustainable home. As one of the only integrated solutions to homelessness in the nation, The BLOCK Project builds compassion and capacity for other needed solutions. This model gives residents a place to call home and the communities around the city an opportunity to make a real difference in supporting their unhoused neighbors by addressing the issue of homelessness together.

The BLOCK Project partner with social services agencies including Mary's Place, Sound Health, REST, and Chief Seattle Club. The Case Managers and their supervisors from these agencies are trained by BLOCK Project staff to help them determine the eligibility and fit of their clients with the Project. They make referrals of clients with whom the Case Managers have a long-term and stable relationship, who are ready for living independently in a residential neighborhood and can adhere to a code of conduct and residency agreement. These agreements have been put in place to ensure the safety of the resident and everyone in the neighborhood. Facing Homelessness does additional assessment of the referrals before moving on to match them with available hosts.

The BLOCK Project vision is to build homes for those living on the streets. Their approach acknowledges that relationships are the building blocks for healing our communities and that we can no longer see those who are homeless as ‘other’. This bold new model invites community members to step forward to create societal change. Their vision is to help end homelessness by building a BLOCK Home and thriving community on every residential block in Seattle. The model will be accessible nationwide and create a foundation of compassion and empathy for future generations.

The BLOCK Project maintains five core beliefs:

1. **INTEGRATED** | Segregation perpetuates disadvantage. By building homes for those experiencing homelessness in residential backyards, The BLOCK Project fosters cross-class integration and social inclusion. The entire community is invited to be a part of the solution, and those formerly experiencing homelessness increase their proximity to new resources - and relationships - that aid healing.
2. **SUSTAINABLE** | BLOCK Homes are designed to achieve the highest standard for sustainability in the built environment. The buildings will "give more than they take", creating a positive impact on human and natural systems.
3. **SUPPORTED** | Homelessness is traumatic. The BLOCK Project creates an intentional network of support for each resident, including professional social services, thoughtfully matched hosts, and engaged neighbors. The BLOCK Project is introduced to every neighbor on the block and only integrates with a collective "Yes, in our backyard."
4. **AFFORDABLE** | The barriers to developing traditional low-income permanent housing are high. The BLOCK Project makes use of the underutilized, available property and leverages the community's desire to get involved to dramatically reduce the cost of housing.
5. **DIGNIFIED** | "Our built environment shapes who we are and how we live." BLOCK Homes are permanent, sophisticated dwelling units designed to provide stability for residents as they define and achieve success.

BLOCK Homes are permitted structures that are classified as [Detached Accessory Dwelling Units \(DADUs\)](#). Per the Seattle Municipal Code, single-family lots with a minimum of 3,400 square feet can accommodate a DADU up to 800 square feet. Allen Law Group, Davis Wright Tremaine LLP, and former Assistant City Attorney Suzanne Skinner have developed contracts to define the legal rights and responsibilities of all parties involved. BLOCK Homes are moveable personal property, owned by The BLOCK Project LLC. Because BLOCK Homes are not real property attached to the land, and because they are not owned by the homeowner, the homeowner's property taxes are not impacted. Insurance is required as part of the BLOCK Project. The homeowner carries and pays for Home Insurance. The BLOCK Project LLC carries and pays for General Liability Insurance. Residents do not currently pay rent.

The BLOCK Project builds and maintains the homes and manages the residency of each resident. Additionally, case managers are engaged to provide social and mental health services, allowing the homeowner to simply act as a compassionate friend to their new neighbor. If a Host can no longer host a BLOCK Home, the BLOCK Home will be removed, and placed in a new prospective Host's backyard.

#### **FISCAL IMPACTS:**

None

#### **TIME CONSTRAINTS:**

None

**ALTERNATIVES TO REQUESTED ACTION:**

NA



# COMMUNITY HUMAN SERVICES ADVISORY BORAD

January 21, 2021



center was added.

Mr. Murk shared about the CFH program. CFH works by doing outreach for low barrier shelter and graduating people into the year-round rotating shelter program. Their case managers work with the men toward achieving independence and market rate housing. Ms. Bustad added that it is a very holistic approach that stays with the person all the way through to independence.

Board Member Gagnon asked about partnership with social services. Mr. Murk shared a story about incorporating an outside specialist and spoke about CFH partnerships. Board Member Gagnon followed up by asking who provided their case management. Mr. Murk shared that CFH tries to hire people who have an MSW, or if a client needs specific assistance then a specialist is brought in.

Board Member Bloss observed that the program started out with a base of volunteers and then developed to paid staff. Board Member Bloss asked about the transition to paid staff. Mr. Murk shared that there was at first a contract with Catholic Community Services to provide the overnight staff.

Board Member Sial asked about the rotating shelter program and how supplies and cost we handled. Mr. Murk and Ms. Bustad shared that there are 30-40 support congregations help bear the burden of cost and supplies and that no one group carries the load.

Chair Pro-tem Balk asked how the program handles same sex couples looking for shelter? Mr. Murk shared that their program is for single men and they do cooperate with other shelters that specialize in women, families. If two men were looking for shelter it would not be a problem.

Ms. Adams inquires about who CFH shares information without violating confidentiality. Mr. Murk responded that they use lots of Release of Information (ROI) forms and a database called "Agency". They also enter all data into the HMIS system.

Board Member Bloss asked about the collaborative process and how to get a group focused on the need. "How do you bring different entities together?" Mr. Murk shared about selling a vision. "Imagine what it would look like if..." and "Raising the standards of the community that you all live in..." To look for solutions that work for everyone. That the city and the church is made better for hosting shelters. Board Member Mehta observed the struggle with some people and churches that don't want to see homelessness.

Member Strickler asked about the average length of stay to get to independence or complete the program. Mr. Murk will follow up with an accurate number to send out.

Board Member Evans asked how CFH deals with addiction? Do people go off to treatment and come back? Mr. Murk shared that CFH preaches progress and not perfection. The standard is that you cannot be under the influence and be in a church. Case managers work with people who are in addiction. Mr. Murk explained that they "don't shoot our wounded." CFH has started AA meetings in the host church buildings and now has funding for their own mental health program.

# COMMUNITY HUMAN SERVICES ADVISORY BORAD

January 21, 2021



Board Member Gagnon asked if CFH had MOUs in place or is it mainly informal agreements? Ms. Bustad recalled that all of the host congregations had contracts and the insurance covered all of the churches.

Board Member Bloss observed that from the very beginning CFH was an entity. Mr. Murk shared that in the beginning Hopelink partnered with their back office support and as fiscal agent.

Board Member Sial asked about other drivers like misfortune and poverty. Mr. Murk replied that they are seeing more and more people who didn't plan on needing help or have any part in the circumstances. He said that it is both heartbreaking and bewildering. Board Member Sial asked about pitching the idea of ultra-low housing options and which Mr. Murk felt was best. Mr. Murk replied that he believes a shared housing model is best. It offers a sense of community and is extremely cost effective.

Member Strickler followed up that there is a zero tolerance for drugs on church property in their program but asked about the policies of their rental houses? Mr. Murk explained that because CFH receives money from the County they follow a Housing First approach. CFH also has a privately funded housing program that is separate for encouraging sobriety.

## PUBLIC COMMENT

None.

## APPROVAL OF MINUTES

Board Member Bloss made the motion to approve the 01.07.2021 CHSAB Meeting Minutes. Chair Protem Balk seconded. Motion carried: 10-0

## UNFINISHED BUSINESS

Motion to extend future CHSAB meetings from 90 minutes to 120 minutes to allow for more discussion time. – **Rachel Adams**

Ms. Adams explained that this agenda item is a result of Chair Harrigan's request during his closing remarks to revisit the meeting duration and make a decision on extending or not. One of the advantages of possibly extending the duration of the meetings is to give an added buffer to CHSAB conversations. Extending the meeting duration doesn't mean that the board would have to use it every time.

Board Member Tuttle recalled that it was a struggle to end meetings on time.

Board Member Bloss made the motion to extend future CHSAB meetings from 90 to 120 minutes to allow for more discussion time. Board Member Sial seconded. Motion carried: 10-0



# COMMUNITY HUMAN SERVICES ADVISORY BOARD

January 21, 2021



## BOARD DISCUSSION

Ms. Adams shared that she is working on the final edits of the 2020 Human Services Annual Report. The Small group that was writing the RFP for a Consultant to do the Asset Mapping reached a consensus that the draft is ready to move on to the next review process.

Board Member Tuttle was invited to speak to a girl scout troop to talk about women & entrepreneurship. The next MEC speaker is Snohomish Equity Group.

Chair Pro-tem Balk shared that the Housing Hope Board and the Advocacy Committee met with legislatures.

Board Member Bloss shared that NAMI is also talking to legislatures. He offered the group advocacy training opportunities.

Board Member Sial shared about the upcoming Symposium for Women with guest speakers on people impacted by racism [freedomprojectwa.org](http://freedomprojectwa.org)

Board Member Mehta is interested in finding out more about the advocacy information Board Member Bloss shared about. She gave a shout out to Roger for his help. She shared that she is signed up for the training Member Plumb recommended and that she is going to Symposium with Board Member Sial.

Board Member Gagnon shared exciting news about VOA's collaborative application being awarded the East County Navigations Services contract – more soon to come.

Board Member Lunstrum shared about Take the Next Step's Year End appeal to raise money for the Family Assistance Fund. They had a \$50,000 goal and did it! 100% goes back to keeping people in their homes

Member Plumb is participating in a 21 day racial equity and social equity challenge [YWCA Glendale : Sign Up to Stay in Touch \(constantcontact.com\)](https://www.ywca.org/programs/21-days) and attending a trauma conference.

Member Strickler remarked that it was a "Good meeting. Did a real good job James."

Chair Harrigan shared that he is reading Inslee's 10-year plan. He hopes that with the upcoming needs assessment to have more opportunities to hear the community voice.

**Next Meeting 02/04 (6-8:00pm)**

## ADJOURNMENT

Board Member Bloss made the motion to adjourn, Chair Pro-tem Balk seconded. Motion carried: 9-0.

Meeting adjourned at 7:30pm.



## AGENDA BILL

**Meeting Date:** February 04, 2021

**Staff Contact:** Deborah Knight, City Administrator

**Department:** Executive

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**SUBJECT: Review the Draft Request for Proposal (RFP) for a Consultant to preform the 2021 Human Services Needs Assessment.**

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### PREVIOUS DISCUSSION:

09/17/2020; 09/24/2020; 10/01/2020

### REQUESTED ACTION:

*Move to approve the draft Request for Proposal (RFP) for a Consultant to perform the 2021 Community Needs Assessment and present to the Mayo and Monroe City Council for their consideration.*

### POLICY CONSIDERATIONS:

*As an advisory board to the Mayor and Monroe City Council this board needs to review and approve the draft of the RFP for a Consultant to perform the 2021 Needs Assessment. This RFP will then go to the Mayor and City Council for consideration before being released to the public.*

*This is the opportunity for the board to give any specific feedback and make any changes to the draft that will be included when it is presented to the Mayor and Council at the February 16, 2021 regular Monroe City Council meeting.*

### DESCRIPTION/BACKGROUND:

The HPAC recommendations were approved by Resolution 007/2020 of the Mayor and City Council on February 25, 2020. City Staff has assembled a group of Subject Matter Experts and Community Stakeholders referred to as the TAC to advise the City on the implementation of the HPAC recommendations.

The TAC met regularly between January 2020 – August 2020 and was facilitated by Jody Beisner. The TAC initiated planning with the priority of creating a “One Stop Shop.” The TAC was unable come to a consensus on the Scope of Work. A small subset of TAC members was selected to define the scope of work for the RFP. This groups consisted of Angelique Leone of the Snohomish County Community Foundation, Joe Neigel of the Community Foundation, Laron Olsen of Take the Next Step, and Inga Paige of St. Vincent de Paul, and City Staff. All recommendation of these individuals were brought back to the TAC for consideration.

It was the consensus that the city hire a consultant to perform a Needs Assessment and Gap Analysis. This recommendation was taken back to the TAC and forwarded along to the CHSAB. The recommendation to hire a consultant to perform a Community Needs Assessment was approved by both groups and was included in the Mayor's 2021 budget.

A hybrid group consisting of TAC and CHSAB members Angelique Leone (TAC), Joe Neigel (TAC), Aisha Sial (CHSAB), Jose Luis de Guzman (CHSAB), and Tony Balk (CHSAB) have been working together with City Staff to create a draft of the RFP to hire a Consultant to perform the Community Needs Assessment. This is the CHSAB's opportunity to recommend, or make specific changes to, the draft RFP. This RFP will be sent to the Mayor and City Council for their consideration.

The Asset Mapping Approach is to identify resources currently available in the community, the capabilities of those resources, and the needs of the community.

The key features of Asset Mapping are:

- Asset based – identifying/uncovering resources
- Internally Focused – communities assets (not including those outside the community)
- Relationship Driven – networking among people, institutions, or organizations.

The importance of Asset Mapping is creating awareness. Local resources and their collaborative uses can be identified with the goal of creating community connections, meeting community needs, and facilitating services. It recognizes and values the resources in the community and builds relationships among local assets. Through documented exploration, assets can be mobilized to meet identified needs, hear from those in need of services, and engage the community in long-term planning.

Asset Mapping will be a data driven plan for long term service improvements.

The qualified Consultant will be responsible for the coordination of a fully completed Community Needs Assessment and Facilitated Program Development that includes specific data and analysis. The deliverables for this project are:

- An executive summary report with findings.
- Preliminary budget assumptions of priority projects.
- A SWOT Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
- A LEAN Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
- Presentation(s) to the Mayor and Monroe City Council, TAC and CHSAB.

#### **FISCAL IMPACTS:**

None at this time.

#### **TIME CONSTRAINTS:**

Delay in approving the draft RFP will delay the City releasing the RFP for a consultant to perform the needs assessment.

**Preliminary Schedule**

CHSAB RFP Review	February 4, 2021
City Council Review	February 16, 2021
Publish RFP	February 22 – March 1, 2021
RFP Due Date	March 15, 2021
Hybrid Group Reviews RFP	March 22, 2021
City Council reviews RFP Applicant	April 13, 2021
Consultant Kick Off Meeting	May 1, 2021
CHSAB Review Draft Report	August 19, 2021
Recommend final report to Mayor and Council	September 7, 2021

**ALTERNATIVES TO REQUESTED ACTION:**

*Direct staff to make specific requested changes to the RFP.  
Do not approve the RFP and provide direction to staff.*

**ATTACHMENTS:**

[RFP for Community Needs Assessment and Facilitated Program Development Services draft 1.29.2021](#)

**(RFP) REQUEST FOR PROPOSAL FOR  
COMMUNITY NEEDS ASSESSMENT AND FACILITATED  
PROGRAM DEVELOPMENT**

Proposals must be received no later than:

**March 15, 2021 at 3:30pm**

Deliver proposals to Monroe City Clerk:  
Rabecca Hasart, Interim City Clerk City of Monroe  
806 W. Main Street  
Monroe, WA 98272

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### Exhibits:

Exhibit A – HPAC Recommendations

Exhibit B – Location Map

Exhibit C – City of Monroe Professional Services Agreement – EXAMPLE

**REQUEST FOR PROPOSAL (RFP) COMMUNITY NEEDS ASSESSMENT AND FACILITATED PROGRAM  
DEVELOPMENT CONSULTING SERVICES**

## 1. INTRODUCTION

The City of Monroe is soliciting proposals for a Consultant to conduct a community needs assessment, gap analysis and facilitate program development for the City of Monroe and the Skykomish Valley (Sky Valley) including the cities of Snohomish, Sultan, Gold Bar and unincorporated Snohomish County. The assessment will be used to inform the Mayor, Monroe City Council, and community stakeholders of the human service needs in the Sky Valley area. This needs assessment will aid elected officials, service providers, and subject matter experts, in gathering accurate data to support people seeking housing and human services in our community.

The City of Monroe is seeking a consultant or firm to work collaboratively with and facilitate local service providers to identify current human service priorities, identify funding sources, develop a preliminary budget to implement recommendations to meet priority needs, and identify metrics to measure success. The City is seeking to begin this project in March 2021 and anticipates the final report and findings to be made available by August 2021.

### BACKGROUND

The City of Monroe is a community of approximately 18,000 residents serving more than 90,000 people located in and around the Skykomish River Valley. The City is strategically located just 33 minutes east of Paine Field and 15 miles east of Everett along the I-5 Corridor at the intersection of several major highways - US Highway 2, the second busiest east-west transportation corridor in Washington State; State Route 522 connecting Monroe to I-405 and Seattle; and State Route 203 connecting Monroe to I-90 and Snoqualmie Pass.

The Skykomish Valley, nicknamed Sky Valley, is a region in eastern Snohomish County, that extends approximately 29 miles along the Skykomish River. It stretches east of Highway 9 from the City of Snohomish to the Cascade Mountains, terminating near Skykomish, Washington. For purposes of this study, the cities covered include Gold Bar, Sultan, Monroe, Snohomish, and the unincorporated areas of Snohomish County surrounding these communities. (Scaled scope proposals may also be considered).

The key not-for-profit agencies with a physical presence in the Sky Valley and serving the community include St. Vincent DePaul, Volunteers of America, Take the Next Step, SeaMar, Sky Valley Food Bank, Monroe Library, Monroe Senior Center, and Cascade Community Church. There are other agencies serving niche needs such as the Sky Valley YMCA, Boys & Girls Club, Miracles and Memories Academy, Provide Hope Food Rescue, Food Share and Red Cedar Mutual Aid. Community stakeholder groups for this effort are the Homeless Response Group, Community Coalition, Monroe Equity Council, the Faith Community Leadership, the Monroe Chamber of Commerce, and the Community Human Services Advisory Board.

## 2. NEEDS STATEMENT

The consultant should use a “nothing about us without us” approach to conducting the needs assessment. This is to prevent assumption-based recommendations and to provide a foundation for data driven programs and solutions.

**The stories of homeless individuals and system users should be respected and shared by a consultant who has had prior experience with this type of work and a trauma informed care approach.**

The consultant will need to work with City Staff and the advisory bodies of the Sky Valley Technical Advisory Committee (TAC) and the City of Monroe Community Human Services Advisory Board (CHSAB) to facilitate reporting findings, reviewing recommendations, suggesting priorities for implementation, and funding sources.

The consultant will need to be knowledgeable of what services and programs Federal, State, County and not-for-profit funders are financially supporting.

In order to assess community readiness, the report and findings need to be generated in a way that creates opportunities for all voices to be heard from stakeholders, clients, and the community. The consultant will need to incorporate the voices of those who only want to address the symptoms created by community need and those who truly desire to help by addressing the root causes of community need.

The report should seek out and hear a wide range of voices around the issues that impact our community with a particular emphasis upon those with lived experience. Some of these voices may include those from neighborhoods, social media, and the local businesses.

The report and findings will be expected to prioritize the areas that will show the greatest impact on addressing homelessness and providing human services to those in need.

## 3. REQUEST FOR PROPOSAL (RFP)

The City of Monroe (“the City”) is accepting proposals from qualified Consultants to render professional services to the City to conduct and produce a Community Needs Assessment and Facilitated Program Development. The goal is to determine the human service needs of people residing in Monroe and the Sky Valley through an evaluation of existing infrastructure that provides services locally and regionally.

The final report should include:

- Analysis of existing service providers to determine how their services meet the needs of the community.
- The barriers that prevent residents from finding the services they need.
- The gaps in service.
- Recommendations to close the gaps in service



- Implementation plan identifying stakeholder roles
- Funding sources
- Realistic timeline and budget to implement the plan

The City will select the most capable, cost-effective Consultant to complete the assessment.

#### 4. TIMELINE/DUE DATES

RFP Release Date: February 22, 2021  
Consultant Proposal Due to City: March 15, 2021  
Notice of Award: April 13, 2021

#### 5. INQUIRIES

Questions regarding this RFP are to be submitted to Rachel Adams with “Community Needs Assessment and Facilitated Program Development” in the subject line at [RAdams@monroewa.gov](mailto:RAdams@monroewa.gov)  
Questions regarding this RFP will only be accepted by email.

#### 6. SUBMITTING PROPOSALS

An electronic copy of the proposal shall be submitted by email addressed to Rebecca Hassart with “Community Needs Assessment and Facilitated Program Development in the subject line at [RHassart@monroewa.gov](mailto:RHassart@monroewa.gov)

A paper copy of the proposal shall be submitted in a sealed package/envelope marked:

Attn: Rebecca Hasart, Interim City Clerk City of Monroe  
806 W. Main Street  
Monroe, WA 98272

All proposals must be received on or before 3:30 PM, March 15, 2021. Proposals received after the due date may be rejected. The proposal offer acknowledges the right of the City to accept or reject any or all proposals and to waive any informality in any proposal received.

#### 7. INFORMATION REQUIRED WITH PROPOSAL

Proposals must include:

- a) Introduction of Consultant summarizing company’s background, resources and relevant experience.
- b) Examples of past projects, preferable of a similar size and scope.
- c) References from at least three (3) past projects, preferably matching those projects used as examples in B above.

- d) Proposed budget for the project. Budget should include a suggested work plan and a breakdown of fees for professional services, hours, and administrative services.
- e) Proposed schedule for the project, including project stages, milestones, and payments.
- f) A list of personnel on the project team and any possible sub-Consultants and sub-consultants, their professional experience/CV, and their roles.
- g) Identify the Project Leader as the main point of contact – name, title, phone, and email address must be included.
- h) The proposal may be submitted on letter size paper by mail or as an electronic copy by email to the City Clerk. Each page shall be numbered and have the name of the company on it.
- i) Consultants and/or sub-Consultants who have bilingual and cultural competency will be given preference.

## 8. DESCRIPTION OF SERVICES

The qualified Consultant will be responsible for the coordination of a fully completed Community Needs Assessment and Facilitated Program Development that includes specific data and analysis in addition to the following:

- a) An Executive Summary;
- b) Collection of demographic data and analysis of population currently residing in the City and the Sky Valley from multiple sources. This description should include, but is not limited to data from the Census, Monroe School District, local colleges, Snohomish County and Public Health District, and focus group meetings, community partner surveys and client surveys;
- c) The City of Monroe, with support for the Technical Advisory Committee, will identify persons for key stakeholder interviews and focus groups should be conducted to contextualize research findings. Focus groups will be needed to be conducted in other languages, including Spanish.
- d) Customer, staff and community input of the impacts of poverty, needs within the communities and recommendations for further addressing those needs;
- e) An in-depth explanation on the impact of poverty and its effect on the residents of the City of Monroe, and the Sky Valley.
- f) Provide the collection and analysis of the following information about the Sky Valley service areas:
  1. An analysis of information collected directly from low-income individuals to assess needs and resources;
  2. Collection of information from key sectors of the community to assess needs and resources. These sectors would include at minimum: community-based

- organizations, faith-based organizations, private sector, public sector, and educational institutions;
3. Collection of current data specific to poverty and its prevalence related to gender, age, disability, and race/ethnicity;
  4. Collection and analysis of both qualitative and quantitative data for each area served;
  5. Description of key findings on the causes and conditions of poverty.
- g) Compare/contrast and analysis of demographic within Sky Valley, data and economic trends including, but not limited to:
1. Basic needs trends (i.e., food, nutrition, housing, food, childcare, health costs, transportation);
  2. Population trends;
  3. Location of low-income seniors 60+;
  4. Migration/relocation trends;
  5. Birth and death trends;
  6. Health (including pre-natal care, health insurance, immunizations, oral health, etc.)
  7. Nutrition trends (including overweight and underweight children, nutrition education offerings and free/reduced lunch counts, etc.);
  8. Aging trends;
  9. Household composition;
  10. Type of disabilities;
  11. Service providers for residents with disabilities;
  12. Housing data: rental vs. ownership/affordable housing availability;
  13. Transportation.
- h) Data Analysis and Presentations - The Consultant will provide an in-depth analysis and recommendations to assess the City's success in meeting the needs and priorities of Monroe residents, including:
1. Demographics summary
  2. Process approach
  3. Results of survey and data collection at county, city, community partners, other nonprofits and client levels including trend data if available.
  4. Develop an asset map of existing community services in the City along with a detailed description of those services. Additionally, identify other non-local community services providers and the specific types of services delivered within the City.
  5. Comparison to similar communities, particularly in Snohomish County
  6. The analysis should determine services that are needed (and not currently provided) in the Sky Valley and future trends (short-and-long term) and community service needs. The gap analysis should prioritize community services the Sky Valley should address as a result of research.
  7. Formatted tables and charts illustrating major points
  8. Project findings, including an analysis of the match of demographics and current services received by Monroe and Sky Valley residents. This analysis will also include the language ability of the current City population and the providers of services. Diversity,

- cultural competency, and language are a high priority for the City.
9. Policy recommendations a result of the research, short-and-long term trends and analysis
  10. Conclusions
  11. Implementation plan identifying stakeholder roles
  12. Realistic timeline and budget to implement the plan
  13. Presentations to the Technical Advisory Committee (TAC) and Community Human Services Advisory Board (CHSAB).
  14. Facilitated community forum to receive feedback on the draft recommendations with the ability to communicate bilingually.

## 9. AWARD OF CONTRACT

Award of the contract resulting from this RFP will be based upon the most responsive Consultant whose offer will be the most advantageous to the City in terms of cost, functionality, experience, quality of past work, and other factors as specified elsewhere in this RFP.

The City reserves the right to:

- a) Consider proposals based on their relative merit, risk, and values to the organization;
- b) Negotiate with all service providers.
- c) Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Consultant, when it is in the Agency's best interest;
- d) Accept other than the lowest priced offer.
- e) Proposals received shall be judged by The City solely on the following selection criteria:
- f) Consultant's understanding of stakeholders and the scope of this project;
- g) Proposed price of the entire project;
- h) Expected timeline for completing the project;
- i) Consultant's demonstrated experience in similar projects for both corporate audiences and non-profit organizations.

Proposals will be evaluated upon the Consultant's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful Consultant may be asked to participate in negotiations and may be asked to revise their proposal based on their negotiations. In submitting a proposal, each Consultant acknowledges that they have read and understand these requirements.

Competitive proposals will be considered and will result in a Fixed Price Contract.

## 10. EVALUATION CRITERIA

The following elements will be reviewed, scored and a decision made based on the responses:

- a) Skill and experience of key personnel
- b) Description of Services
- c) Timeline of project broken into three sections:
  1. Data and Timeline
  2. Data compilation and draft analysis
  3. Final report production
- d) Budget/Cost

- e) Sample of similar work projects that have been completed by the applicant while with their current firm
- f) Demonstrated experience with Community Needs Assessments or similar projects
- g) Compliance with administrative requirements of the request for proposal format, due dates, etc.
- h) Results of communications with reference supplied by Consultant
- i) Ability/commitment to meeting time deadlines
- j) Consultant's financial stability
- k) Bilingual Consultants will be given preference
- l) Commitment to a Trauma Informed Care approach
- m) Experience working with populations most impacted by racism

## 11. REJECTION OF PROPOSALS

The City reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of the City of Monroe

## 12. PROJECT DELIVERABLES

- a) An executive summary report with findings.
- b) Preliminary budget assumptions of priority projects.
- c) A SWOT Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
- d) A LEAN Analysis facilitated in cooperation with the TAC, CHSAB and City Staff.
- e) Presentation(s) to the Mayor and Monroe City Council, TAC and CHSAB.

## 13. COST OF PROPOSAL

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and City of Monroe shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

## 14. DISCLOSURES & RESERVATIONS

- a) The City reserves the right to select the proposal which, in its sole judgment, best meets the needs of the City. The lowest proposed cost will not be the sole criterion for recommending the contract award. The recommended selection of the evaluation committee is final and subject only to review and final approval by the Mayor and the City Council.
- b) The City reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the City to be in the City's best interest.
- c) The City reserves the right to retain all accepted proposals, including proprietary documentation, regardless of which proposal is selected. No proposals will be returned to proposers.
- d) The City reserves the right to request any supplementary information it deems necessary to evaluate proposer's experience or qualifications. This may include supplemental financial

information, additional interview(s), and/or additional presentation by the proposer.

- e) The City reserves the right to reconsider any proposal submitted at any stage of the procurement. It also reserves the right to meet with select proposers at any time to gather additional information.
- f) Furthermore, the City reserves the right to delete or add functionality (i.e., modules and components) until the final contract signing.
- g) The City reserves the right to cancel, in part or in its entirety, this RFP, including, but not limited
- h) to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises this RFP, all proposers will be notified in writing by the City.
- i) The City reserves the right to revise the RFP prior to the date that proposals are due. The City will communicate changes through addendum to this RFP. All registered proposers will be notified of revisions to the RFP. The City reserves the right to extend the date by which the proposals are due.
- j) The City reserves the right to split the award from this RFP between multiple proposals when such split award is determined to be in the best interests of the City.
- k) The City reserves the right, in its sole discretion, to reject any and all proposals and to waive informalities and minor irregularities in any proposals received. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the City. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.
- l) This RFP does not commit the City to award a contract. All proposals submitted in response to this RFP become the property of the City and public records, and as such, may be subject to public review.
- m) The City shall not be liable for any pre-contractual expenses incurred by prospective vendors or selected Consultants, including but not limited to costs incurred in the preparation or submission of proposals.
- n) The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
- o) If the successful proposer defaults, the City may award this RFP to the next best proposal and may recover the loss occasioned by the successful proposer against a surety bond, if any, or by suit against the successful proposer.
- p) The City reserves the right to cancel, in part or in its entirety, this RFP including, but not limited to: selection procedures, submittal date, and submittal requirements. If the City cancels or revises the RFP, all interested firms will be notified.

END OF RFP