

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: CONTRACT AWARD FOR HWY 99 EMERGENCY SHELTER OPERATIONS AND SERVICES – PROPOSAL RESULT

DATE: September 23, 2022

Background

On Thursday, September 22, 2022, the Public Works and Community Development Director and City Recorder opened the proposal received in response to Request for Proposals for the Highway 99 Emergency Shelter Operations and Services. The proposal was received from Carry It Forward.

Carry It Forward, a 501(c)3 organization, has been working within the Cottage Grove Community on a limited basis for the last 2 years. They have a 6 year history in serving unhoused people in Lane County. The proposal will provide 24/7 staff and monitored oversight of the shelter facility for Cottage Grove residents. Operations will include 3 meals daily, case management, vocational programming and community supports efforts for each resident. They will be providing services through existing partnerships in the community and Lane County as well as developing new partnerships if needed. They have an extensive list of partners and organizations they have experience working with over the last 6 years. A copy of the complete proposal response is attached.

The proposal is a two year proposal with an estimated budget of \$153,993 for the 9 months remaining in FY 2022-23 and an estimated budget of \$204,370 for FY 2023-24. The cost per bed per night is \$21.00. The actual annual cost can vary depending on the number of clients served and the extent of local community volunteer efforts participating in the program. (We already have two churches that have contributed or have pledged over \$400 aspects of the facility.) The proposal responded with a not to exceed annual cost of \$200,000.

The notice of the City's intent to award the personal services agreement to Carry It Forward was published on the City's website on Friday, September 23, 2022. The protest period expires on Friday, September 30th. If the Council chooses to follow staff's recommendation and award the agreement to Carry It Forward the award will be final upon completion of the protest period or resolution of any timely filed protest at which time the agreement may be signed.

Recommendation

Staff recommends that the City Council award, by motion, the Highway 99 Emergency Shelter

Operations and Services personal services agreement to Carry It Forward in the amount not to exceed \$200,000 a fiscal year and authorize the City Manager to execute the agreement and all associated documents subject to expiration of the protest period or resolution of any timely filed protest.

Cost

Not to exceed \$200,000 a year for the current and next fiscal year.

A handwritten signature in blue ink, appearing to read "Richard Meyers", is written over a horizontal line. The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Richard Meyers, City Manager