

# Family Homeless Shelter 2<sup>nd</sup> Pre-Proposal Q&A

11/14/2017

## Introduction

- John
  - John opened the meeting and advised participants that the City has the right to approve or not approve any proposals received. If the City does not approve of any of the submitted proposals the City can issue a new RFP or pursue a sub-recipient agreement with a qualified non-profit or group of non-profit organizations.
  - John indicated the use of an RFP for a homeless shelter is unusual however he was not in Minot when the decision was made to use an RFP.
  - It is very important that proposals include everything requested in the RFP. HUD is very strict on this point. If you do not meet the minimum requirements your proposal will not be approved.
  - All questions and answers will be posted on the City's website for transparency.

## Q&A

- Q – What would be the next steps if you are the one who wins the RFP?
- A – John answered saying that there will be a two-step review process, then it will go to council for approval. Once council approves a proposal, a contract will be negotiated and the contract must also be approved by council.
- Q – There is no mention of the ownership of the shelter.
- A – John: The RFP does not prescribe who will own the Shelter that should be included in your proposal. The city will not own the shelter. Melissa: While you do not have to own the building or site you propose for the shelter at the time of submitting the proposal, you must identify the building or site, have information regarding acquisition or construction costs, and be prepared to proceed to acquire the building or site in accordance with the RFP. John: all proposed should know that you cannot use HUD rules to bypass the cities rules. If the building being proposed does not meet the zoning requirements then you will have to go through the City's zoning process.
- Q – John asked Robert (Planning Director) if the City has a zoning ordinance for this kind of building.
- A – Robert Davis: (Planning Director) It might be a stretch but there is a zoning for a group home.
- Q – If you put forth a proposal and the City does not approve it, would that put you in a better position to be selected for a sub-recipient agreement?
- A – John: according to HUD, if we change the type of procurement that we are pursuing then we will need to have “amnesia” toward what has already been pursued. By submitting a proposal, it will neither hurt nor benefit you moving forward.
- Q – Is there a requirement for what services need to be provided by the Shelter?

- A – Melissa Ziegler: Proposers should provide information on the services that are needed to best serve families that are homeless. Often shelter’s work collaboratively with other local agencies such as Job Service to help adults in the shelter to find work and with local schools to ensure children receive help with enrollment and other services. The shelter provider will make decisions regarding policies and procedures for the shelter such as eligibility requirements. Q – How open is the City of Minot, through John to communications.
- A – John: you can submit, in writing, any questions you have up until the bid opening. Those questions and the responses will then be posted on the cities website.
- Q – It was envisioned by the non-profit community that this would be a collaborative effort for this project. When this came out as an RFP the non-profit community was surprised. They feel like there was something lost in translation.
- A – John: While the RFP does not dis-allow collaboration within the contract, there will be one entity that would be primary responsible party, in a sub-recipient agreement where is the potential for multiple non-profits to collaborate in a partnership.
- Q- If there is no response then would it go to council to try and do a sub-recipient agreement instead?
- A – John responded yes.