

ST. MARY'S DINING ROOM
REQUEST FOR QUALIFICATIONS (RFQ)
PATHWAYS MODULAR BEDROOM UNITS FOR THE HOMELESS

RFQ Document

**PATHWAYS
MODULAR INTERIM BEDROOM UNITS FOR THE
HOMELESS
DESIGN-BUILD WITH SITE PREPARATION,
PURCHASE/FABRICATION, DELIVERY AND INSTALLATION**

BY

**ST. MARY'S DINING ROOM
545 W SONORA STREET
STOCKTON, CA 95203**

**RFQ Issued: February 23, 2023
Proposal Deadline: 5:00pm on March 24, 2023**

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SEEKING

St. Mary’s Dining Room is seeking an entity to deliver an integrated modular product of interim housing for the homeless. We are open to developers, contractors or other entities that can deliver a turnkey product, and we are open to various products that can be delivered through a Design-Build process. As this project may include government grant funds, guidelines for the use of federal funding must be followed including prevailing wage laws applicable to the Project.

INTRODUCTION & BACKGROUND

St. Mary’s Dining Room is one of the largest homeless service agencies in San Joaquin County. Founded in 1955, the non-profit agency serves over 5,000 low-income and homeless men, women and children each year. The mission of St. Mary’s is to address poverty in San Joaquin County by feeding the hungry, caring for health issues and restoring human dignity to hundreds of individuals each day. The organization currently provides daily meals, showers, clothing, essential resources, case management, housing navigation, health care, and social services.

In 1992 the organization was awarded the 734th “Point of Light” in recognition of their service to the community. In 2020 St. Mary’s Dining Room was the nonprofit selected in Best of San Joaquin.

Our staff of 50 employees currently serves over 5,000 unduplicated individuals annually, including over 2,000 unsheltered individuals who are living in the surrounding encampments. Through decades of service to Stockton residents and the community at-large, St. Mary’s has earned a stellar reputation, renowned for its efficacy in assisting people in crisis navigate life’s most difficult circumstances through a trauma-informed, compassionate approach. As testament

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to its standing as a respected community institution, St. Mary's receives support from thousands of individual donors and hundreds of volunteers each year. In 2022 in recognition of the growing crisis of homelessness, the Board of Directors, with guidance from a new Chief Executive Officer, approved of plans to develop the Pathways project. This project will fill the critical gap of non-congregate shelter for the clients that St. Mary's already serves through its daytime programs and services.

For this project the agency will contract with a general contractor or developer through a competitive bid process. The process will utilize a progressive design-build approach through a two-step procedure of RFQ and then RFP. This RFQ includes the proposed basic layout of the site, required elements, timeline and budget. From responses to the RFQ the top three applicants will be invited to respond to an RFP with additional information and interviews.

The volunteer Building Committee of the Board of Directors provides expertise on the strategic direction of the project, initial assessment, budgeting, timeline, and the RFP process to select a general contractor or developer for construction. They will also serve as the selection committee for the RFQ/RFP process. Committee members include:

Steve Herum, real estate development attorney (current board member)
Peter Ragsdale, Executive Director of the Housing Authority (current board member)
Doug Davis, principal architect with WMB architects (past board member)
Jim Hanley, president of Hanley Construction (past board president)¹

St. Mary's has contracted with Siegfried Engineering who has conducted the initial pre-development work and has provided the attached initial plans, timeline and budget for the project.

¹ The committee members have no financial interest in the project and none of them will be bidding on the project.

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RFQ INFORMATION AT A GLANCE

<p>CONTACT PERSON</p> <p>Please note: Questions will be routed to the expert who can best address the request.</p>	<p>Petra Linden, CEO St. Mary's Dining Room plinden@stmarysdiningroom.org</p>
<p>HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL SUBMITTAL</p>	<p>Submit an electronic copy to: plinden@stmarysdiningroom.org as well as 1 original and 3 copies of your "hard copy" proposal to St. Mary's Dining Room, 545 W Sonora Street, Stockton, CA 95203 (Attention: Petra Linden).</p>
<p>PROPOSAL SUBMITAL DEADLINE</p>	<p>5:00pm, PDT, on March 24, 2023</p>

1.0 ST. MARY'S DINING ROOM'S RESERVATION OF RIGHTS:

- 1.1** St. Mary's Dining Room reserves the right to reject any or all proposals, to waive any informalities in the RFQ process, or to terminate the RFQ process at any time if deemed by St. Mary's Dining Room to be in its best interest.
- 1.2** St. Mary's Dining Room reserves the right not to award a contract pursuant to this RFQ.
- 1.3** St. Mary's Dining Room reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon ten (10) days written notice to the successful proposer(s).
- 1.4** St. Mary's Dining Room reserves the right to determine the work schedule and locations that the successful proposer(s) shall provide the services described in this RFQ.
- 1.6** St. Mary's Dining Room reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ.
- 1.7** St. Mary's Dining Room shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

2.0 BACKGROUND:

St. Mary's and Siegfried Engineering have met with the Stockton City Planning Department to review the initial plans for the project. The need for additional shelter beds

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to move homeless individuals off the street is urgent. As such, the goal is to expedite the process as much as possible. St. Mary's will be applying for PG&E modifications and submitting for a Conditional Use Permit simultaneous to this RFQ process. The selected entity will assume all responsibilities for completing all required processes, including the PG&E connection and the obtaining the Conditional Use Permit. Proposers will need to show how they can facilitate expediting the process and adapt to changing timelines.

Each responding entity shall submit its Curriculum Vitae (Resume) that will either identify the entity's sole ability, or to include a detailed list of sub-consultants and/or sub-contractors, to provide design, purchase/construction, and installation of modular modular bedroom units.

3.0 PROJECT:

The sheltering that will be constructed are individual bedroom units, which will address all four of the major barriers to accessing congregate shelter by accommodating for pets, property, partners and privacy. Each client will have their own bedroom which they can lock, providing privacy and access 24 hours a day. They will be able to keep their property safe in their room along with pets. The rooms will also accommodate partners as half of the units will be doubles. The average length of stay is projected to be 6 months.

Priority for these units will be based on need. With limited space, the VI-SPDAT vulnerability screening tool will be used to assess vulnerability and prioritize those most in need. St. Mary's will work with other shelter partners, including Stockton Shelter for the Homeless, to determine those most in need of non-congregate sheltering. Pathways will be open 24 hours a day, 365 days a year, and staffed at all times with three site management personnel. The location will be on the current employee parking lot, which is 100,000 square feet in size. Staff parking will be relocated to other locations on campus, including the creation of over 50 parallel parking spaces on the streets that are owned by St. Mary's.

The purpose of the Pathways project is to help clients stabilize and then move into permanent housing. When clients first arrive on campus at St. Mary's we will address their immediate needs and provide food, clothing or showers, as needed. Often when individuals first arrive they are scared, hungry and tired. We will assess what shelter accommodations they will need for that first night and accompany them to either a Pathways unit or one of the other shelters in the area. Within the first few days a case manager will meet with them to find-out more about their situation and collaboratively develop a plan for how we can help them meet their goals.

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Case managers will meet with individuals as needed, usually daily at the beginning and then weekly once stabilized. Clients can access their case manager at the social service office and case managers will also come to their area within the Pathways project.

Pathways is being divided into small communities/neighborhoods of approximately 20 units with a shared common room, kitchenette, smoking area and outdoor space. The plan layout as well as planned group activities will facilitate the creation of community for mutual support. Sections within the project may be designated for specific populations or needs. For example there may be a separate section for seniors or an area for women who would prefer an women-only section.

In addition a "Recuperative Care" section of the project will be created. This will provide rooms for homeless individuals who are being discharged from the hospital and may need additional support. No hands-on care will be provided by staff, and these units do not require special community care licensing. Instead, staff will assist clients to attend their medical appointments at the clinic across the way. Home health nurses may also visit these units to provide care. Each of these Recuperative Care Units is to be equipped with a toilet and sink.

The project is called "Pathways out of homelessness and poverty". The goal is to help individuals exit homelessness within six months. We are partnering with others in the community to access existing exits out of homelessness and to create more. Together in Stockton we can make homelessness rare, brief and non-recurring.

4.0 SPECIFICATIONS

Modular Bedroom Units

- Each bedroom to have its own locking door, window, heating & A/C, electrical outlet, ceiling light with wall-mounted switch.
- Bedrooms can be contiguous (like an apartment complex) rather than separated (like homes)

Main Section

- 50% single units
- 50% double/ADA units
- No attached bath
- Sub-divided into clusters/communities of 20 units each

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Each cluster/community to have:

- Smoking area with bench, table, cover, ash tray, mister (for summer) and outdoor heater (for winter)
- Communal restrooms (2 unisex toilets and 2 sinks)
- Small common room with fridge, microwave, and space for 8 people to sit together in a circle (or someone to do individual physical therapy session)
- Shared, outdoor yard

Recuperative Care section

- 50 units double/ADA with attached toilet & sink (not shower)
- Men's shower unit with 2 ADA stalls nearby
- Women's shower unit with 2 ADA stalls nearby
- Two common rooms with fridge, microwave, and space for 8 people to sit together in a circle (or someone to do individual physical therapy session)
- Office space for 2 staff (on-site 7 days a week, 12 hours a day) in the middle of the Recuperative Care section (so they can easily check on the residents in that section)
- Easy access to the medical clinic, across the way

Additional items:

- Lots of greenery
- 2-3 pet relief areas
- Large shade trees
- Solar panels
- Check-in office (for one staff member 24/7) at the front entrance
- One shared office for 2 people in the middle of the campus (for nighttime security)
- Plenty of lighting
- Large community room for activities (to accommodate 20 participants) - in the center
- Fountain in the middle of the campus
- Walking path for exercise

Please note: The following components will not be needed on this parcel as they are accessible on other areas of our campus.

- The residents who are not in the recuperative care section will access showers across the way (where we have 11 showers – 3 of which are ADA)
- We will also provide lockers, bike storage and a dog park across the way
- Kitchen for 3 hot meals a day is available across the way and/or meals can be delivered to rooms or common rooms (as needed)

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5.0 SCOPE OF SERVICES AND ATTRIBUTES:

The first phase of concept development is completed

The second phase will be the RFQ and RFP process: 1/16/23-5/15/23

The third phase will be obtaining the Use Permit: 3/14/23-7/14/23

The fourth phase will be CEQA IS/MND: 3/28/23-9/4/23

The fifth phase will be Design and Permitting: 5/16/23-1/8/24

The sixth phase will be Construction: 1/9/24-10/14/24

The three major project elements are:

- (1) creating level ground
- (2) connecting to utilities
- (3) installing pre-fabricated modular units.

Additional Information:

- Siegfried Engineering is serving in a consulting role on this project and will not be bidding for the Design-Build contract. They will hand-off the work on this project once a Developer/General Contractor is selected through this RFQ/RFP process.
- Successful bidders may include either a Developer, Design-Build firm, or a General Contractor.
- Both non-profit and for-profit organizations will be considered.
- Preference will be given to local companies that have a history of working in San Joaquin County and employ local residents.
- The cost estimates assume pre-fabricated units that are built in a factory and assembled on-site. Alternate models may be considered if they fall within the proposed budget and timeline.
- The proposed site plan is one option, which has been developed to meet the specifications. Alternate site layouts may be proposed if they fall within the budget and contain at least the same number of beds.
- Once contracted, the selected entity will assume responsibility for completing all phases of the project, including obtaining the Use Permit, CEQA clearance and permitting with the planning department.

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6.0 PROPOSAL FORMAT:

6.1 Tabbed Proposal Submittal: To demonstrate experience, the proposers shall submit a Statement of Qualifications (SOQ) Proposal. The review committee will evaluate each submission based on responsiveness, resources, experience in services of a similar nature, and proposed staff qualifications (resumes). In order for the review committee to properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence detailed below. Each category must be in a single side format and be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference noted below.

RFQ proposal submittals shall contain the following information:

Tab 1, Capabilities:

Proposers may be developers, contractors, or other entities. Please identify the CA-licensed general contractor for the team (if not the proposer) and the lead CA-licensed design professional for the team.

Clearly detail information submitted under this tab that relates to the firm's capabilities to provide the services as described in this RFQ. This section should demonstrate the firm's capabilities to provide services as described in the Scope of Proposal/Technical Specifications section.

- **Tab 2, Managerial Capacity/Financial Viability:** The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for key personnel on this project, as well as any other key personnel identified within the firm's organization, including title, years of experience, past projects related to this project, and education.
 - **Organization:** Provide information about key personnel who will be assigned to this project:
 - The "Principal in Charge" should be identified as a one person contact for all on-going projects. The "Principle in Charge" shall remain the point of contact for the duration of the contract.

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- **Tab 3, Specialized Knowledge:** Due to the specialized tasks associated with these services, St. Mary's Dining Room is seeking a detailed listing of related projects that will assist with the proposer's evaluation. The listing shall emphasize the proposer's experience with providing the services as outlined in Section 4.0. The proposals should clearly describe how the organization meets each of the preferred qualifications.

 - **Tab 4, Client Information:** The proposer shall submit a listing of at least six (6) former or current clients for whom the proposer has performed services similar or the same as those being proposed that St. Mary's Dining Room can contact to evaluate the firm's past work experience. The list shall, at a minimum, include:
 - The clients' name;
 - The clients' contact name;
 - The clients' telephone number;
 - A brief description and scope of the service(s) and the dates the services were provided.

 - **Tab 5, Subcontractor/Joint Venture Information:** The proposer shall identify whether he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm.

 - **Tab 6, Other Information (Optional Item):** The proposer may include hereunder any other general information that the proposer believes is appropriate to assist St. Mary's Dining Room in its evaluation. If no pertinent information is to be placed under this tab, please place hereunder a statement that "NO INFORMATION IS BEING PLACED HEREUNDER".
- 5.2 Proposal Submission:** All proposals must be submitted and received at St. Mary's Dining Room administrative office by no later than the submittal deadline stated or within any ensuing addendum. A total of one electronic copy and one (1) original signature copy (marked "ORIGINAL") and three (3) exact copies of the proposal submittal, each complete with cover and extending tabs, shall be placed, unfolded, in a sealed package and addressed to:

St. Mary's Dining Room
545 W Sonora Street
Stockton, CA 95203
Attention: Petra Linden
plinden@stmarysdiningroom.org

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7.0 PROPOSAL EVALUATION:

Evaluation Method: St. Mary's Dining Room and its selection committee will evaluate each proposal submitted fairly and objectively.

7.1 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposing entity will be excluded from participation on the evaluation panel.

Each of the responding entities will be evaluated based on the ability to meet the needs of the project listed above. Up to three respondents may be invited to participate in the RFP process.

7.2 Evaluation Criteria: The following factors will be utilized by the evaluation committee to evaluate each proposal submittal received.

Capabilities, Experience and Past Performance: Each firm shall be evaluated on its demonstrated capabilities and experiences to provide the requested services outlined in this RFQ. Past performances on similar types of products/services shall be reviewed and evaluated

Specialized Knowledge: Each firm shall be evaluated on its familiarity with any local, State and Federal codes and regulations or requirements for providing services as outlined within this RFP. The Proposer has a clear understanding of the scope of services required.

Physical and Financial Experience and Capacity: Each firm shall be evaluated on the status of current projects and financial capacity of proposed team. Given the state of current workload and work in progress, provide information as to your physical and financial capacity to complete the services.

Other: Each firm shall be evaluated on any additional supportive information that demonstrates their capabilities to best suit the needs of the Pathways project.