



Request for Proposal - Colfax Works

Colfax Ave Business Improvement District

The Colfax Ave Business Improvement District (BID) is seeking proposals from qualified workforce development providers to partner on a pilot project, *Colfax Works*, from June-August 2018. The goal is to provide employment opportunities (within the BID's boundaries) and supportive services to help provide a path to independence and stability for formerly incarcerated or homeless individuals.

Background

The Colfax Ave BID promotes economic vitality, implements a clean and safe street program, and advocates on behalf of area businesses among public and private partners. We are funded by a tax on commercial property located within the BID's boundaries (the alley west of Grant Street to the alley east of Josephine Street, between 14th and 16th Avenues). Founded in 1989, the organization is governed by a volunteer board of directors representing a diverse mix of area businesses and property owners and who are appointed by the Mayor.

Colfax is a place where all are welcome. It is also a place where a dense residential and commercial population intersect with many social service providers, homeless populations, crime, and mental illness. We also have the District 6 Police Station and many communities of faith within or, just outside our boundaries.

The BID has identified a need to further invest in our community by providing opportunities to those who may not be given the chance otherwise. We believe that a workforce development program on Colfax will help to end the cycles of homelessness and criminal recidivism our city experiences. The program will begin with a three month pilot from June-August 2018. Our long-term objective is that this pilot project leads to a permanent year-round program on Colfax. Throughout the three-month pilot we will be working with the successful applicant, appropriate city staff, BID board, and foundations to make this a reality.

Proposal Guidelines

This Request for Proposal (RFP) represents the requirements for an open and competitive process. **Proposals will be accepted until 5:00 pm MST on February 2, 2018.** Any proposals received after this date and time will not be considered. Please review the Proposal Contents section of the RFP for items required for submission.

Proposals should be submitted [via this online form](#). The link to the form is also available at www.colfaxave.com/colfax-works



Questions about the RFP are due by January 29, 2018 and all questions with their answers will be posted on our website at www.colfaxave.com/colfax-works. Submit all questions by email to Michelle Valeri at michelle@colfaxave.com with the Subject line: "Question - RFP."

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, costs included in proposals must include any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the subcontracting organizations.

Costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the BID's legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

Goals

1. Add visible, capable, and helpful teams of people to help keep Colfax clean, free of graffiti, and with more "eyes on the street" to maintain a safe and friendly place for all
2. Demonstrate proven success and an increased perception of safety and cleanliness along the Colfax corridor
3. Demonstrate to city leaders and formerly homeless/incarcerated individuals a successful model that provides employment opportunities, supportive services, and a path to stability and independence for those in need
4. Serve as a stepping stone program to full-time employment and independent living
5. Foster an environment that makes participants proud and motivated to come to work each day

Pilot

- The Colfax Ave BID will identify a partner and facilitate a pilot program from June through August 2018
- Program participants will maintain/service the BID area, including pan and broom street cleaning, and removing trash/graffiti
- The pilot will be evaluated by the Advisory Committee that will assess the preparation in advance of people working on the street, every few weeks during the pilot, and after the pilot's completion through extensive surveying of the business district
- Should the pilot prove successful, the BID will strive to continue the program and possibly expand the level of service on a more permanent basis.

Scope of Work

- Hours of work will ideally be daily from 7:00am to 7:00pm with crews overlapping during the 11:00 AM to 1:00 PM lunch hours. Specific shift times will be determined by the successful contractor and the BID
- Crews will always be overseen by a Supervisor/Project Manager that is experienced and seasoned, with sound decision-making ability, strong problem-solving skills, and an open, honest communication style who will work closely with the BID representative
- Crews will provide cleaning and maintenance services to the BID area including pan and broom style street sweeping/cleaning, trash removal, graffiti and sticker removal
- Each crew will have a daily “briefing” from their supervisor, and, as needed with a BID representative, in order to address any specific and timely needs in the district (specific problem areas, feedback from businesses, residents, visitors, etc.)
- Workers will attend weekly group case management meetings as well as one-on-one meetings as needed with trained and certified social service professionals - both to be provided by the contractor
- Create survey materials and daily tracking forms in conjunction with the BID to monitor the perception and progress of the program, and to identify any issues in need of attention.

Contractor Qualifications

- Demonstrated success and expertise in providing supportive services such as case management, housing support, relapse prevention, and life-skills training (interviewing skills, interpersonal communications, financial management, etc.) to formerly incarcerated or homeless individuals
- Ability to provide documentation of results-driven success in past programs in the form of quantitative data along with third party testimonials
- Supervisors must have experience overseeing crews, demonstrate excellent problem-solving skills, and be knowledgeable of the BID service area and dynamics of the street
- Has ownership or access to any equipment required to provide services proposed
- Ability to work with BID’s current maintenance provider to supplement areas not covered by crews.

Contractor Responsibilities

- Contractor will provide all labor, materials, supervision, tools, equipment, and vehicles necessary for the proposed program
- Contractor, in partnership with the BID, will be responsible for facilitating vetting, hiring, and training of program participants
- Contractor will provide social service professionals for participant counseling sessions along with ensuring participants are drug-free with random or weekly drug testing
- Contractor will work closely with the BID and Colfax Works Advisory Committee to guide the program and report milestones or any issues that arise
- Contractor will maintain a comprehensive general liability policy with limits of not less than one million dollars (\$1,000,000.00) for bodily injury and one million dollars (\$1,000,000.00) for property damage per occurrence. Coverage shall include premises liability, products liability, and completed operations liability. Contractor will supply the BID with Certificate of Insurance verifying these coverages and naming the BID and the City and County of Denver as co-insured.
- Contractor will supply the BID with a weekly progress report noting the progress of all participants and the services completed
- Contractor will produce a “mid-term” report by the end of July
- Contractor will attend the Advisory Committee mid-term meeting and the BID’s organizational board retreat in August to outline the progress, setbacks, and opportunities for the pilot and potential permanent program.

Colfax Ave BID Responsibilities

- Assist with planning, strategy, and objectives prior to performance of work duties
- Facilitate the formation and meetings of the Advisory Committee to help guide the program
- Provide branded uniforms for all program participants.

Colfax Works Advisory Committee

- The Advisory Committee will include representatives from the Colfax Ave BID (staff/board members), a representative from the contractor, business and property owners within the BID’s boundaries, and one representative each from City Council and the Mayor’s Office of HOPE
- The Advisory Committee will meet prior to the start of the project and once per month June through August, monitor the progress of the pilot program, make recommendations for changes as needed, and approve the final report.



Proposal Contents

Applicants should provide the following items [via the online application form](#) as part of their proposal for consideration:

- Company information; organization name, address, mission statement, primary contact, email, phone number
- Overall approach to the project, specifically addressing Contractor Qualifications and Responsibilities
- Description of experience implementing similar projects. Provide visuals if possible
- References from clients involved in similar projects
- Project management approach with BID staff, Advisory Committee, and broader community
- Current caseload and capacity of applicant and all subcontractors to meet project timeline
- Anticipated resources you will assign to this project (all team members, role, title, experience)
- Budget with itemized costs to include equipment, supplies, and hourly rates for key staff. If any work is to be outsourced, identify those organizations and associated costs in proposed budget
- Description of how contractor will provide insight and/or identify funding opportunities to help the Colfax Works program become financially sustainable year-round.

Selection Schedule*

Advertise RFP	January 19, 2018
Deadline to Submit Questions	January 29, 2018
Submittals Due 5:00 p.m. MST	February 2, 2018
Evaluation of proposals	Feb 9 - Feb 19, 2018
Short Listed Firms and Schedule Interview	Feb 20 - Mar 2, 2018
Firm selected & notified	March 15, 2018
Survey, Logistics, Uniforms, etc.	March - April 2018
Pilot begins	June 2018
Mid-term Report	July 2018
Pilot Ends	August 2018

***Note:** All dates are tentative and subject to change.