



CARLOS PABELLON
Director of Administration

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
Room 425 City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3345
608/266-4131
FAX 608/266-4425 TDD 608/266-4941

CHARLES HICKLIN
Controller

DATE: July 22, 2016
TO: All Proposers RFP #116065 – Operation of a Day Resource Center
FROM: Pete Patten, Purchasing Agent
SUBJECT: ADDENDUM #2

The following responses are provided to questions received.

Question 1

Will all furnishings be provided by the County, including furniture for day rooms and meeting rooms, office furniture for staff and collaborating partners, washers/dryers, kitchen furnishings, and storage lockers? Will these items be fully installed by the County as well?

Answer 1

Furniture needs beyond anticipated donations from current building tenants and community partners will be provided by Dane County. Equipment such as washers/dryers, kitchen appliances, lockers, computers, and phones will also be purchased by Dane County. These items will be installed by vendors under contract with Dane County.

Question 2

Will the phones and phone system for patrons and employees/partners be provided by the County?

Answer 2

Yes.

Question 3

Will outdoor spaces and outdoor playground equipment be included in the renovation by the County?

Answer 3

If those spaces are ultimately included in the facility floorplan, the cost to create and equip those spaces will be paid for by Dane County.

Question 4

Will computers for patrons and employees/partners and the server be provided by the county? Will maintenance of the computers be handled by the County or the provider? Copiers? Will internet/Wi-Fi access be provided by the County or will the Provider need to assume these costs.

Answer 4

Dane County will provide computers, server equipment, and necessary software.

Ongoing maintenance of and technical assistance for the computer network and computer equipment, as well as expenses for internet and phone services will be the responsibility of the provider and should be included in the proposer's cost estimate (see section 5.1, "General Instructions on Submitting Cost Estimate.")

Question 5

We understand that the van, van driver, van maintenance, and gas will all be provided free of charge as it is through a contract that another provider currently has and will continue to have. Is this accurate? What are the hours of operation and the transportation services provided by the other provider?

Answer 5

Van transportation is currently in the Department of Human Services Budget and provided under contract by Porchlight, Inc. It should not be included in the proposer's cost estimate. Van transportation is provided weekdays from 7:30am – 4:30pm, with limited routes on weekends and holidays. A full schedule with van stops can be found online at: https://www.danecountyhumanservices.org/eaws/dox/homeless_spring_summer_resources_2016_mayoct.pdf The van schedule is subject to change, as the Day Resource Center is anticipated to provide several resources on-site that the van currently transports individuals to.

Question 6

Once a contract is signed, will the organization selected be able to access the budget for start-up costs?

Answer 6

The county will work with the selected provider to determine billable costs ahead of the Day Resource Center facility becoming operational. The current project timeline anticipates a facility opening in late Spring/early Summer of 2017. The selected provider will be expected to participate in the City of Madison's conditional use permit application process, in partnership with Dane County (as the CUP applicant), provide input into the facility floorplan, as well as conduct community engagement activities in partnership with Dane County and other project partners prior to the opening of the Day Resource Center.

Question 7

Can you give us an approximate number of patrons who might be expected to use the Resource Center on a daily basis and approximate demographics including race/ethnicity, age, and gender?

Answer 7

The Day Resource Center model that is being sought in this RFP is new to Dane County's continuum of services, making it difficult to estimate how many patrons would use the facility and what their demographic make up may be.

It is anticipated that the amenities and services to be provided at the Day Resource Center will attract a diverse population with diverse needs, from individuals and families who are homeless, to individuals and families near-homelessness and struggling with poverty.

Information is available on other service models that have provided important supports for individuals and families experiencing homelessness, however, these operations did not have the complete combination of on-site amenities and resources that are outlined in the Day Resource Center RFP.

- 1. A temporary warming shelter that operated from the end of November 2012 to the end of March 2013 (open seven days a week, including holidays) served an estimated 125 individuals per day.*
- 2. A day shelter previously operating at Bethel Lutheran Church in downtown Madison (five days a week, closed on weekends and holidays) served 1,366 unduplicated individuals and 32 families in 2015.*
- 3. Hospitality House, located on Martin. St. off of Fish Hatchery Road in the Town of Madison, (open seven days a week, including holidays) served 4,460 unduplicated individuals in 2015.*

A 2013 report on homelessness prepared by the City of Madison revealed that a majority of the population staying in family shelter, shelter for single men, and shelter for single women respectively identified themselves as non-white, with the majority of that group identifying themselves as African-American. Families make up the majority of Dane County's homeless population.

Question 8

When the Center is operational, will the contract be paid out on a 1/12 basis?

Answer 8

Yes.

Please acknowledge receipt of this addendum by noting "Addendum #2 Received" on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-267-3523.

Sincerely,

Pete Patten
Purchasing Agent