



Extension to Submit
Request for Proposals and Statement of Qualifications – Evaluation of the
Barstow Humane Society’s Shelter Operations and Facilities

The City of Barstow is currently seeking professional consultant services to provide management oversight of the Barstow Humane Society.

Responses to the RFQ/SOQ will be extended to **January 4, 2010, on or before 4:00 pm**. The City will arrange for tours of the Barstow Humane Society Shelter. Please contact Ms. Hayhurst at (760) 255-5146.

Please submit responses to:

City of Barstow CA Jeanette Hayhurst, Director of Community Services
220 East Mountain View St., Suite A
Barstow, CA 92311

Requirements and Scope may be accessed at: www.barstowca.org .

City of Barstow

Request for Proposals and Statement of Qualifications – Evaluation of the Barstow Humane Society’s Shelter Operations and Facilities

INTRODUCTION:

The City of Barstow is seeking professional consultant services to provide management oversight of the Barstow Humane Society and to evaluate the current shelter operations and facilities. The Barstow Humane Society is contracted by the City of Barstow to provide animal control and shelter services for the city. The Humane Society is also contracted by the County of San Bernardino to provide sheltering services for the adjacent county areas. The individual consultant or consultant firm selected will receive full cooperation from the City, the County of San Bernardino and the Barstow Humane Society in completing the required services. The successful completion of this evaluation is viewed as beneficial to all parties.

The City of Barstow intends to award a contract to the consultant/firm that is best suited to perform the services desired based on the consultant’s qualifications and responses requested in this Request for Proposals and Statement of Qualifications (RFP/SOQ).

BACKGROUND:

The Barstow Humane Society is a non-profit 501(c)3 organization that has been contracted by the City to provide animal control and shelter services for the City for over 30 years. The current facility was constructed in the 1960s and is located on 1.7 acres. It includes approximately 50 kennels and 45 cages to house dogs, cats, puppies and kittens. A limited number of other types of animals are also received and cared for at the facility. The Shelter has 6 full-time employees, 3 part-time employees and approximately 5 volunteers. The Shelter’s annual operating budget is approximately \$265,000 per year.

SCOPE OF SERVICES:

The successful applicant will be given full access to all Shelter records/documents needed to conduct the assessment. The consultant will be expected to evaluate the shelter operations and facility while providing management oversight of the current operation. The Scope of Services to be provided includes three major areas that are listed in order of priority:

1.) EVALUATION OF SHELTER OPERATIONS INCLUDING:

- Staffing levels (including humane society staff, city staff and volunteers) as they relate to providing animal control and sheltering services

- Policies and procedures
- Job descriptions
- Budgeting & financial operations

2.) ASSIST IN THE REVIEW AND MODIFICATION OF WRITTEN DOCUMENTS RELATED TO SHELTER OPERATIONS INCLUDING:

- Contract between the City and the Humane Society
- Contract between the County of San Bernardino and the Humane Society
- Current city codes and ordinances that relate to animal control (This will require the consultant's participation in a task group including representatives from the City attorney's office, humane society employees, city staff and elected officials that has been formed to address these issues.)

3.) ASSESS CURRENT SHELTER FACILITIES AND RECOMMEND MODIFICATIONS AND/OR REPLACEMENT

The consultant will evaluate the current shelter facility and recommend modifications and improvements that would increase the efficiency of the existing facility. (This evaluation shall not include architectural renderings or cost estimates.) If the current facility cannot be successfully modified, the consultant shall recommend a conceptual design for a new facility.

THE IDEAL CANDIDATE OR FIRM

The ideal candidate or firm will have extensive experience and knowledge in providing animal control and sheltering services in California. They will have the ability to work with the current Humane Society staff to recommend and implement changes.

FORMAT AND CONTENTS FOR RESPONSE TO REQUEST FOR PROPOSALS (RFP)

The response to the "Request for Proposals/Statement of Qualifications" must be made according to the requirements set forth in this section. Failure to adhere to these requirements or to include conditions, limitations or misrepresentations may be cause for rejection of the submittal. Use 8-1/2" x 11" sheets (fold outs are acceptable for charts, etc.) and type size shall not be smaller than 12 point. Any questions inquiries and matters of consideration regarding this RFP/SOQ may be submitted to: Jeanette Hayhurst at (760) 255-5146 or jhayhurst@barstowca.org or mailed to the address listed below.

Five (5) complete copies of the submittal shall initially be submitted to:

City of Barstow
Jeanette Hayhurst, Director of Community Services
220 East Mountain View St., Suite A
Barstow, CA 92311

FAX or e-mail submittals will not be accepted.

CONTENTS OF SUBMITTALS:

Proposals shall contain the following information to be considered complete:

1. Cover Letter. – Include the name and address of the individual or firm submitting the proposal, together with the name, address, telephone and fax numbers, and email address of the contact person who will be authorized to represent the firm;
2. Consultant Qualifications. – Include a description of the individual or firm’s resources, experiences and capabilities as they relate to appropriate projects, as well as resumes of the staff to be assigned to this project, including background and experience, organizational structure, and roles and background of the team leader and key team members. Briefly describe knowledge and experience in conducting similar evaluations and/or implementation of recommendations for other agencies or animal sheltering/control organizations. Describe capabilities specific to the scope of work within this RFP;
3. Work Plan & Schedule. – Outline how the consultant’s team intends to prepare and complete the work, and the schedule proposed to carry out the tasks;
4. Cost Proposal. – Provide a breakdown of costs by hour and/or by task contained in the Work Plan, including any “not to exceed” amounts inclusive of ancillary costs, such as copying, travel, phone, etc.;
5. References.– Include professional references, including names and contact information for each related project and/or prior position;
6. Additional Data. – Any other data the consultant deems essential to the evaluation of the qualifications and proposal statements.

SELECTION PROCESS:

A selection committee comprised of City and Barstow Humane Society staff shall evaluate all proposals. The selection committee will then conduct interviews with the top rated applicants. The selection committee’s recommendation will be presented to the City Council to select the applicant that best meets the City’s needs. The selected individual or firm will be responsible for obtaining a City business license prior to commencement of work. Evaluation will be based on experience, qualifications and comprehensiveness of proposal and cost, not necessarily in that order.

CITY NOTICES:

Any questions related to this RFP/SOQ are to be directed by email to the City's contact person identified above. All consultant firms responding to this RFP/SOQ should note the following:

- A. All work performed in the City of Barstow, including all documents associated with the project, shall become the exclusive property of the City.

- B. The City of Barstow reserves the right to
 - 1. Reject any or all submittals;
 - 2. Request clarification of any submitted information
 - 3. Waive any informalities or irregularities in any qualification statement;
 - 4. Cancel the process without selecting any consultant;
 - 5. Amend the process at any time, including establishing consultant interviews prior to award.
 - 6. Award portions of the work to more than one consultant.

- C. The selected consultant is expected to perform and complete the project in its entirety.

- D. Any and all costs arising from preparation of this RFP and participation in the selection process incurred by any consultant firm shall be borne by the firm without reimbursements by the City.

PROFESSIONAL SERVICES AGREEMENT:

Once selected, the firm shall execute a Professional Services Agreement prepared by the City. (See attached draft proposal.)

TIMING AND SCHEDULE:

All responses to the RFP/SOQ must be submitted to the City's contact person identified herein on or before 4:00 pm on **NOVEMBER 30, 2009**. The City will arrange for tours of the Barstow Humane Society Shelter. Please contact Ms. Hayhurst at (760) 255-5146 if a tour is desired.