

## REPORT TO THE CITY COUNCIL

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**DATE:** August 16, 2016

**TITLE:** Award of Contract for Senior Center Operations

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### RECOMMENDATION

**Authorize the City Manager to execute an agreement with Mizell Senior Center for a period of three years (with extension options for years four and five) for an amount not to exceed \$125,000 dollars per year by minute order.**

### DISCUSSION

The City Desert Hot Springs released a Request for Proposals (RFP) for operations of the Senior Center. Services for the Senior Center include operating programs and services for Seniors, operate the facility as a city cooling center when needed, and administer the rental of the building to the general public. The RFP required a number of services including: information and assistance to the public, operating the building including administering rental agreements with the public, community outreach, activities, coordinate "Meals on Wheels," social events, and arts and crafts. Staff also included some optional services that could be included such as, transportation, exercise classes, support groups, attorney services, notary, and tax services.

The responses were evaluated on the understanding of the overall project, experience, qualifications, familiarity with senior needs, program operations, and budget. Based on evaluations of the proposals that were submitted staff is recommending that Mizell be awarded the contract. The evaluations scores were extremely close and all organizations would be qualified to run the Center.

Outlined are some of the strengths and weaknesses of each response.

#### *Family Services*

##### Strengths / Benefits

Cost -- \$90,000  
Experience in running the Center  
Good working relationship with Staff  
Staff qualifications

##### Draw backs / Negatives

Hours of Operations, 8am - 2pm  
Programming

#### *Smooth Transition, Inc.*

##### Strengths / Benefits

Hours of Operations, 8am - 8pm  
Additional Programming/services  
Quality of Meals for seniors  
Staff qualifications

##### Draw backs / Negatives

Budget / Cost -- \$100,000  
Senior Center Identity – youth programming

## *Mizell Senior Center*

### Strengths / Benefits

Hours of Operations, 8am – 4:30pm  
Additional Programming/services  
Quality & Coordination of Meals for seniors  
Staff qualifications  
Level of Service

### Draw backs / Negatives

Budget / Cost -- \$125,000

City staff developed an evaluation form to judge the proposals that were submitted. More emphasis was made on certain categories, such as understanding the project; experience and budget.

### Understanding the Project

Staff considers this category as the most important aspect of the response. The response should strongly convey the understanding that a Senior Center is a vital part of the fabric of the community, and not just another community building, as well as demonstrate the role a Senior Center holds within a community.

### Experience

Due to current City staffing levels and inexperience in operating a Senior Center, more importance was placed in this category.

### Budget

Due to the history of financial struggles in the City, budget is a very sensitive topic. The proposed budget has to be reasonable, clear and conscience.

### **FISCAL IMPACT**

The budget for FY 2016-2017 and 2017-2018 is \$90,000 per year. The line item is listed under General Fund (Fund 001) - Public Buildings (Division 42) - Contract Services (Account #4320).

### **EXHIBIT(S)**

- 1) Request for Proposal
- 2) FSA Response to RFP
- 3) FSA Evaluation Form
- 4) Smooth Transition Response
- 5) Smooth Transition Evaluation Form
- 6) Mizell Response
- 7) Mizell Evaluation Form