

Pre-Proposal Conference

Pit Stop Workforce Development RFP
Wednesday, April 5, 2023



Land Acknowledgement

We acknowledge that we are on the unceded ancestral homeland of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. As the indigenous stewards of this land and in accordance with their traditions, the Ramaytush Ohlone have never ceded, lost nor forgotten their responsibilities as the caretakers of this place, as well as for all peoples who reside in their traditional territory. As guests, we recognize that we benefit from living and working on their traditional homeland. We wish to pay our respects by acknowledging the ancestors, elders and relatives of the Ramaytush Community and by affirming their sovereign rights as First Peoples.

Welcome

About San Francisco Public Works

San Francisco Public Works is one of the largest and most complex municipal operations in the City, with a 1,600-member workforce and a \$384 million annual operating budget. The department's active capital project portfolio exceeds \$3 billion. As one of San Francisco's oldest City departments, it is also one of the most forward-thinking.

Program Manager: Warren Hill

Grant Administrator: Robynn Takayama



Agenda

- Overview
- Program Details
- Scope of Work
- Timeline and Application Process
- City Requirements
- Insurance Requirements
- Q&A



Overview

How to Ask Questions

- Please submit your questions in the chat
- Our team will answer as many questions as possible; all questions will be logged, answered, and posted to the Public Works Bid Document website by the deadline in the timeline:
<http://www.sfpublicworks.org/biddocs>
- You may continue to submit questions until the deadline in the timeline, by e-mail to robynn.takayama@sfdpw.org

[Sign Up for Access](#)

[Forgot your password?](#)

Electronic Bid Documents

Download Application

Please Login

User Name

Your user name is your email address

Password



Program Details

- **Eligibility (Minimum Qualifications):**
 - 501(c)(3) nonprofit based in San Francisco
 - 2 years of experience providing workforce development to the target population
 - 2 years of experience placing participants in unsubsidized, long-term employment
 - 1 year of experience delivering programming at a similar size and scale of the project proposed
- **Maximum Grant Amount:** \$12,575,681
- **Anticipated # of Awards:** 2
- **Term:** 12 months

Scope of Work

Workforce Development

Support workforce participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies. 2 hours/month

Intended Participants: San Francisco residents who are eligible to work but face barriers to employment, especially those in economically disadvantaged neighborhoods and communities.

- 2 outreach events
- 50 unduplicated workforce participants

Training: The grantees will provide employment readiness and job search activities that will support the successful transition of participants to unsubsidized employment after program completion. At least **two work hours per employee per month** must be dedicated to workforce development. Workshop examples include:

- Resume writing
- Job search skills
- Interview skills
- Job application skills
- Using online services to find and apply for jobs
- Conflict management
- De-escalation techniques

Scope of Work

Workforce (continued)

Transition to Unsubsidized Employment:

Support workforce participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies.

- Participants must exit program within twelve (12) months of employment with the program
- Place at a minimum 35% of workforce development participants in full-time positions within six months of exiting the program



Scope of Work

Pit Stop Monitoring:

Workforce participants will monitor thirty-five (35) or more permanent and temporary restroom facilities in the City to ensure safe and clean public restroom facilities. The physical location of the restroom will vary based upon the discretion of Public Works.

Monitors are expected to keep the Pit-Stop units sanitized and clean between "flushes" in anticipation of use by the next user. Monitors are to keep the area immediately around the Pit-Stop unit clean and presentable by removing litter and debris obstructing and cluttering the Right of Way.



Scope of Work

Staffing Schedule and Crew Participants:

Grantee shall perform all Services Monday through Sunday, with a crew of at least three (3) workers and one (1) full time equivalent supervisor per Pit Stop.

- Grantee may be required to perform Services Monday through Sunday, 7 days per week. Monitoring hours shall vary based on location but may be up to twenty-four (24) hours per day
- Provide special event coverage, which may require restroom staffing and maintenance for special events as they occur.
- Service must begin by July 1, but on-site training by Public Works may be required in advance of service

Scope of Work

Reporting and Data Collection:

Weekly, monthly, and quarterly Pit Stop operations and workforce development details are required, including:

- Pit Stop usage rates, demographic information, volume, repairs, and disposable needle drop-offs (staff must use Electronic Reporting Devices)
- Workforce participant demographics, training, and work hours

Timeline & Application Process

Proposal Phase	Date
Request for Proposals Issued	March 27, 2023
Deadline to Submit RFP Questions	April 12, 2023 at 11 AM
Response to RFP Questions Posted	April 19, 2023 at 2 PM
Deadline to Submit Proposals	May 3, 2023 at 2 PM

Timeline & Application Process

Visit the Bid Docs website:

- The RFP and all associated documents are here:
<http://www.sfpublicworks.org/biddocs>
- If this is the first time you're visiting the site, click on **Sign up for Access**



Sign Up for Access

[Forgot your password?](#)

Electronic Bid Documents

Download Application

Please Login

User Name

Your user name is your email address

Password

login



- Complete this information to register:

Electronic Bid Document Sign-Up Page

Search for existing business

-- select a contractor below --

or type name below for wildcard search

Please fill in form

[clear form](#)

Your password will be sent to the email address entered below. Please add @sfdpw.org as an accepted domain address to any email blocking or spam filtering program you may use.

Email required

Re-Enter Email required

Contact Name required

Business Name required

Address required

City required

State required Zip Code required

Phone # required

Fax #

☐ CCSF Agency / Not to be added to Plan Holder's List

[Login](#)
[Sign up](#)
[Forgot your password?](#)

Timeline & Application Process

Visit the Bid Docs website:

- Find the RFP you want to apply to and click on Download Specs & Plans
- Download the files:

Job No: 0000007430

Job Title: RFP Nursery Workforce Development Grant

File(s) available for download

20706

 Nursery WFD - Addendum No. 1.pdf (239.4 kb)

 RFP Package.zip (3.7 Mb)

Please click on file to download

DPW Contract Administration
49 South Van Ness
San Francisco, CA 94103
Robynn Takayama

Electronic Bid Documents List

Job Order	Job Title	Open Date	Bid Date	# Plan Holders	Download Specs & Plans	Plan Holders List
0000007430	RFP Nursery Workforce Development Grant	2/8/2023	3/15/2023	12	specs & plans	plan holder's list
0000007398	Design-Build Services for the SFMTA 1399 Marin Street Project	2/8/2023	3/24/2023	41	specs & plans	plan holder's list
0000005385	General As-Needed Contract G19 Bridge Maintenance	2/3/2023	3/8/2023	7	specs & plans	plan holder's list
0000007575	RFP Summer Youth Workforce Development	2/1/2023	3/15/2023	7	specs & plans	plan holder's list
0000007852	RFP Havelock Mural	1/25/2023	3/8/2023	19	specs & plans	plan holder's list
0000007673	RFQ For Master As-Needed Agreement M22 General Building Services	12/21/2022	3/31/2023	19	specs & plans	plan holder's list
0000007674	RFQ For Master As-Needed Agreement M23 General Engineering Services	12/21/2022	3/31/2023	22	specs & plans	plan holder's list
1000012554 / 0000002444	RFQ for Master As-Needed Agreement M14 Curb Ramp Construction	12/21/2021	3/31/2023	99	specs & plans	plan holder's list
1000015885 /	RFQ for Master As-Needed Agreement M19 Tree				specs & plans	plan holder's list



Timeline and Application Process

Application Process

Review Section 3 of the RFP for details on Submission Process, Minimum Qualifications, Proposal Content

- 01

Appendix A: Submittal Checklist
- 02

Minimum Qualifications Uploads
IRS Determination Letter
Registration of Charitable Trusts Registry Status
Evidence of SF Corporate Address
List of Projects
IRS Form 990
- 03

Appendix B
Document to help you prepare your responses before entering online
- 04

Appendix C: Proposed Budget
Upload completed document and provide line-item details in the grant form
- 05

Job Descriptions and Resumes
Upload
- 06

Appendix D: Grant Forms
Note each addendum

Timeline and Application Process

Application Process

Review Section 3 of the RFP for details on Submission Process, Minimum Qualifications, Proposal Content

01

Prepare Responses and Uploads

02

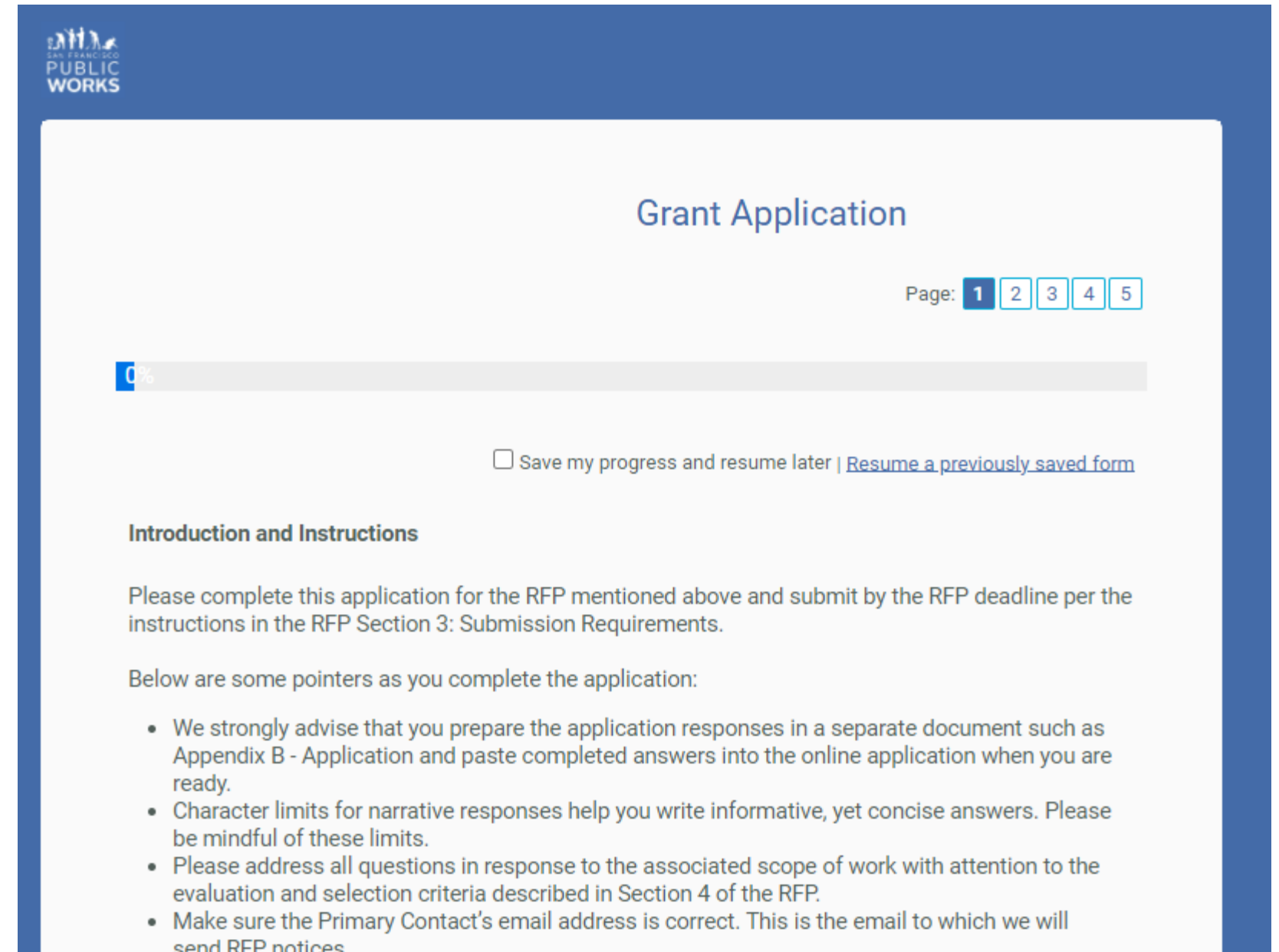
Visit Submission Website

<https://sfdpw.tfaforms.net/9>

03

Deadline: Wednesday, May 3 at 2 PM

determined by the United States Official Time (Pacific) accessed at www.time.gov



The screenshot shows the 'Grant Application' page for San Francisco Public Works. The page has a blue header with the 'SAN FRANCISCO PUBLIC WORKS' logo. Below the header, the title 'Grant Application' is centered. To the right of the title is a page navigation bar with buttons for pages 1, 2, 3, 4, and 5, where page 1 is currently selected. Below the navigation bar is a progress bar showing 0% completion. Under the progress bar, there is a checkbox labeled 'Save my progress and resume later' followed by a link 'Resume a previously saved form'. The main content area is titled 'Introduction and Instructions' and contains the following text: 'Please complete this application for the RFP mentioned above and submit by the RFP deadline per the instructions in the RFP Section 3: Submission Requirements.' Below this text, it says 'Below are some pointers as you complete the application:' followed by a bulleted list of instructions: 'We strongly advise that you prepare the application responses in a separate document such as Appendix B - Application and paste completed answers into the online application when you are ready.', 'Character limits for narrative responses help you write informative, yet concise answers. Please be mindful of these limits.', 'Please address all questions in response to the associated scope of work with attention to the evaluation and selection criteria described in Section 4 of the RFP.', and 'Make sure the Primary Contact's email address is correct. This is the email to which we will send RFP notices.'

Timeline and Application Process

01 You have the option to save your work and continue later

☒ Save my progress and resume later | [Resume a previously saved form](#)

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

A Password:

Confirm Password:

02 If there are errors with the submission:

Page:

☐ Save my progress and resume later | [Resume a previously saved form](#)

03 Press “Confirm” in the bottom-left corner of the screen to make your final submission before the deadline.

City Requirements

- Becoming a City Supplier
- Business Tax Compliance
- Appendix D: Contract Forms
 - Acknowledgement of Addenda
 - Equal Benefits (12B) Compliance
 - First Source Hiring
 - Minimum Compensation
- Appendix F: Grant Agreement
 - Insurance Requirements
 - Termination for Convenience

Insurance Requirements



General Liability

Covers claims arising due to damage or injury during performance of your duties or business. Cannot be waived.. Not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.



Commercial Auto

Required any time a grantee will be driving onto city property or using a vehicle to perform any services under the contract. Not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.



Workers Compensation

Required by organizations with one or more employees. Waiver of Subrogation is also required. In statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness.



QUESTIONS?

CONTACT



Robynn.Takayama@sfdpw.org

