

The City of Desert Hot Springs invites proposals from qualified non-profit organizations to operate and manage an access center, The HUB, and provide overnight accommodation to the unhoused population in the city owned facility. The aim is to provide comprehensive services to support and aid the unhoused population within our community.

Project Limits:

The City's Access Center, The HUB, is located at 66753 Hacienda Ave, and is within the city limits of Desert Hot Springs. The facility is turn-key and currently operational.

Purpose:

The purpose of this RFP is to select a capable non-profit organization to provide essential services at the Access Center, focusing on both daytime Access Hub Services and overnight accommodations. The selected organization will play a pivotal role in supporting some of the most vulnerable members of our community through a range of services.

The City is requesting all-inclusive proposals broken down into both quarterly and annual operating costs. In addition, the operator will also serve as the lead, collaborating with the City to seek long-term funding including but not limited to grants, charitable donations, and other funding mechanisms for the continuation of the program.

Services Requested:

The non-profit organization will be responsible for the following services:

1. Access Hub Services (Daytime):

- Operational Hours: Monday-Sunday, 8:00 am - 4:00 pm
- Cooling/Inclement Weather Shelter
- Lunch Distribution for Participating Clients
- Shower Services
- Case Management
- Employment Services
- Street outreach & Wraparound Services
- Security Services (24/7)
- Daily Cleaning of the facility

2. Overnight Shelter:

- Operational Hours: Monday-Sunday, 4:00 pm - 7:00 am
- Capacity: Housing for 27 clients

- Dinner Service
- Breakfast Service
- Security Services (24/7)
- Daily Cleaning of the facility

Proposal Requirements:

Interested organizations are required to submit a detailed proposal that includes, but is not limited to, the following:

1. Experience and history of providing similar services.
2. Organizational structure and staffing plan for facility operations.
3. Detailed approach to service delivery, including client engagement and support strategies.
4. Budget outline
5. Compliance and reporting mechanisms

Please submit your proposal via email to Noe Arechiga, Grants Manager, at narechiga@cityofdhs.org or Eric Becerril, Housing and Community Program Manager, at ebecerril@cityofdhs.org by 2:00 PM, January 22, 2025.

If you have any questions regarding this Request for Proposal, please contact Noe Arechiga or Eric Becerril at (760) 329-6411.

Attachments:

1. Facility Pictures
2. Emergency Escape Floor Plan













ADDRESS:
• 66733 HACIENDA AVE.
• DESERT HOT SPRINGS, CA 92240

EMERGENCY EVACUATION PLAN

