

Farmworker Housing Survey, Request for Proposals (RFP)

Frequently Asked Questions

See responses to the following questions posed by consultants, during the Q&A Session on February 24, 2022, provided by Project Partners (County of Ventura and House Farm Workers! (HFW!)).

1. Are there governing provisions or limitations on securing sub-consultants for proposals?

No, there are no governing provisions or limitations on securing sub-consultants for a proposal.

2. Do proposals need to use the data collection model used to create the 2002 County of Ventura Farm Worker Housing Study?

No, the data collection model used for the 2002 County of Ventura Farm Worker Housing Study would not be scientifically valid for the current survey scope of work. It is anticipated that the consultant will propose a methodology to collect the necessary data for a statistically and scientifically valid survey.

3. What are the possibilities for House Farm Workers! (HFW!) to assist and facilitate consultants with contacts for stakeholders, employers, and farmworkers?

HFW! is extremely enthusiastic and committed to the survey, however, due to limited staff capacity, HFW! can help facilitate contact with stakeholders, employers, and farmworkers, but expects the consultant to use the contacts to make connections without needing effort from HFW!.

4. What other assistance may HFW! provide to consultants?

In addition to providing contacts for stakeholders, employers, and farmworkers, there is a diverse and large Advisory Council that can be used for assistance in answering the questions. The chosen consultant will also meet monthly with the Project Partners (HFW! and the County of Ventura) to discuss project progress and will have opportunities to meet with the Advisory Council throughout the project.

5. Please elaborate on the funding for Phase 1, and if there are projected costs for Phases 4 and Phase 5.

Phase 1 was funded through a Regional Early Action Planning (REAP) Grant from the Southern California Association of Governments (SCAG) that was awarded to HFW!, and will be completed once the contract for a survey consultant is executed. The REAP grant provided \$50,000 in funding.

Phases 4 and 5 is expected to be funded from grants, contributions from the County and other jurisdictions, and through donations. The County is coordinating with the County CEO and cities within Ventura County, and HFW! is fundraising to provide additional contributions to the project. Costs for Phases 4 and 5 will be based on the scope of the study determined from the results of the survey and other deliverables from Phases 2 and 3.

6. Is there a maximum budget allocation for developing a proposal for Phase 2 and Phase 3 of the RFP?

No. The funding for Phases 2 and 3 is reliant on proposals received from consultants. Consultants must provide detailed budget proposals for services that they believe are necessary to provide a scientifically valid survey and provide reliable results. Budgets for the proposals must be itemized to allow for customization of services. See the response to Question 5 above regarding projected costs for the various phases of the project.

7. In what format should the references be provided, and is there a required number of references?

Page 13 of the Request for Proposals specifies that for each project reference, the consultant must include the project name, the client contact, the client's phone number and email, the dates the work was accomplished, and a brief description of the work accomplished. It is anticipated that firms will submit at least three references.

8. Do written reports and PowerPoint presentation deliverables need to be 508 compliant?

No. There is no federal funding for the project, so 508 compliance is not necessary.

9. Will the survey protocols and instruments have to be approved by the County of Ventura or HFW!'s Institutional Review Board?

No. Neither the County of Ventura nor HFW! include a requirement of such approval of survey protocols and instruments.

10. Is there an incumbent consulting team that the County of Ventura or HFW! used in the past or is presently using for housing survey design and survey implementation?

No, however, the County of Ventura has used consulting firms to conduct the County's homeless counts and other surveys. Firms interested can request additional information on surveys.

11. Do the County of Ventura or HFW! have an estimated sample size in mind for the housing survey?

There is not a predetermined sample size for the survey. HFW! and the County will be relying on the consultant to make that determination. The sample size must be sufficient for a scientifically valid survey.

12. The RFP mentions a quantitative survey as a data collection tool for understanding farmworker perspective. Is HFW! open to other methods in addition to a quantitative survey— focus groups, qualitative methods?

Yes, HFW! and the County do not know how many farmworkers are within Ventura County and therefore are open to methods that will provide a scientifically and statistically valid survey. HFW! and the County are open to consultants proposing additional tasks to enhance the survey, however, additional tasks beyond the those identified in the Scope of Work in Section 4 of the RFP must include individual budget line items as "Optional Services."

13. What is the projected timeline for completion of the study, and will a draft be disseminated for public review and solicitation of comments/input?

The project timeline anticipates that the study, as part of Phase 4, will be completed by the end of 2023. Phase 5 will include community engagement in implementing the Action Plan and will include public review to solicit comments and input, which is likely to be conducted in early 2024. Additional information on the project timeline can be found on the County of Ventura's website <https://vcrma.org/farmworker-timeline>.

14. Can an individual's resume be made available to proposers?

If anyone is interested in providing or receiving a resume for sub-consultant services, please contact HFW! at info@housefarmworkers.org.

15. Will you be sharing the list of firms who have received notice of the RFP?

No, that list will not be provided.

16. Is HFW! requesting proposals to expand and potentially fund housing for labor camps?

No. The proposals are being requested for a Countywide survey and study which will likely inform the development of all the types of housing needed in Ventura County for full time, full time seasonal and part time farmworkers as well as single farmworkers, and farmworkers with families.

17. Are the Draft, Public Review Draft and Final deliverables required to be provided in both English and Spanish at the same time?

Yes, however, Spanish translation is only necessary for Public Review Draft and Final versions of the deliverables, as listed in Deliverables and Obligations Section of the RFP for Phases 2 and 3. The first Draft of the deliverable is not required to be translated in Spanish. If a firm wishes to submit Spanish and English versions of the Public Review Draft and Final deliverables with split timing, pre-coordination and authorization from the Project Partners would be necessary.