

18. 25-54511 Recommendation to receive and file Munis Contract No. 32301386 with Pro Park, LLC, of Hartford, CT, for providing shuttle transportation services for people experiencing homelessness, in a total contract amount not to exceed \$796,170, made pursuant to Chapters 2.69 and 2.85 of the Long Beach Municipal Code (LBMC) and in response to the proclaimed Homelessness and Tuberculosis (TB) emergencies; and

Authorize City Manager, or designee, to execute all documents necessary to amend Munis Contract No. 32301386 with Pro Park, LLC, of Hartford, CT, for providing shuttle transportation services for people experiencing homelessness, to increase the contract amount by \$55,000, for a revised contract amount not to exceed \$851,170, and extend the term of the contract to September 30, 2025. (Citywide)

**Office or Department:**

**Suggested Action:** Approve recommendation.

March 11, 2025

Honorable Mayor and City Council  
City of Long Beach  
California

**RECOMMENDATION:**

Recommendation to receive and file Munis Contract No. 32301386 with Pro Park, LLC, of Hartford, CT, for providing shuttle transportation services for people experiencing homelessness, in a total contract amount not to exceed \$796,170, made pursuant to Chapters 2.69 and 2.85 of the Long Beach Municipal Code (LBMC) and in response to the proclaimed Homelessness and Tuberculosis (TB) emergencies; and,

Recommendation to authorize City Manager, or designee, to execute all documents necessary to amend Munis Contract No. 32301386 with Pro Park, LLC, of Hartford, CT, for providing shuttle transportation services for people experiencing homelessness, to increase the contract amount by \$55,000, for a revised contract amount not to exceed \$851,170, and extend the term of the contract to September 30, 2025. (Citywide)

**DISCUSSION**

City Council approval is requested to receive and file and amend Munis Contract No. 32301386 with Pro Park, LLC to continue providing shuttle transportation services to and from the Multi-Service Center (MSC), Winter Shelter, and other as-needed locations for people experiencing homelessness (PEH), while a Request for Proposals (RFP) is being drafted.

On January 15, 2019, an RFP for shuttle transportation services was advertised in the Long Beach Business Journal and 84 potential proposers specializing in bus and taxi services, limousines and vans were notified of the RFP opportunity. Of those proposers, 33 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 43 local, minority-owned, and women-owned business groups. There were five proposals received on January 31, 2019. Of those five proposers, two were Minority-owned Business Enterprises (MBEs), none were Women-owned Business Enterprises (WBEs), one was a certified Small Business Enterprise (SBE), and one was a Long Beach vendor (Local). The selection committee determined that Empire Transportation, Inc., of Bellflower, CA an MBE was the most qualified firm to provide the services.

On March 19, 2019, a Notice of Intent to Award RFP HE19-061 was posted on the City's electronic bid system and Munis Contract No. 31900690 was issued to Empire Transportation,

Inc. for providing shuttle transportation services for a period of two years, with the option to renew for three additional one-year periods.

On January 10, 2023, City Council proclaimed a local emergency caused by conditions or threatened conditions of homelessness within the City of Long Beach (City), which if not corrected, constituted an imminent and proximate threat to the safety of persons and property within the City, in accordance with the provisions of LBMC Chapter 2.69. The mission of the emergency was to reduce the number of PEH in the City and the region, increase housing opportunities, and enhance current initiatives that provide field-based outreach, engagement, and supportive services, all while maintaining the safety and security of PEH, the general public and staff, and improving overall public safety for the entire community. Transportation services were also provided, offering access to critical services for program participants, including interim housing, case management, access centers, and other supportive services. These essential services gave participants the opportunity to take the necessary steps toward obtaining permanent, stable housing.

On August 24, 2023, Empire Transportation, Inc. informed the City that it was being acquired by Pro Park, LLC. During the third renewal period, the remaining balance of Munis Contract No. 31900690 was transferred to Munis Contract No. 32301386 with Pro Park, LLC to continue providing shuttle transportation services effective September 1, 2023.

On May 7, 2024, the City Council recognized that an emergency existed and unanimously passed a Resolution ratifying the City Manager's Proclamation of Local Emergency and the Long Beach Health Officer's May 2, 2024, Declaration of a Local Health Emergency regarding an outbreak of Tuberculosis (TB). Pursuant to LBMC Chapters 2.69 and 2.85, the City Manager has the authority to approve purchases of up to \$1,000,000, and the City Purchasing Agent has the authority to approve purchases of up to \$500,000, for goods and services related to a proclaimed emergency without prior City Council approval provided that, afterwards, the City Council is notified of any purchases that exceed \$100,000 in total.

Transportation services were provided to individuals requiring ongoing TB treatment, ensuring they had access to and from their appointments until the treatment course was complete. Transportation services provided during this period allowed participants to access critical care services necessary to improve quality of life and access essential services pertaining to the Coordinated Entry System. Extending the term of this contract will allow continuation of vital services, supporting the mental, emotional, and physical health and safety of PEH, while also ensuring the safety of all communities across the City.

The requested extension will ensure continuity of service while the City solicits a new service provider through a competitive solicitation process. The Department of Health and Human Services is currently drafting a new RFP document and will contract with a new vendor before this extension expires. The contract with Pro Park, LLC (previously via Empire Transportation, Inc.) was competitively awarded, and this amendment will ensure this critical service can continue.

Honorable Mayor and City Council

March 11, 2025

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This matter was reviewed by Deputy City Attorney Nicholas Masero on February 24, 2025, Administrative Analyst Tommy Ryan on February 18, 2025, and by Budget Analysis Officer Greg Sorensen on February 20, 2025.

### TIMING CONSIDERATIONS

City Council action to receive and file and amend Munis Contact No. 32301386 is requested on March 11, 2025, to conform with the LBMC and to ensure there is no interruption to services.

### EQUITY LENS

The City has incorporated the Equity Toolkit and strategies outlined in the Everyone Home Long Beach Plan into this recommendation as requested by the City Council by increasing access to supportive services for persons experiencing homelessness. The recommendation will provide persons experiencing homelessness in the City with transportation to essential services, such as interim housing sites, access centers, case management, and other supportive services.

### FISCAL IMPACT

The requested action increases the Munis contract authority with Pro Park, LLC by \$55,000 and extends the term to September 30, 2025. The total amount of the contract will not exceed \$851,170. Sufficient funds are currently appropriated in the Health Fund Group in the Health and Human Services Department, offset by grant revenue. Funding will support project operating costs. The grant has no match or in-kind service mandate requirement. Any indirect costs that might not ultimately be eligible for grant funds will be funded by the Health Operating Fund, General Fund, or other eligible grant funds. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existent City Council priorities. This recommendation will provide continued support to our local economy by assisting in the preservation of employment for 13 full-time employees residing in Long Beach.

### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



Alison King  
Director  
Health and Human Services

APPROVED:



THOMAS B. MODICA  
CITY MANAGER