



**5601 France Road, New Orleans, LA**

Workforce Group (WFG) is pleased to propose a 24-hr, 200-person interim housing site to serve as an option for unsheltered homeless individuals in the city of New Orleans. WFG has direct experience managing emergency site locations, case management and housing navigation for unsheltered and unhoused populations across the U.S., including New Orleans. We also have extensive experience administering emergency response projects with federal, state, and local agencies. WFG and its partners will be providing: all personnel for intake, direct care and management of the residents, crisis counseling, frontline medical care, site security, transportation services and housing navigation, all facility-related services, temporary structures, assets and food service.

The objective of this facility is to provide a centralized location that offers safe and sanitary housing for homeless individuals while actively working to connect them with alternative long-term housing options. We can expand and scale down personnel on-site as needed.

**LOCATION:** 5601 France Road, New Orleans, LA

**CAPACITY:** Initial site quoted for a maximum of 200 beds (capacity and associated staffing levels can be expanded and contracted if needed based on the needs of the site)

**DURATION:** Target start date of 1/15/2025 with a duration of 60 days with an optional 30-day extension

Please find detailed scope line items and estimated budgets for all proposed services. Our team has quoted costs for an initial 60-day period of performance and an optional 30-day period of performance. Please do not hesitate to reach out if you have any questions.

Regards,

A handwritten signature in black ink, appearing to read 'B. Farmer', followed by a long horizontal line extending to the right.

Bart Farmer, President  
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## PROPOSAL 2

### DETAILED SCOPE OF SERVICES

- Data Management and Reporting
- Resident Recreation
- Resident Transportation Services
- Resident Bedding and Hygiene Kits
- Site Security and Lighting
- Site Safety Personnel to include Fire Watch
- Safety Fencing
- Behavioral Health Support
- Basic Medical Care
- Pet Support and Management
- Personal Property Storage
- Feeding Services
- Laundry Service
- Site Utilities
- Trash Pick-up/Waste Disposal
- Site Heating and Cooling
- Restroom and Shower Trailers – to include ADA units
- Handwashing Stations
- Janitorial and preventive cleaning/sanitation

### SCALABLE SHELTER STAFF RATIOS

Shelter Population	0-20	21-50	51-100	101-150	151-200
Data Analyst	1	1	1	1	1
Shift Manager	2	2	2	2	2
Housing Specialist	1	2	4	5	5
Housing Specialist Lead	1	1	1	1	1
Crisis Counselors	2	3	4	4	4
Safety Officer	2	2	2	2	2
Fire Watch	2	2	3	4	4
Drivers	2	4	6	8	8
Unarmed Security	4	6	7	8	8
Armed Security	2	2	2	2	2
Medical Services Coordinator	2	2	2	2	2
	21	27	34	39	39

## SHELTER REGISTRATION / INTAKE

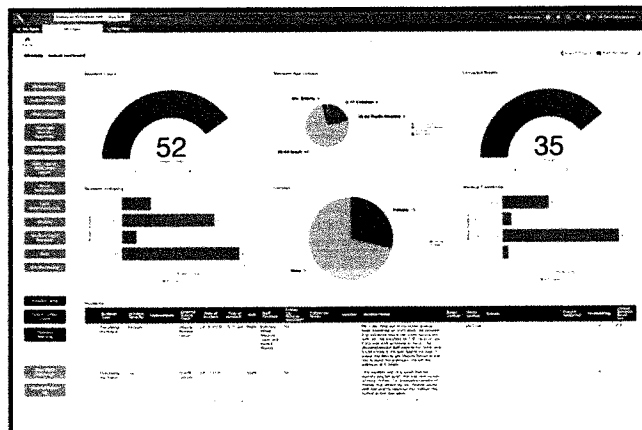
WFG has developed proprietary shelter management system that has been utilized in previous projects for emergency sheltering and homeless rehousing operations. Our system can manage the project from the **point of initial shelter registration, resident assessments, case management, to the demobilization of the project.**

All shelter residents are greeted and registered upon arrival and WFG personnel complete the initial intake questionnaire and determine grouping (single, couple, family, pets, or special needs) via Workforce Group shelter management system utilizing mobile devices and/or iPads. Workforce Group staff will capture the following shelter resident info at a minimum for individuals and accompanied family members:

- Name
- Age
- Gender
- Arrival date
- Race/ethnicity
- Veteran status
- Employment status
- Contact info (cell# and email)
- Method of transportation to shelter
- Access and functional needs
- Unmet needs
- Pet info
- Medications
- Dietary restrictions

Completed registration information and PII will be physically and administratively secure to ensure resident confidentiality. System access is partitioned and limited to individuals with “need-to-know” and system users only have visibility of information relevant to their role.

**Shelter Population Counts (Site Census Report)** – The shelter population count will be taken twice daily. One count will occur overnight and be reported at 7:00 AM. An afternoon count will also be taken to gauge the number of people accessing the site during daytime hours. This report will be distributed at 7:00 PM.



Example of shelter dashboard

**Full-Wrap Direct Care Services**

The following is a draft staffing plan and initial **60-day budget** to provide direct care and long-term housing navigation to the residents in the facility. An **Optional 30 Day Extension budget** going beyond the initial 60-day budget has also been included. The goal will be to execute a cost-effective mission for the state. WFG intends to utilize our state and local partners in this effort to maximize operational and budgetary efficiencies.

The staffing solution below was designed to adequately manage the needs of the site residents as efficiently as possible while facilitating alternative long-term housing options. WFG also can flex staffing needs up or down depending on the number of residents at the site.

All personnel would be on-site full-time or will be providing associated resident support. This model is based on two 12-hours shifts (A Shift and B Shift) for on-site personnel managing a 200-person site.

**60 Days / 200 resident max**

<b>Labor Category</b>	<b>Hourly Rate</b>	<b># of Personnel per 24hr period</b>	<b>Total Estimated Hours</b>	<b>Total</b>
Data Analyst	\$85.00	1	480	\$40,800.00
Shift Supervisor	\$115.00	2	1440	\$165,600.00
Housing Specialist	\$80.00	5	3600	\$288,000.00
Housing Specialist Lead	\$90.00	1	720	\$64,800.00
Crisis Counselors	\$100.00	4	2880	\$288,000.00
Safety Officer	\$115.00	2	1440	\$165,600.00
Fire Watch	\$70.00	4	2880	\$201,600.00
Drivers	\$65.00	8	5760	\$374,400.00
Unarmed Security	\$50.00	8	5760	\$288,000.00
Armed Security	\$117.00	2	1440	\$168,480.00
Medical Services Coordinator	\$115.00	2	1440	\$165,600.00
			<b>Total Estimate</b>	<b>\$2,210,880.00</b>

*All additional other direct costs will be billed separately with no markup*

*\*Resident transportation costs - passenger vans and fuel*

*\*Resident Recreation items not provided or donated by partner agencies*

*\*Necessary Medical and Pet Supplies not provided or donated by partner agencies*

**Optional 30-day extension / 200 resident max**

Labor Category	Hourly Rate	# of Personnel per 24hr period	Total Estimated Hours	Total
Data Analyst	\$85.00	1	240	\$20,400.00
Shift Supervisor	\$115.00	2	720	\$82,800.00
Housing Specialist	\$80.00	5	1800	\$144,000.00
Housing Specialist Lead	\$90.00	1	360	\$32,400.00
Crisis Counselors	\$100.00	4	1440	\$144,000.00
Safety Officer	\$115.00	2	720	\$82,800.00
Fire Watch	\$70.00	4	1440	\$100,800.00
Drivers	\$65.00	8	2880	\$187,200.00
Unarmed Security	\$50.00	8	2880	\$144,000.00
Armed Security	\$117.00	2	720	\$84,240.00
Medical Services Coordinator	\$115.00	2	720	\$82,800.00
			<b>Total Estimate</b>	<b>\$1,105,440.00</b>

*All additional other direct costs will be billed separately with no markup*

*\*Resident transportation costs - passenger vans and fuel*

*\*Resident Recreation items not provided or donated by partner agencies*

*\*Necessary Medical and Pet Supplies not provided or donated by partner agencies*

**Lease**

- 60 day lease: \$150,000 (\$75,000/mo)
- Optional 30 day extension: \$75,000

**Lease Expense Reimbursements**

- \$150,000 rent for initial term of the lease between Workforce Solutions, LLC and France Road Commerce Center, LLC (initial term of the Lease runs through February 28, 2025). The contract will need to reflect that LHC's agreement that the full amount of rent for the initial term will be reimbursable regardless of the expiration of the Executive Order – The Lessor has indicated the lease must be a minimum of 3 months.
- \$225,000 security deposit to be billed at the outset of the Lease – Workforce Solutions will reimburse LHC for any amounts returned by Lessor following the expiration of the Lease. Such amounts will be remitted back to LHC within fifteen (15) days of Workforce Solutions' receipt. In the event the Lessor claims additional amounts are owed in excess of the security deposit, those additional amounts will also be reimbursable under the contract except to the extent caused by gross negligence or willful misconduct of Workforce Solutions.
- Monthly utilities for the Premises (including, but not limited to power, electricity, water, waste disposal) – these amounts will be invoiced as ODC without any additional markup
- Building inspection report- estimate \$6,800 (inspection of "as is" condition of the Premises to document any pre-existing conditions)
- Pro rata share of property insurance maintained by Lessor on the Premises (\$3,889.80 per month for each month during Term of the Lease)
- Repairs/maintenance of the Premises- Workforce Solutions shall be entitled to reimbursement of any costs associated with repairing/maintaining the Premises for the intended use during the Term of the Lease
- Environmental inspection report- estimate \$6,800 (Lessor has the right to request this report following expiration of term of the Lease)

**State of Emergency/Executive Order:**

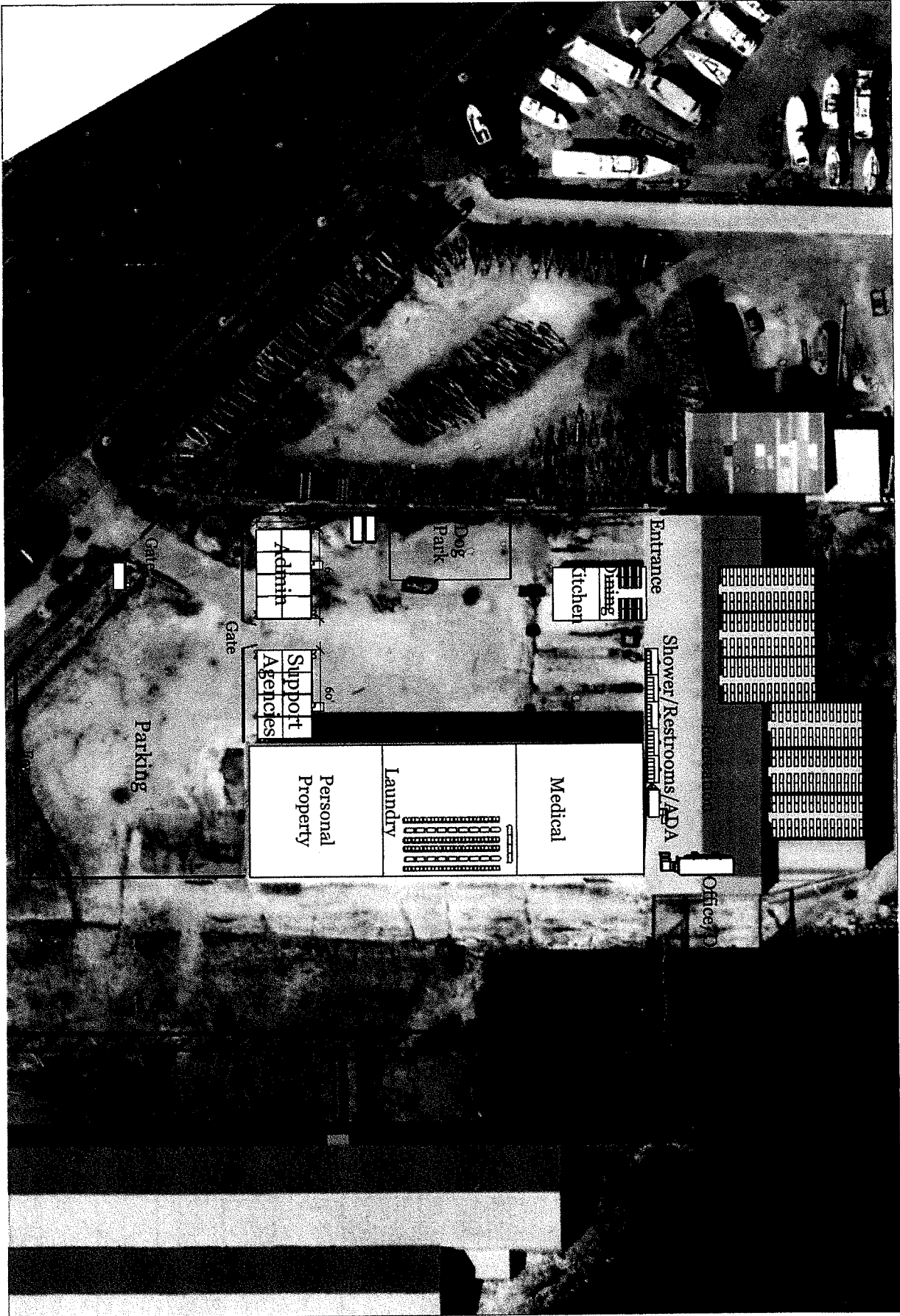
- Workforce proposes the addition of language related to the Governor's issuance of Executive Order Number JML 25-001- specifically, Workforce proposes the following language related to the applicable statutory immunity stemming from such declaration:

Pursuant to La. R.S. 29:735, neither LHC, nor, except in the case of willful misconduct, the representatives of LHC including, but not limited to, Workforce Solutions, LLC and its subcontractors and vendors engaged in any homeland security and emergency preparedness and recovery activities, while complying with or attempting to comply with The Louisiana Homeland Security and Emergency Assistance and Disaster Act (La. R.S. 29:721, et seq.) shall be liable for the death of or any injury to persons or damage to property as a result of such activity. The provisions of this section shall not affect the right of any person to receive benefits to which he would otherwise be entitled under the worker's compensation law.

**Indemnity:**

LHC shall indemnify and hold harmless Workforce Solutions, its principals, beneficiaries, partners, officers, directors, shareholders, agents, affiliates and employees, from and against any and all claims, suits, liabilities, obligations, proceedings, losses, damages, costs and expenses (including, without limitation, interest and reasonable outside attorneys' fees and expenses) arising from or which may be imposed upon or incurred or asserted against any of such indemnified parties by reason of Workforce Solutions' use, occupancy or maintenance of the Premises on behalf of LHC and shall further indemnify and hold harmless Workforce Solutions from and against any and all claims arising from any negligence or willful misconduct of LHC or any of LHC's agents or contractors on the Premises during the Term of the Lease, from and against all costs, reasonable outside attorneys' fees, expenses and liabilities incurred in the defense of any such claims. If any action or proceeding is brought against any indemnified party by reason of any such claim, LHC, upon notice from the Indemnified Party, shall defend the same at LHC's expense with counsel reasonably approved by the indemnified party.

	Description	Duration	Unit Rate	Total Rate
<b>Structures</b>				
2400	Structure, Subfloor, interior lighting (Admin)	2	\$ 48.83	\$ 234,360.00
3	Double Doors, 2 sets, Glass	2	\$ -	\$ -
1	Safety Package	2	\$ 813.75	\$ 1,627.50
1	HVAC & Distribution	2	\$ 36,193.50	\$ 72,387.00
			\$ -	\$ -
2400	Structure, Subfloor, interior lighting (Support)	2	\$ 48.83	\$ 234,360.00
2	Double Doors, 2 sets, Glass	2	\$ -	\$ -
1	Safety Package	2	\$ 813.75	\$ 1,627.50
1	HVAC & Distribution	2	\$ 36,193.50	\$ 72,387.00
<b>Equipment</b>				
71436	Warehouse Subflooring	8	\$ 1.84	\$ 1,050,109.20
200	Cots	60	\$ 20.48	\$ 245,700.00
225	Sleep Kits	60	\$ 23.63	\$ 318,937.50
250	Hygiene Kits	8	\$ 16.38	\$ 32,760.00
4	Handwash Stations	60	\$ 173.25	\$ 41,580.00
1	ADA Restroom Shower Combo	8	\$ 8,365.00	\$ 66,920.03
2	6-Stall Restroom Unit - Conex	8	\$ 10,444.70	\$ 167,115.14
2	6-Stall Shower Unit - Conex	8	\$ 10,444.70	\$ 167,115.14
20	Light Towers	60	\$ 286.65	\$ 343,980.00
1180	Fencing w/Scrim	2	\$ 19.81	\$ 46,759.86
220	Fencing 6' - Pet area	2	\$ 10.92	\$ 4,804.80
8	Warehouse HVAC & distribution	8	\$ 14,045.50	\$ 898,912.22
2	Mobile Office Unit	8	\$ 17,199.00	\$ 275,184.00
1	Laundry Unit	60	\$ 1,533.00	\$ 91,980.00
20	Tables, 8ft	8	\$ 8.19	\$ 1,310.40
8000	Pipe & Drape	8	\$ 7.67	\$ 490,560.00
25	Shelving - Personal Property Storage	8	\$ 51.87	\$ 10,374.00
200	Foot locker	60	\$ 6.83	\$ 81,900.00
10	Medical Beds - Temporary (4 beds/6 IV chairs)	60	\$ 118.13	\$ 70,875.00
125	Decking - Observation platform	2	\$ 56.70	\$ 14,175.00
2	Entertainment Unit	8	\$ 1,354.50	\$ 21,672.00
1	Furniture - Rec area	60	\$ 164.44	\$ 9,866.43
25	Dining Area Tables	8	\$ 8.19	\$ 1,638.00
100	Dining Area Chairs	8	\$ 3.41	\$ 2,730.00
1	Recreation Equipment	2	\$ 3,150.00	\$ 6,300.00
2	Fork Lift	8	\$ 1,598.63	\$ 25,578.00



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Plan

**EDS** Emergency Disaster Services  
New Orleans Village

January 3, 2025





**WORKFORCE  
GROUP**  
A LEMOINE COMPANY

<b>Services</b>				
1	Food Service - breakfast, lunch, dinner	2	\$ 341,250.00	\$ 682,500.00
3000	Wash & Fold Service (15lbs per person / day @ \$2.50/lb)	60	\$ 3.94	\$ 708,750.00
<b>Labor</b>				
10	Staff Housing	60	\$ 328.13	\$ 196,875.00
1	Project Site Lead	60	\$ 2,756.25	\$ 165,375.00
6	Laundry/Janitorial Staff	60	\$ 1,246.88	\$ 448,875.00
2	Maintenance Staff	60	\$ 1,968.75	\$ 236,250.00
<b>Mobilization</b>				
1	Equipment Transportation	1	\$ 184,586.72	\$ 184,586.72
1	Site Buildout and Setup	1	\$ 685,125.00	\$ 685,125.00
<b>Demobilization</b>				
1	Equipment Transportation	1	\$ 184,586.72	\$ 184,586.72
1	Site Teardown	1	\$ 453,600.00	\$ 453,600.00

<b>Initial 60-Day Service</b>	<b>\$ 7,544,210.73</b>
<b>Mobilization</b>	<b>\$ 869,711.72</b>
<b>Demobilization</b>	<b>\$ 638,186.72</b>
<b>Total Base Period</b>	<b>\$ 9,052,109.18</b>

<b>Optional: 30-Day Extension Period (200 Beds)</b>	<b>\$ 3,632,933.25</b>
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**Note:**

Should the existing site's electrical service or distribution panel not be sufficient to support required load and temporary generator power is required, additional charges will apply. Site preparation and site restoration are excluded.



### Estimated Cost Summary

- Total Estimated Cost for initial **60-day** period: **\$11,412,989.18**
- Total Estimated Cost for optional **30-day** period: **4,813,373.25**
- Total Estimated Cost for **90-day** period: **\$16,226,362.43**