



Request for Information (RFI)

Providing Services for Youth & At-Risk Youth Services at Evans Center

During the Regular Council Meeting held on July 18, 2024, City Council discussed the use of the facilities at the Evans Center located at 1361 Florida Ave NE in northeast Palm Bay. The City of Palm Bay (City) is seeking input from eligible 501(c)3 non-profit entities concerning the use of the facilities at the Evans Center to provide services for Palm Bay's youth and at-risk youth.

Non-profits organizations (NPO) should provide input on services that have demonstrated success in building employable skills in vocational trades, i.e., HVAC, machining, manufacturing, culinary, and other key skills. NPOs should describe their capacity and experience in providing similar services to youth and/or at-risk youth within the last 24 months. NPOs should briefly summarize the program(s) and services(s), describe how success is measured, and provide the number of youth served in the last 24 months.

The City of Palm Bay is under contract to acquire Evans Center. Closing is scheduled for July 31, 2024. Evans Center is approximately 6,068 sqft and previously served as a neighborhood market and restaurant, equipped with a full kitchen, walk-in refrigerator, range, and hood. The Center also features a community room. The proposed use of facilities shall not include any space (1,000 sqft) for which there is an active lease with Brevard Health Alliance.

This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise, that the City will take procurement action in this matter. The City will not be responsible for any costs incurred in furnishing this information. This RFI is issued for research and planning purposes to help inform the use of public facilities at Evans Center to provide services for Palm Bay youth and at-risk youth. This is strictly a Request for Information and does not commit the City contract for any service. There will be no award of funds based on responses to this RFI. However, if they City does issue a Request for Applications (RFA) or Request for Proposals (RFP), all entities that submitted a response to this RFI will be notified and invited to submit. Note that information submitted to the City of Palm Bay may or may not be used to develop a RFA or RFP; therefore, submissions to this RFI should not be of proprietary or confidential nature. The City may contact submitting entities to discuss responses to this RFI.

The deadline to respond to this RFI is 3 PM on Friday, September 13, 2024.

Submissions should be sent via the electronic form to **[to be determined]**. Incomplete submissions will not be considered.

Please Provide the following information.

A. BASIC INFORMATION

1. Name of Organization/Legal Entity
2. Mailing Address
3. Confirmation of 501(c)3 status
4. Representative Name
5. Representative Title
6. Representative Telephone
7. Representative Email

B. PROJECT OVERVIEW

1. Provide an overview of the youth programs proposed.
2. Summarize the scope of services proposed to be provided and expected outcomes.
3. Briefly explain how the program will be managed, including how clients will be identified.
4. Explain how success will be measured.
5. Provide a summary of staffing for proposed programs and services.
6. Provide hours of operations, including days of the week.
7. Provide the age range for which the NPO is defining 'youth' and reason for selecting this age range.
8. Provide the NPO's definition of 'at-risk youth'.
9. Generally explain the proposed use of the facilities at Evans Center, to include space needs.
10. Estimate how many participants would be served annually.
11. Explain what other funding would be utilized to provide proposed programs and services, include funding source and amount.
12. Provide a list of proposed partnerships with other organizations and their role in the programs and services.