



City Manager's Office

AGENDA REPORT

DATE:	July 1, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Shasa Curl, City Manager
SUBJECT:	Authorize the City Manager to Contract for Immigrant Legal Services and Public Awareness Campaign
FINANCIAL IMPACT:	The proposed contract amount is not to exceed \$990,000. As part of the Fiscal Year 2024-25 surplus funds allocation, the Council considered up to \$1,000,000, with \$10,000 set aside from the surplus funds to provide free municipal identification cards.
PREVIOUS COUNCIL ACTION:	March 4, 2025
STATEMENT OF THE ISSUE:	The Richmond City Council directed staff to allocate up to \$990,000 from Fiscal Year 2024-25 surplus funds to support immigrant legal services and public awareness campaign, and \$10,000 to provide free municipal IDs. However, after two rounds of solicitation there has only been one (1) response. To expedite service delivery during the Council recess, it's proposed that the City Manager be authorized to facilitate agreements to avoid unnecessary delays.
RECOMMENDED ACTION:	AUTHORIZE the City Manager or their designee to negotiate and execute service agreement(s) as necessary, with qualified fiscal sponsor(s), appropriate agencies, or service providers as necessary to ensure the timely provision of immigration legal services and related support as directed by the City Council on March 4, 2025, for up to \$1,000,000 – City Manager's Office (Shasa Curl 510-620-6512).

DISCUSSION:

On March 4, 2025, the Richmond City Council directed staff to establish and launch the Immigrant Legal Services and Public Awareness Campaign Program (Program). The Program is intended to expand access to immigration legal services and promote awareness of constitutional rights among immigrants in the Richmond community. The City Council also directed staff to identify a qualified fiscal sponsor to administer, oversee, and implement the Program.

To support this initiative, the City allocated a one-time surplus of \$1,000,000 in Fiscal Year (FY) 2024-25. Of this amount, \$990,000 is intended for distribution by the selected fiscal sponsor to nonprofit organizations providing direct legal services and public education on immigrant rights. The remaining \$10,000 is reserved for the City's municipal identification card program and will be administered separately, outside the scope of the RFP and the fiscal sponsor's responsibilities.

An initial Request for Proposals (RFP) was issued on March 24, 2025, via the City's BidsOnline system, with a submission deadline of April 7, 2025 (Attachment 1). No proposals were received. In response, staff revised the RFP to clarify expectations and strengthen the scope of work, and reissued the RFP on May 7, 2025, with a revised deadline of June 9, 2025 (Attachment 2). The City received one (1) proposal from an out-of-state firm lacking local ties and sufficient experience, and it did not meet the City's criteria for a qualified fiscal sponsor. Subsequently, City staff-initiated outreach to regional immigrant legal services provider with overlapping service objectives to explore potential partnership opportunities.

Immigrant legal services are critically needed due to widespread due process concerns, heightened immigration enforcement, and inconsistent access to qualified legal representation. Many immigrants face detention without adequate counsel, avoid essential services out of fear, and struggle to navigate complex legal systems—making accessible, community-based legal aid essential to protecting rights and maintaining public trust. Recent federal policy direction further underscores the urgency of ensuring that immigrant legal services in communities like Richmond are timely, high-quality, trusted, and locally accessible.

To effectuate City Council direction provided on May 4, 2025, and accelerate service provisions for those residents in need of immigration legal services and public awareness campaigns, City staff recommend that the City Council authorize the City Manager or their designee to negotiate and execute service agreements as necessary, with qualified fiscal sponsor(s), appropriate agencies, and service providers as necessary to ensure the timely provision of immigration legal services and related support for up to \$1,000,000.

During the Council recess, the City Manager will actively seek support and collaboration from neighboring agencies, trusted service providers, and community-based organizations to ensure that immigration legal services and public awareness efforts are delivered in a timely and responsive manner. Given the urgent need for timely service delivery and limited RFP responses to date, staff are evaluating alternative approaches to expedite implementation. More specifically, the City Manager is seeking services providers that offer legal representation, community education, outreach, and response services, and have established relationships with local nonprofits. This approach will help ensure that implementation efforts remain aligned with Council direction, are responsive to emerging community needs, and avoid unnecessary delays during the recess period.

DOCUMENTS ATTACHED:

Attachment 1 – Request for Proposal (RFP) for Immigrant Legal Services and Public Awareness Campaign Program Fiscal Sponsor (March 04, 2025)

Attachment 1 – Request for Proposal (RFP) for Immigrant Legal Services and Public Awareness Campaign Program Fiscal Sponsor (May 7, 2025)