



City of Phoenix
NEIGHBORHOOD SERVICES DEPARTMENT



Community Development Block Grant Coronavirus (CDBG-CV)

**2020-2021 Homeless Shelter Expansion and
Improvements Grant Program
REQUEST FOR PROPOSALS
NSD-RFP-21-005**

PROPOSAL INSTRUCTIONS

Proposals Available: 5pm local time Thursday, April 15, 2021

Proposals Due: 5pm local time Friday, May 14, 2021

Neighborhood Services Department
200 W. Washington St., 4th Floor
Phoenix, Arizona 85003

Procurement Officer:
Gioia Bufkin, Contracts Specialist II
procurement.nsd@phoenix.gov

To receive the RFP guidelines in alternative print/audio formats, contact the
Neighborhood Services Department ADA Liaison, 200 W. Washington St., 4th Floor, Phoenix, AZ 85003.
Voice number 602-534-4444 | TTY 800-367-8939



**NEIGHBORHOOD
SERVICES
DEPARTMENT**

To Preserve, Enhance & Engage Phoenix Neighborhoods



TABLE OF CONTENTS	
SECTIONS	PAGE
SECTION 1: OBJECTIVES	3
SECTION 2: ELIGIBILITY	4
SECTION 3: COMPLIANCE	6
SECTION 4: PROPOSER INSTRUCTIONS	11
SECTION 5: DEFINITION	15
SECTION 6: INSURANCE	17
SECTION 7: EVALUATION CRITERIA AND PROPOSAL REVIEW PROCESS	19
SECTION 8: REPORTING REQUIREMENTS FOR FUNDED ORGANIZATIONS	22
SECTION 9: FREQUENTLY ASKED QUESTIONS	23
SECTION 10: OTHER REQUIRED INFORMATION	25
SECTION 11: LIST OF ASSURANCES	27

SECTION I – OBJECTIVES

Maximum Request = \$4,000,000

SHELTER EXPANSION AND IMPROVEMENTS GRANT PROGRAM

Authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Community Development Block Grant Coronavirus (CDBG-CV) funding will be used to prevent, prepare for, and respond to coronavirus, and other infectious diseases, among individuals and/or families experiencing homelessness who are at risk of exposure and susceptibility, by supporting the expansion and improvements of homeless shelter facilities to alleviate the impacts of COVID-19, and other infectious diseases, within the community.

CITY OBJECTIVES

- 1) The City of Phoenix seeks to award up to \$14,000,000 of CDBG-CV-CV funds for expansion and improvements of homeless shelter facilities that increase availability of shelter beds within the boundaries of the City of Phoenix accessible year-round.
- 2) Individual grant requests and awards will not exceed \$4,000,000.
- 3) Projects funded under this Request for Proposals must achieve project closeout and final reimbursement by **June 30, 2023**.
- 4) Projects funded under this Request for Proposals must prevent, prepare for, and respond to coronavirus, and other infectious diseases by increasing the number of beds in shelter facilities.
- 5) Projects funded under this Request for Proposals will align with the [City of Phoenix Homeless Strategies Plan](#).

HUD NATIONAL OBJECTIVE

In order to be eligible for funding, CDBG-CV-funded activities must benefit low- and moderate-income persons.

SECTION 2 – ELIGIBILITY

The City of Phoenix, Neighborhood Services Department (NSD), which administers the city's HUD CDBG program, is issuing this RFP utilizing CDBG-CV funds. The mission of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, primarily for low- and moderate-income people. CDBG funds must be used for programs that meet the National Low- and Moderate-Income Objective and the eligible activity criteria. Therefore, CDBG-CV funding projects must meet the objectives described above, and the eligibility described below. Projects that fail to meet the applicable HUD CDBG requirements will not be considered for funding.

ELIGIBLE APPLICANTS

Non-profit Organizations – Applicants must be an established non-profit entity, listed with the Arizona Corporation Commission, providing programs and services to low- and moderate-income Phoenix residents. Organizations must be eligible to do business in Arizona, in good standing, at the time of proposal submission.

ELIGIBLE BENEFICIARIES

Individuals and/or families experiencing homelessness.

ELIGIBLE PROGRAM ACTIVITIES

The primary purpose of this RFP is to fund the expansion of homeless shelter facilities to prevent, prepare for, and respond to coronavirus, and other infectious diseases, among individuals and/or families experiencing homelessness by providing additional shelter beds. All activities must result in achievement of a CDBG-CV national objective, typically by providing access to a facility to clientele with low-to-moderate incomes (LMI). Expansion of homeless shelter beds that exclusively serve individuals and/or families experiencing homelessness are presumed to meet the LMI national objective. Under this RFP, eligible activities include:

- Acquisition of real property, such as land and buildings, either in whole, or in part by purchase, or long-term lease (15 years or more), including appraisals, the preparation of legal documents, and recordation fees to increase available shelter beds, and/ or
- Construction, reconstruction, or rehabilitation, including design and engineer, of non-profit owned buildings to increase available shelter beds open to the general public as a public facility.

Examples include, but are not limited to:

- Acquiring or renovating motels, hotels, existing residential buildings, and community centers to establish additional emergency shelter beds for persons experiencing homelessness.

Ineligible activities include:

- Projects that do not prevent, prepare for, and respond to coronavirus, and other infectious diseases,

- Projects that do not establish or expand services to low- and moderate-income Phoenix residents,
- Projects that primarily serve people residing outside of Phoenix,
- Projects or facilities that do not primarily serve low- and moderate-income clients,
- Construction or rehabilitation of housing units or administrative offices,
- Any costs incurred prior to entering into a contract with the City of Phoenix,
- Purchase of movable personal property and equipment,
- Operation or maintenance costs, and
- Projects that do not establish new shelter beds.

SECTION 3 – COMPLIANCE

CONFLICT OF INTEREST

Conflicts of interest (or appearance thereof) can negatively impact activities supported with federal funds. The general rule is that no employee, board member, officer, agent, consultant, elected official or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG assisted program who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611).

Organizations should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, and services and awarding and administering sub-recipient contracts. Personnel involved in the procurement process must be trained to recognize situations that create conflicts of interest, or the appearance of a conflict of interest.

PROCUREMENT & COMPETITION

Non-profit agencies must maintain a compliance policy in conformance with 2 CFR 200. Additionally, Contractors that develop or draft specifications, requirements, and statements of work, including responses to this RFP, are excluded from competing for procurements generated by award of this RFP.

CONSTRUCTION BONDING

The following requirements will apply to all successful proposers' bid processes for construction contractors:

(a) A bid guarantee from each bidder equivalent to five percent (5%) of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent (100%) of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

ENVIRONMENTAL REVIEWS

An environmental review must be performed on any project funded in part with CDBG dollars. Premature committing or expending any funds prior to the environmental review will jeopardize the eligibility of the project. This includes an agency's matching funds from other sources. Environmental reviews are required to comply with National Environmental Policy Act (NEPA) and HUD's regulations. The review includes analysis of 13 federal laws designed to protect certain environmental areas. If the proposal is funded, NSD staff will initiate the review and the agency will be kept informed about the estimated length of time to clear the project. The review normally is completed at no cost. However, if the project is

geographically located in an area of potential archaeological resources, archaeological monitoring or testing will be required and must be included in the project budget. Staff can assist proposers in making this determination. Depending upon the project location, projects involving construction, rehabilitation and demolition may take up to 120 days to obtain an environmental clearance.

DAVIS BACON LABOR STANDARDS

The Davis Bacon Act is a regulatory requirement that applies to all projects using \$2,000 or more in federal funds for construction activities. The act requires all contractors and subcontractors to pay employees working on the project the prevailing wages and fringe benefits as determined by the federal government. This may increase the project costs. To obtain a sample wage determination or if you have questions about how Davis Bacon Labor Standards will affect your project, contact Gioia Bufkin at nsd.procurement@phoenix.gov.

ARCHITECTURAL SERVICES

Architectural services are generally required for all new construction projects and for most rehabilitation projects. Architects assess existing buildings to determine the level and extent of repairs needed to meet the local occupancy and building codes, zoning requirements and to determine safety issues. Issues include physical accessibility, emergency egress and sprinkler systems. Architects also are important in the helping the agency through the bid solicitation process and complying with federal procurement rules.

LEAD-BASED PAINT REGULATIONS

HUD has issued final regulations on notification, evaluation, and reduction of lead-based paint hazards in some facilities receiving federal assistance. Rehabilitation of facilities where children are served may be affected by this new regulation, which may require the testing of painted surfaces that will be disturbed to determine the presence of lead-based paint. If painted surfaces are not lead-free, remediation and safe work practices will be required.

ASBESTOS TESTING

An asbestos survey will be required on all renovation projects to determine the presence of asbestos. The agency should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials (ACMs) associated with the building's interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what classification. For further information about asbestos surveys and remediation requirements, contact the Arizona Department of Environmental Quality at 602-506-6708.

CDBG LOAN AND LIEN POLICIES

To assure the long-term benefit for low- and moderate-income persons, CDBG funds provided for Public Facilities projects (acquisition, rehabilitation and new construction) are in the form of a deferred loan. The deferred loan does not have to be repaid, provided the agency provides CDBG eligible services for a specified time period of 5 years. If the property is sold or its use changes to a non-CDBG purpose during the applicable time period, the loan or declined balance must be repaid to the City's CDBG program. The CDBG loan is secured by the placement of a lien on the real property. The lien is released upon completion of the appropriate service term, or if the loan is repaid.

VOLUNTEERS

The use of volunteers on a Public Facilities project may be allowed provided they are not otherwise employed by the agency or contractor. Depending on the work the volunteers will perform, state licensing requirements will apply. For example, volunteers performing trade work (electrical, plumbing) must be licensed. To determine if the use of in-kind volunteer labor is appropriate for your project post award, please contact the Neighborhood Services Department (NSD) Project Manager (PM). If volunteer labor is deemed appropriate, determining the labor contributions for the budget can be obtained by estimating the amount of what a paid worker would earn doing the same type of work.

PREMATURE COMMITTING OR EXPENDING FUNDS

Program expenses incurred prior to City Council approval, environmental clearance and execution of the CDBG contract are not eligible for reimbursement.

PROOF OF SITE CONTROL

If the site(s) where the program services will be conducted is not owned by the organization, a copy of a lease or use agreement must be submitted prior to the CDBG-CV contract execution. **The lease or use agreement must be valid through June 30, 2028.**

ACCESSIBILITY TO PERSONS WITH DISABILITIES

Programs, information, participation, communications and services must be accessible to persons with disabilities and comply with the Americans with Disabilities Act (ADA).

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

Any Proposer shall not discriminate against any worker, employee or applicant or any member of the public, Proposers must be in compliance with Phoenix City Code, Chapter 18, Article V, as amended, Equal Employment Opportunity Requirements. Any questions regarding these requirements should be directed to the Equal Opportunity Department, 602-262-6790. The City of Phoenix extends to each individual, firm, vendor, supplier, contractor and subcontractors an equal economic opportunity to compete for city business and strongly encourages voluntary utilization of small or disadvantaged businesses.

PUBLIC RECORDS

All proposals submitted in response to the Request for Proposal shall become the property of the city and shall become a matter of public record available for review pursuant to Arizona state law after the award notification. The City of Phoenix is obligated to abide by all public information laws.

LEGAL WORKER REQUIREMENTS

As mandated by Arizona Revised Statutes 41-4401, the City of Phoenix is prohibited after Sept. 30, 2008, from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with Arizona

Revised Statute 23-214-A. That statute requires that employers verify the employment eligibility of their employees through the federal E-verify system.

In signing or performing any contract for the City, the Organization fully understands that any subcontractors it may use must comply with all federal immigration laws and with A.R.S. 23-214-A. The City is authorized by law to randomly inspect the records relating to an employee of the contractor or any of its subcontractors who works on the contract to ensure compliance.

SYSTEM FOR AWARD MANAGEMENT

The System for Award Management (SAM) is the Official U.S. Government system that tracks federal contracts, including City of Phoenix CDBG contracts. Selected contractors of the RFP will be required to register in SAM.gov prior to receiving a city contract. Registration in SAM is NOT required to submit a proposal. Failure to successfully and timely register with SAM.gov may result in the loss of funding.

MONITORING

Projects awarded through this RFP will be subject to monitoring of compliance requirements, including, but not limited to, National Objective and Eligibility, Conformance to the Subrecipient Agreement, Record-Keeping Systems, Financial Management Systems, Insurance, Procurement, Equipment and Real Property, Non-Discrimination and Actions to Further Fair Housing.

SPECIAL TERMS AND CONDITIONS

- Congress created the CDBG program and federal regulations apply. Funded agencies will be required to comply with all federal regulations associated with the funding and will be required to submit documents demonstrating administrative and financial capacity to manage a CDBG project.
- Applicants must be an established nonprofit in Arizona by the proposal due date.
- Organizations must include the DUNS number and a copy of the corporation's listing with the Arizona Corporation Commission.
- Projects must primarily serve low- and moderate-income Phoenix residents.
- In construction or renovation contracts, the agency is responsible for insuring against direct physical damage to the construction project as well as to construction materials stored at the construction site. Therefore, in addition to the required liability and workers' compensation insurance, the City also requires the agency to provide evidence of property insurance, builders risk and other required coverages to protect the project site against damage while under construction.
- The CDBG application process is a competitive process and many worthy proposals will not be funded.
- Funded agencies must acknowledge the City of Phoenix HUD CDBG contribution in written materials.
- Funded program records are subject to review by the City of Phoenix and HUD.
- Agencies are responsible for workers' compensation benefits or claims by employees and must indemnify and hold the City harmless against any and all claims.

- Funded agencies cannot be indebted to the IRS or any public entity nor have judgments or liens.
- CDBG projects must comply with State and City licenses, zoning, permit and other related requirements.

SECTION 4 – PROPOSER INSTRUCTIONS

DELIVERY OF PROPOSALS

Handwritten proposals will not be accepted. **Proposals must be submitted in one Portable Document Format (PDF) document and submitted in one email.** The contents of the **one PDF** must include the completed RFP Application, a completed RFP Budget form and all signed addendum(s). Proposals must be submitted electronically to the Neighborhood Services Department, at procurement.nsd@phoenix.gov, on **Friday, May 14, 2021, no later than 5pm local time**. Enter the solicitation number on the subject line of the email when submitting your proposal. Applications will only be accepted through the Procurement email mailbox and will not be accepted through any other transmission format (postal, hand-delivered, etc.). Contact Gioia Bufkin at procurement.nsd@phoenix.gov if your PDF document exceeds the mail server's size limit and your email cannot be sent.

RESPONSIVE PROPOSALS

Proposals must meet all the material requirements of the RFP. Only those proposals determined to be responsive will be evaluated and scored by the Evaluation Panel in accordance with the proposal evaluation criteria set forth in **Section 7**. The highest scoring proposals will be recommended for funding.

LATE PROPOSALS

Proposals received **after the deadline of 5pm (local time), Friday, May 14, 2021**, will not be accepted regardless of the reason. Proposers are strongly encouraged to submit their proposals early, take into consideration the size of their electronic file and electronic transmission time, and request a "delivery and read receipt" notification.

NON-RESPONSIVE PROPOSALS

Proposals deemed non-responsive or ineligible will not be evaluated or considered for award. Examples of non-responsive proposals include:

- Proposals that do not meet the CDBG requirements and regulations.
- Proposals that do not meet the HUD National Objective.
- Proposals that are not eligible or do not conform to the RFP instructions.
- Proposals that do not include all the required forms (application, budget and signed addendum(s)).
- Proposals that do not create the availability of shelter beds for persons experiencing homelessness.

Proposals submitted by an organization, which does not have valid certifications and/or licenses required by state, federal or local law or regulations to perform the service requested at the time of the submittal or are not incorporated in the state of Arizona at the time of the proposal submission date.

QUESTIONS/INQUIRIES

All questions or inquires that arise relating to this RFP must be presented **in writing** and should be directed via email to Gioia Bufkin, Contracts Specialist II, at procurement.nsd@phoenix.gov and must be received by the due date indicated in the RFP timeline (**see Section 4 of the Proposal Instructions**). Questions received after the deadline will not be considered. Responses to written questions or inquiries will be posted in an addendum on the solicitation website (<https://solicitations.phoenix.gov>) by the due date indicated in the RFP timeline.

PRE-OFFER CONFERENCE

All interested proposers are strongly encouraged to attend the Pre-Offer Conference on **Tuesday, April 20, 2021, from 10 – 11:30a.m., via Cisco WebEx**. NSD staff will provide an overview of the RFP process and answer any RFP related questions to help organizations develop a viable proposal. This orientation is not mandatory. To access the Pre-Offer Conference, click the link below. Any questions asked during the Pre-Offer conference must also be emailed to the Procurement Officer by the submission deadline.

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=me8a98568b34b157e61fc2d1f1f23632c>

For RFP related questions, email procurement.nsd@phoenix.gov. The last day to submit questions is **12 Noon (local time) Tuesday, April 27, 2021**.

WEB SITE / STAFF CONTACTS

Interested Proposers may download the complete RFP from <https://solicitations.phoenix.gov>. Any interested offerors without internet access may obtain this solicitation by contacting the Procurement Officer or picking up a copy **by appointment only** at the **City of Phoenix Neighborhood Services Department, Gioia Bufkin, 200 W. Washington St. 4th Floor, Phoenix, AZ 85003, (602) 534-5500**. It is the Offeror's responsibility to check the website, read the entire solicitation, and verify all required information is submitted with their offer.

Gioia Bufkin, Contracts Specialist II
procurement.nsd@phoenix.gov.

DISCUSSIONS

The Neighborhood Services Department staff reserves the right to conduct discussions with Proposers for the purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the proposal in order to clarify an offer and assure full understanding of the organization proposal.

PROPOSALS NOT WITHIN THE COMPETITIVE RANGE

The City may notify Proposers of proposals that the City determined are not in the Competitive Range.

NEGOTIATIONS WITH PROPOSERS IN THE COMPETITIVE RANGE

- A.** The City will notify each Proposer whose proposal is in the Competitive Range or made the 'short list' and provide in writing any questions or requests for clarification to the Proposer. Each Proposer so notified may be interviewed by the City and asked to discuss answers to written or oral questions or provide clarifications to any facet of its proposal.
- B.** If a proposal in the Competitive Range contains conditions, exceptions, reservations or understandings to or about any Contract or Solicitation requirement, the City may discuss or negotiate the conditions, exceptions, reservations or understandings during these meetings. But the City in its sole discretion may reject any and all conditions, exceptions, reservations and understandings, and the City may instruct any Proposer to remove the conditions, exceptions, reservations or understandings. If the Proposer fails to do so, the City may determine the proposal is nonresponsive, and the City may revoke its determination that the proposal is in the Competitive Range.
- C.** To the fullest extent permitted by law, the City will not provide any information, financial or otherwise, to any Proposer about other proposals received in response to this solicitation. During discussions with Proposers in the Competitive Range, the City will not give Proposers specific prices or specific financial requirements that Proposers must meet to qualify for further consideration. The City may state that proposed budgets are too high with respect to the marketplace or otherwise unacceptable. Proposers will not be told of their relative rankings before contract award.

BEST AND FINAL PROPOSALS (BAFO)

- A.** A BAFO is an option available for negotiations. Each Proposer in the Competitive Range, which is determined in the City's sole discretion, may be afforded the opportunity to amend its proposal and make one BAFO.
- B.** If a Proposer's BAFO modifies its initial Proposal, the modifications must be identified in the BAFO. The City will evaluate BAFOs based on the same requirements and criteria applicable to initial proposals. The City will adjust appropriately the initial scores for criteria that have been affected by proposal modifications made by a BAFO. Based on the criteria defined in the solicitation as weighted, the City will then perform final scoring and prepare final rankings.
- C.** The Evaluation Panel will recommend the proposal(s) that is the best value and most advantageous to the City based on the evaluation criteria.

The City reserves the right to make an award to an Proposer whose proposal is the highest rated, best value, and most advantageous to the City based on the evaluation criteria, without conducting written or oral discussions with any Proposer, without negotiations, and without soliciting BAFOs.

PROPOSAL WITHDRAWAL

An organization may withdraw a proposal by submitting a notice **via email** to the Neighborhood Services Department, Administrative Services Division, Attention: Gioia Bufkin, Contracts Specialist II, 200 W. Washington St., 4th Floor, Phoenix, AZ 85003. The email address is procurement.nsd@phoenix.gov. **The notice must be on agency letterhead, signed and submitted as a PDF document.**

PROPOSAL REVIEW PROCESS

The Proposal Review Process is described in **Section 4** of the Proposal Instructions. Before completing the proposal submission, organizations should review the scoring criteria (e.g. program description and need, program outcomes and objectives, program budget and track record and capacity). The Evaluation Panel will use these criteria to evaluate and score each proposal. City staff will review all proposals for eligibility and completeness. Only those proposals that staff determine to satisfy the RFP guidelines will be distributed to the committee for consideration.

PROPOSAL PACKAGE FORMAT

A complete proposal submission includes the below specified items. Any missing items will deem the proposer as non-responsive.

1. **Proposal Application Form** – Separate fillable Word document on the solicitation page
 - Completed in its entirety
 - Provide detailed narrative to each question that will provide a clear description of plan, services and approach.
 - Signed and dated - Authorizing signature from the organization's Chief Executive Officer/President, Executive Director or designated representative (electronic signatures, will be accepted e.g. Adobe, DocuSign, etc.).
2. **Budget Form** – The budget form is provided separately from this document in an Excel format. The budget will be utilized by the Evaluation Panel to assist in evaluating the organization's readiness to proceed and capacity to successfully carry out the program.
 - Complete the Excel spreadsheet in its entirety
 - Program expenses are aligned with RFP instructions
 - Convert and submit in PDF format
3. **Job Descriptions**: Must submit job descriptions for each key position committed to the project including those that will be needed to adequately support the project. Job description(s) should include at a minimum: job title; minimum qualifications for education, training, and experience; duties and responsibilities; and resumes for position which are filled.
4. **Signed Addendum(s)** – The City of Phoenix will not be responsible for any oral instructions made by any employees or officers of the City of Phoenix regarding this solicitation. Any changes will be in the form of an addendum. **Proposers must acknowledge receipt of any/all addenda by signing and returning the complete document(s) with the proposal submission.**
5. **Supporting Documents** – Organizations must include the DUNS number, proof of SAM.GOV registration, and a copy of the corporation's listing with the Arizona Corporation Commission.

SECTION 5 – DEFINITIONS

LOW- AND MODERATE-INCOME OR LOW-INCOME HOUSEHOLD

The term low-income shall be defined as at or below 50 percent of the area median income and moderate-income as at or below 80 percent of the area median income, adjusted for family size for the area as defined in Section 102 of the Housing and Community Development Act of 1974, as amended.

AREA MEDIAN INCOME (AMI)
0-30% of median (Extremely Low Income)
31-50% of median (Very Low Income)
51%- 80% of median (Low/Moderate Income)
Above 80% of median (Non-Low/Moderate Income) - <i>NOT ELIGIBLE for CDBG ASSISTANCE</i>

SHELTER BEDS

A piece of framed furniture, with a mattress and coverings, for over-night sleep dedicated to serving persons who are experiencing homelessness located in a shelter facility for a minimum of eight to twelve hours.

MEDICALLY VULNERABLE (FRAGILE) INDIVIDUALS

A person that is more susceptible to environmental conditions, such as heat/cold, due to a known or unknown medical condition and/or other risk factor(s), such as age.

CHILDCARE LICENSING

This information is provided to provide a general overview of types of programs requiring licensing and those that do not require a license. For additional information, contact the Arizona Department of Health Services, Office of Childcare Licensing at 602-364-2539 or azdhs.gov.

DISABLED

Under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701), a disability is defined as follows:

An individual with a disability is any person who has a physical or mental impairment that substantially limits one or more major life activities. The term physical or mental impairment may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, developmental disabilities, drug addiction, or mental illness. In general, the definition of “person with disabilities” does not include current users of illegal controlled substances. However, individuals would be protected under Section 504 (as well as the ADA) if a purpose of the specific program or activity is to provide health or rehabilitation services to such individuals.

The term major life activity may include, for example, seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working. This list is not exhaustive. Section 504 also protects persons who have a record of such impairment or are regarded as having such an impairment.

2. A developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. § 6001-6007) which reads as follows:

The term “developmental disability” means a severe, chronic disability of an individual 5 years of age or older that—

(A) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(B) is manifested before the individual attains age 22;

(C) is likely to continue indefinitely;

(D) results in substantial functional limitations in three or more of the following areas of major life activity—

(i) self-care;

(ii) receptive and expressive language;

(iii) learning;

(iv) mobility;

(v) self-direction;

(vi) capacity for independent living; and

(vii) economic self-sufficiency; and

(E) reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, supports, or other assistance that is of lifelong or extended duration and is individually planned and coordinated, except that such term, when applied to infants and young children means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in developmental disabilities if services are not provided.

SENIOR / CHILD / YOUTH

Senior: A person at the age of 62 or older.

Child: A person between the ages of 0–13.

Youth: A person between the ages of 14-24.

VULNERABLE ADULT

Vulnerable adult means an individual who is eighteen years of age or older and who is unable to protect himself from abuse, neglect or exploitation by others because of a physical or mental impairment. Vulnerable adult includes an incapacitated person as defined in section 14-5101. A.R.S. 46-451(a)(10)

SECTION 6 - INSURANCE REQUIREMENTS

If the proposal is funded, the organization will enter into a contract with the City of Phoenix. City contractors and subcontractors must procure insurance against claims that may arise from or relate to performance of the work hereunder by the contractor and its agents, representatives, employees and subconsultants. The insurance requirements listed below are minimum requirements and the City in no way warrants that the minimum limits are sufficient to protect the organization from liabilities that might arise from carrying out the funded program. The organization is free to purchase additional insurance, as they deem necessary. Depending upon the program activities and the program beneficiaries, several types of insurance coverage will be required. This information is provided to help in the development of the overall operating cost of the proposed program and to ensure sufficient funds are set aside for insurance. Final insurance requirements will be determined after award and may vary depending on the size and scope of the project.

Minimum Scope and Limits of Insurance - coverage with limits of liability not less than those stated below are required for funded CDBG Public Facility programs.

Commercial General Liability

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$2,000,000
- Personal and Advertising Injury \$1,000,000
- Each Occurrence \$1,000,000

Sexual Abuse and Molestation Coverage

- Policy endorsement required if the activities involve working with or caring for children or physically or developmentally disabled people

Automobile Liability - Combined Single Limit \$1,000,000• Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this contract.

Worker's Compensation and Employers' Liability

- Workers' Compensation
- Statutory
- Employers' Liability
- Each Accident \$100,000
- Disease – Each Employee \$100,000 Disease - Policy Limit \$500,000

Professional Liability - Errors and Omissions Liability

Each Claim \$1,000,000

Annual Aggregate \$2,000,000

Builders' Risk Insurance

- Policy must be in an amount equal to the initial contract amount plus additional coverage equal to contract amount for all subsequent change orders.

Environmental

- Depending on the proposed scope of work, the contract may require Contractor's Pollution Liability - \$1,000,000 per occurrence and \$2,000,000 General Aggregate

NOTICE OF CANCELLATION: Insurance policies must be the appropriate coverage for and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits.

ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the organization from potential insurer insolvency.

VERIFICATION OF COVERAGE: The City must receive certificates of insurance (ACORD form or equivalent approved by the City) as required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage. The City of Phoenix must be listed as an additional insured on all certificates of insurance. Policy must contain a waiver of subrogation against the City of Phoenix.

SECTION 7 – EVALUATION CRITERIA AND PROPOSAL REVIEW PROCESS

EVALUATION CRITERIA

All responsive proposals will be evaluated by the Evaluation Panel based on the following criteria:

SHELTER FACILITY OPERATIONS (0 UP TO 250 POINTS)

Points will be awarded based on the applicant's proposed services, experience and partnerships, community outreach and neighborhood impact mitigation, and ability to engage and provide safe, sustainable, on-going shelter beds to individual experiencing homeless, particularly service resistant and medically vulnerable persons. More points will be awarded for projects that include substance abuse and mental health services and projects that provide new beds in areas without existing shelter facilities.

STRATEGIES TO ADDRESS HOMELESSNESS PLAN ALIGNMENT (0 UP TO 250 POINTS)

Points will be awarded based on the applicant's ability to align the project with the [City's Strategies to Address Homelessness Plan](#), including, but not limited to, Housing and low-barrier shelter, Outreach / Navigation, Mental Health Services, Neighborhoods, and Workforce Development, as well as the Guiding Principles. Your response must reference the **section and page number** of the City's Homelessness Plan that the proposed strategy aligns with.

PROJECT FEASIBILITY (0 UP TO 250 POINTS)

Points will be awarded based on the applicant's project schedule and the applicant's capacity, readiness, and ability to complete project on an accelerated schedule. More points will be awarded for projects that demonstrate key staff capacity, commitment to project delivery and project practicality, including either appropriate zoning or a reasonable plan to obtain appropriate zoning for the project. Projects must achieve closeout and final reimbursement by June 30, 2023.

PROJECT COSTS (0 UP TO 250 POINTS)

Points will be awarded based on the applicant's cost per bed. The lowest cost per bed will receive the maximum score of 250 points. The other proposals will receive a score based on the lowest cost per bed proposal. The lowest cost per bed proposal will be divided by each applicant's cost proposal and multiplied by 250 to determine each submitting firms point score. Points may be deducted if line items or the overall budget does not appear to be reasonable and realistic.

POSSIBLE POINTS TOTAL UP TO 1000 POINTS

PROPOSAL REVIEW PROCESS

- All proposals will be reviewed by city staff for eligibility and completeness.
- Proposals that are deemed ineligible will not be considered for funding and not forwarded to the Evaluation Panel.
- The committee will use the proposal scores to develop funding recommendations to City Council for final approval.
- If approved, awarded organizations must successfully contract with the City of Phoenix, which includes submitting the submission of all required pre-contract documents by the stated due date, detailed scope of work.
- Organizations may not expend any federal funds until all pre-contract documentation is submitted, and a contract has been executed. **Funded agencies will be required to submit all completed pre-contract documents within twenty (20) days of award notification.**

EVALUATION PANEL

Although the evaluation panel may represent a specific profession or geographic area, members provide recommendations based on the needs of the city of Phoenix. The primary purpose of the panel is to provide funding recommendations on CDBG grant applications that best address critical needs in the community.

HOMELESS SHELTER EXPANSION GRANT PROGRAM RFP TIMELINE

Request for Proposals (RFP) Opens	5:00 pm (local time), Thursday, April 15, 2021
Pre-Proposal Conference, Question and Answer Session	Tuesday, April 20, 2021
Questions Due Date	12:00 Noon (local time), Tuesday, April 27, 2021
Response to questions posted	5:00 pm (local time), Tuesday April 30, 2021
RFP Closes	5:00 pm (local time), Friday, May 14, 2021
NSD Staff Eligibility Reviews	May 15 – 17, 2021
Proposer Interview/Presentations	May 27, 2021
Evaluation Panel Meeting	May 28, 2021
City Council Approval	July 1, 2021
Award Notification Letters Sent	July 6, 2021
Agency Pre-Contract Orientation	Friday, July 9, 2021
Pre-Contract Documents Due Date	Wednesday, July 21, 2021
Must Be Under Contract By	Monday, August 16, 2021
Funding Available / Contracts Developed	July 1, 2021

****all dates are subject to change***

SECTION 8 – REPORTING REQUIREMENTS FOR FUNDED ORGANIZATIONS

Organizations that receive Community Development Block Grant (CDBG) funding will be required to submit **monthly** programmatic reports and reimbursement requests. Programmatic reports and reimbursement requests are **mandatory** and **must be submitted monthly**.

Why Accurate Reports are Necessary:

CDBG funds are distributed to nonprofit organizations throughout the City of Phoenix; however, the funds originate at the federal level, through the U.S. Department of Housing and Urban Development (HUD). The City of Phoenix is required to document the accomplishments of each grant given to nonprofit organizations.

What will be required of funded organizations:

The following is a list of requirements expected for organizations funded in the grant period. This list can be changed at any time prior to contract execution, depending upon the guidelines given to the City of Phoenix from HUD. This list is therefore not exhaustive; it is simply a guide so that organizations can be aware of any documentation that may be required for tracking clients.

- Amount of money leveraged for the program (how much money went into the program, total of CDBG and all other funds).
- Total number of persons assisted, to include the number of Phoenix residents assisted.
- Area Median Income (AMI) levels of persons assisted – total number of very low (>30% AMI), low (30-50% AMI) or moderate (50-80% AMI), adjusted for family size.
- Race, ethnicity and disability status of the persons assisted. HUD recognizes 10 races (White, Black/African American, Asian, American Indian/Alaskan Native, Native Hawaiian /Other Pacific Islander, American Indian/Alaskan Native & White, Asian & White, Black African American & White, American Indian/Alaskan Native & Black African American and Other Multi-Racial) and 1 ethnicity (Hispanic).
- Number of communities/neighborhoods assisted.

Please note that each organization awarded CDBG funds will be assigned a project manager who will be available to provide technical assistance, particularly in the reporting/data collection process. Project managers will provide funded organizations with several tracking and reporting tools to help organizations submit timely and accurate monthly reports.

SECTION 9 – FREQUENTLY ASKED QUESTIONS

1. Who is eligible to apply for a Shelter Expansion CDBG-CV grant?

Nonprofit organizations located in or serving a City of Phoenix targeted area, which may include eligible faith-based organizations.

2. My organization is not a 501(c)(3), can we still apply?

Yes, organizations do not have to be a 501(c)(3) to apply for CDBG funds through the City of Phoenix. However, organizations must be an incorporated nonprofit, eligible to do business in the State of Arizona at the time of application.

3. Can my organization apply for more than one grant?

No, for this RFP, proposers may submit only one (1) proposal.

4. How can I improve the clarity of my proposal?

Read all application instructions carefully and formulate clear, concise responses to each question. Do not leave any questions blank and edit applications for spelling, typos and grammar. Determine if your program meets the National Objective, meets the City of Phoenix' Strategies to Address Homelessness Plan and provides shelter beds for individuals experiencing homelessness. Be specific regarding the goals, services and outcomes of your program. Funded proposals are public information.

5. If our proposal is funded, when will we receive our CDBG grant?

Funded organizations will enter into a contract with the City of Phoenix for their grant award. Contracts will be executed after July 9, 2021. Grants are made on a REIMBURSEMENT basis. Funded organizations will be reimbursed for expenses incurred after providing required back up documentation (invoices and receipts) and the monthly performance report, including demographic and Area Median Income (AMI) reporting. This excludes any costs incurred prior to entering into a contract with the City of Phoenix.

6. What type of reporting will be required of our organization if we are funded?

Funded organizations are required to submit a detailed monthly report stating what program accomplishments have been achieved and the number of clients served, including race/ethnic and Area Median Income (AMI) breakout of the clients served. Detailed expense reports and back up information will be required for all expenses for which the organization is requesting reimbursement. Refer to Section 7 Reporting Requirements for Funded Organizations.

7. Can I receive technical assistance prior to the application submission deadline?

No, the Neighborhood Services Department staff will hold a **Pre-Proposal Conference, April 20, 2021, from 10-11:30 am, via Cisco WebEx** to provide an overview of the RFP process and answer any RFP related questions to help organizations develop a viable proposal. This orientation is not mandatory but *strongly recommended*. To access the orientation, click the link below.

<https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=me8a98568b34b157e61fc2d1f1f23632c>

For questions, please email nsd.procurement@phoenix.gov. The last day to submit questions is **12:00 Noon (local time) April 27, 2021**.

8. Can I attach additional pages or letter of support to my application?

No, do not include letters of support or other information not specifically requested. Documents not specifically requested or required per these RFP instructions may be removed prior to being evaluated by the Panel.

SECTION 10 – OTHER REQUIRED INFORMATION

SOLICITATION TRANSPARENCY POLICY

Beginning on the date the solicitation is issued and until the date the contract is awarded or the solicitation withdrawn, all persons or entities that respond to the solicitation for the Community Development Block Grant, (CDBG) Request for Proposal, including their employees, agents, representatives, proposed partner(s), subcontractor(s), joint venture(s), member(s), or any of their lobbyists or attorneys, (collectively, the Proposer) will refrain, from any direct or indirect contact with any person (other than the designated contracting officer) who may play a part in the selection process, including members of the Community Development (CD) Review Committee (RFP evaluation panel), the City Manager, Assistant City Managers, Deputy City Managers, Department Heads, the Mayor and other members of the Phoenix City Council. As long as the solicitation is not discussed, Proposers may continue to conduct business with the City and discuss business that is unrelated to the solicitation with the City staff.

Proposers may discuss their proposal or the solicitation with the Mayor or one or more members of the Phoenix City Council, **provided such meetings are scheduled through the Procurement Officer, Gioia Bufkin, Contracts Specialist II**, conducted by phone or virtually, and are posted as open meetings with the City Clerk at least twenty-four (24) hours prior to the scheduled meetings. The City Clerk will be responsible for posting the meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

With respect to the selection of the successful Proposer/Bidder, the City Manager and/or City Manager's Office will continue the past practice of exerting no undue influence on the process. In all solicitations of bids and proposals, any direction on the selection from the City Manager and/or City Manager's Office and Department Head (or representative) to the proposal review panel or selecting authority must be provided in writing to all prospective Proposers.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public and protect the integrity of the selection process. **PROPOSERS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.**

CONFIDENTIAL INFORMATION

The City of Phoenix is obligated to abide by all public information laws.

If a Proposer believes that a specific section of its proposal is confidential, **the Proposer shall isolate the pages marked confidential in a specific and clearly labeled section of its proposal.** The Proposer shall include a written basis for considering the marked pages confidential including the specific harm or prejudice if disclosed and the Department will review the material and make a determination.

CERTIFICATION

By signing the Application form the Proposer certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. Proposer will not discriminate against any employee, or applicant for employment in violation of Federal or State Law.

3. Proposer has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.
4. Proposer is financially stable and solvent and has adequate cash reserves to meet all financial obligations while waiting reimbursement from the city.

PROTEST PROCESS

Any unsuccessful bidder may file a protest no later than seven (7) calendar days after the recommendation is made. All protests shall be in writing, filed with Spencer J. Self, Neighborhood Services Department Director, and include the following

- Identification of the RFP or other solicitation number;
- The name, address and telephone number of the protester;
- A detailed statement describing the legal and factual grounds for the protest, including copies of relevant documents;
- The form of relief requested; and
- The signature of the protester or its authorized representative.

The Neighborhood Services Department will render a written decision within fourteen (14) calendar days after the protest is filed.

SECTION 11 – LIST OF ASSURANCES

In submitting a proposal and signing the application form included in the RFP solicitation packet, proposer provides assurances to the following statements and the availability of required pre-contract documents.

Note: Funded agencies will be required to submit all completed pre-contract documents within twenty (20) days of award notification.

- The applicant organization is a registered non-profit organization.
- The applicant organization is eligible to do business in the State of Arizona and is in good standing with the Arizona Corporations Commission (ACC).
- The applicant organization has on file a current staff organization chart, setting forth lines of authority, responsibility and communication in accordance with policies established by the governing body and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has on file a current copy of Articles of Incorporation and By-Laws and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has on file a current and complete list of the names and addresses of all members of the Board of Directors and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has written procedures which require due process and the prompt resolution of any complaint of discrimination on the basis of age, sex, religion, race, national origin or handicap.
- The applicant organization has on file a copy of the most recent independent audit report, including the auditor's letter to management and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization has on file its latest annual financial statement, including balance statement and income statement and will provide said document prior to contracting with the City of Phoenix.
- The applicant organization agrees to serve individuals experiencing homelessness within the city of Phoenix with CDBG-CV funds received from the City of Phoenix.
- The applicant organization agrees to keep client files for individuals served by CDBG funded programs. Client files must contain income verification/documentation, family size, address or shelter location, and race and ethnicity. Client information must be made available to HUD and the City of Phoenix, upon request.
- The applicant organization understands funding will be on a reimbursement basis after accurate monthly invoice and required source documentation.
- The applicant organization agrees to comply with the requirement of Title 24 Code of Federal Regulations, Part 570 of the Housing and Urban Development regulations concerning Community Development Block Grant (CDBG), and all federal regulations and polices issued pursuant to these regulations.
- The applicant organization agrees to hold a current insurance policy in line with the City of Phoenix contract requirements.
- The applicant organization agrees that CDBG funded employees and subcontractors working with vulnerable populations are subject to a background check and fingerprint verification at the discretion of the City of Phoenix.
- The applicant organization agrees to follow all applicable federal, state, and local laws and with all applicable license and permit requirements.

- The applicant organization assures the contract services will be delivered at the location(s) receiving CDBG-CV assistance and can provide copies of current ownership or lease documents, valid through June 30, 2028, prior to the contract execution.
- The applicant's organization president, executive director or board president supports the submission of the proposal application.