



SOLICITATION ADDENDUM #1

Solicitation Number: NSD-RFP-21-005

Addendum #1 Page 1 of 5

Solicitation Due Date:
Friday, May 14, 2021, 2021 at 5:00 PM Local Phoenix Time

CITY OF PHOENIX
Neighborhood Services
Department

**HOMELESS SHELTER EXPANSION AND IMPROVEMENTS GRANT
PROGRAM REQUEST FOR PROPOSALS**

Make the following notations to the above-referenced solicitation:

CHANGE(S)

The below changes have been made to Section 7 – HOMELESS SHELTER EXPANSION GRANT PROGRAM RFP TIMELINE, on page 21.

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	CORRECTION: 5:00 pm (local time), Friday 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



SOLICITATION ADDENDUM #1

Solicitation Number: NSD-RFP-21-005

Addendum #1 Page 2 of 5

Solicitation Due Date:

Friday, May 14, 2021, 2021 at 5:00 PM Local Phoenix Time

**CITY OF PHOENIX
Neighborhood Services
Department**

The text of this RFP on Page 8, PROOF OF SITE CONTROL, is deleted in its entirety and replaced with the following:

PROOF OF SITE CONTROL

For proposals that do not include real property acquisition, a copy of a lease or use agreement must be submitted prior to the CDBG-CV contract execution, if the site(s) where the program services will be conducted is not owned by the organization. For proposals that include real property acquisition, evidence of site control may be provided after contract execution, but before funds are available. **The lease or use agreement must be valid through June 30, 2028.**

QUESTION AND RESPONSE

The following questions are provided verbatim as received by interested Respondents.

	QUESTIONS	ANSWERS
1.	This RFP seems to provide funding for acquisition of a building and the other provides funding for the related services for such a building in terms of shelter services and operations. It is clear that one may depend on the other and vice versa to have a whole and complete viable project. Is it permissible that the offer state that the ability to perform one offer meaning this one is wholly dependent on the award and acceptance of the other?	<ul style="list-style-type: none"> No, award for either solicitation is not dependent on the other. Awards made under NSD-RFP-21-005 supports the expansion and improvements of homeless shelter facilities to alleviate the impacts of COVID-19, and other infectious diseases, within the community. Awards are not contingent and cannot be contingent upon an award for services under RFP-21-HSD-41.



SOLICITATION ADDENDUM #1

Solicitation Number: NSD-RFP-21-005

Addendum #1 Page 3 of 5

Solicitation Due Date:

Friday, May 14, 2021, 2021 at 5:00 PM Local Phoenix Time

**CITY OF PHOENIX
Neighborhood Services
Department**

2.	<p>CDBG allows for service to persons with low to moderate income. Does this grant allow for services with a multi-purpose of providing shelter beds and essential services for the homeless AND also persons from the community with a low to moderate income who are vulnerable and at risk for COVID-19, housing stability, and homelessness in need of the essential services that will be offered by the shelter? (with expectation that a predominant number of clients are homeless) Such services may include housing stability case management, job development, education, life skills training, mental health for substance abuse treatment, etc... At Risk may be defined to include those experiencing a mental illness, substance abuse, pervasive development disorder, medically vulnerable.</p>	<ul style="list-style-type: none">• This CDBG RFP provides funds for acquisition and construction/ rehabilitation only. No funds under this RFP can be used to provide public services.
3.	<p>How does a proposal look if you are seeking to purchase a new property, but it isn't identified yet?</p>	<ul style="list-style-type: none">• Offerors may choose to provide information relative to the desired location, building size, amenities, etc. All proposals will be evaluated per the Evaluation Criteria listed on page 19 of the NSD-RFP-21-005.
4.	<p>If we are looking to acquire/Purchase a property with these funds, how far along do we need to be along in the environmental review for the submittal?</p>	<ul style="list-style-type: none">• A Phase 1 Environmental Site Assessment (ESA) will be required for any property before acquisition. Offerors may start the Phase 1 (ESA) process before award, however, any cost incurred before award will not be reimbursable from CDBG funds, see page 4 of NSD-RFP-21-005.
5.	<p>Does the City have a base price cost per bed?</p>	<ul style="list-style-type: none">• No, the City does not have a base price cost per bed. Cost per bed is evaluated as outlined on page 19 of the NSD-RFP-21-005.



SOLICITATION ADDENDUM #1

Solicitation Number: NSD-RFP-21-005

Addendum #1 Page 4 of 5

Solicitation Due Date:

Friday, May 14, 2021, 2021 at 5:00 PM Local Phoenix Time

**CITY OF PHOENIX
Neighborhood Services
Department**

6.	Are there addendums other than the certification signature?	<ul style="list-style-type: none">As of the posting of this Addendum, this document is the only published Addendum that requires the signature by the person responsible for binding the organization. If any additional Addendums are issued, they will be required to be signed and included in all submitted proposals.
7.	Please clarify the difference between housing units and shelter beds?	<ul style="list-style-type: none">“Shelter Beds” is defined on page 15 of NSD-RFP-21-005. Shelter beds are located in a shelter open to the general public. A “Housing unit” is “a house, apartment, group of rooms, or single room occupied or intended for occupancy as separate living quarters” (Glossary of HUD). Housing units are not eligible for this funding, see page 4 of NSD-RFP-21-005.
8.	How does the applicant prove site control if the new property is not currently acquired?	<ul style="list-style-type: none">See revised language above for PROOF OF SITE CONTROL on page 8 of NSD-RFP-21-005.
ADDITIONAL CLARIFYING QUESTIONS		
1.	The City has a separate RFP open for ESG funding for homeless services. Can you explain the differences between these two offerings?	<ul style="list-style-type: none">NSD-RFP-21-005 – This RFP supports the expansion and improvements of homeless shelter facilities to alleviate the impacts of COVID-19, and other infectious diseases, within the community. The Neighborhood Services Department is responsible for this RFP and the RFP is supported by CDBG funding. This RFP <u>does not fund homeless services</u>.ESG funds are not related to the CDBG funds that support any awards made under NSD-RFP-21-005. ESG funding questions have been referred to the City of Phoenix Human Services Department for a response.



SOLICITATION ADDENDUM #1

Solicitation Number: NSD-RFP-21-005

Addendum #1 Page 5 of 5

Solicitation Due Date:

Friday, May 14, 2021, 2021 at 5:00 PM Local Phoenix Time

**CITY OF PHOENIX
Neighborhood Services
Department**

2.

Are offerors required to print out the solicitation pages that need to be signed and dated? Or can they be filled out electronically?

- Offerors may print, sign and scan all pages requiring signatures.
- Verifiable electronic signatures will also be accepted on all pages requiring signatures.

Offeror must acknowledge receipt and acceptance of this addendum by returning the [entire signed addendum with the response submittal](#).

Name of Company: _____

Address: _____

Print Name and Title: _____

Authorized Signature: _____