



CITY OF AVONDALE  
Finance and Budget Department  
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**INFORMAL REQUEST FOR PROPOSAL  
FOR  
HOMELESS ENCAMPMENT OUTREACH SERVICES  
NFS 22-014**

**All responses due by 09/29/2021, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov).**

The City is seeking a Homeless Services Provider (“Contractor”) to conduct outreach services to identified homeless encampments. This is a pilot program and is anticipated to be in place for one year with the potential for extending to a second year. The Contractor shall provide all labor, supplies, and transportation to engaging with individuals who appear to be living in an identified homeless encampment under an “on call basis.” It is anticipated that the City will identify approximately 8 - 10 clean-ups annually in this program. This contract shall serve to prevent, prepare for and respond to the coronavirus pandemic and is funded by the U.S. Department of Housing & Urban Development. In conjunction with this contract, the City will contract with a homeless encampment clean-up contractor who will provide all clean-up of the site, including any biohazard waste, debris or related items, including any temporary structures.

**Section I – Scope of Work**

- 1.1. Summary: The following aspects of outreach are included in this contract:
  - 1.1.1. Screen and Assessment of any individuals living in identified encampments.
  - 1.1.2. Information and referral – connect individuals living in identified encampments to programs and services that help them end their homelessness.
  - 1.1.3. Access point – chronically homeless individuals will be assessed for placement on the Maricopa County housing voucher list.
  - 1.1.4. Basic Necessities – distribution of water, care packages, and seasonal items shall be provided for those living in identified encampments
- 1.2. Site Conditions. Sites are considered to contain a variety of materials that may contain hazardous materials including biohazards, garbage, general debris, human waste, constructed temporary shelter, and other items associated with homeless occupancy.
- 1.3. Site Locations. Each site will be identified individually. Sites may be under structures, open fields, vegetated ground cover, abandoned structures, scrap material/tent build materials.

1.4. Contractor's responsibilities:

- 1.4.1. Outreach responsibilities shall include transportation, information and referrals, care packages, seasonal items for those living in identified encampments, and case management.
- 1.4.2. Contractor shall supply all labor, material, tools, protective clothing and gear, and equipment that is require or needed to perform the work.
- 1.4.3. Contractor shall screen, assess and case manage individuals found to be living in an identified homeless encampment for a period of three months.
- 1.4.4. Contractor is responsible for the supervision and management of its staff and any individuals working in this program under this contract.
- 1.4.5. Contractor shall provide regular updates to notify the City as to any work performed and related status.
- 1.4.6. Contractor shall follow best practices work procedures to safely manage any hazardous materials found on the jobsite, including urine, feces, soiled personal hygiene items, syringes, and other materials which could pose a health threat.
- 1.4.7. Contractor is to perform work in a timely and efficient manner and conduct themselves in a courteous and business-like manner at all times.
- 1.4.8. Enter client data into the Homeless Management Information System (HMIS).

1.5. Deliverable: As directed by the City, Contractor shall at a minimum outreach identified homeless encampment sites:

- 1.5.1. Notification: Contractor shall receive notification from the designated City representative by phone or email. Contractor shall coordinate an outreach plan within 48 hours of initial contact by the City. The City Representative shall be determined at time of award.
- 1.5.2. Outreach Services: Contractor shall provide regular updates via email for outreach services provided at each identified encampment location that include the following data:
  - 1.5.2.1. Date
  - 1.5.2.2. Time
  - 1.5.2.3. Number of Individuals Present
  - 1.5.2.4. Services Offered
  - 1.5.2.5. Services Accepted
  - 1.5.2.6. Transition Plan/Progress

1.6. City's responsibilities.

- 1.6.1. Issue a work order with a minimum of 48-hour notification to the Contractor to begin outreach services for each identified encampment.
- 1.6.2. Provide a City representative to serve as a point of contact for each site to review work orders, authorize work, address Contractor's questions.

1.7. Minimum Qualifications:

1.7.1. The bidder must obtain a DUNS number prior to the award.  
<https://fedgov.dnb.com/webform/displayHomePage.do>

1.7.2. The successful proposer must have the background, experience and skills in addressing section 1. Scope of Work

1.8. Federal Clauses:

1.8.1. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

1.8.2. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

1.9. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this informal Request for Proposal, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all proposals submitted or portions thereof and (iii) reissue an informal Request for Proposal.

1.10. Invoice Submission and Required Format:

1.10.1. Consultant shall email invoices to Avondale Account Payable at [accountspayable@avondalez.gov](mailto:accountspayable@avondalez.gov) and the project manager(s).

1.10.2. All invoices must indicate the number of campsites serviced, activities and unit price in accordance with the Price Proposal.

**Section II – Instructions and Conditions**

2.1. By This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.

2.2. Evaluation:

2.2.1. Project Approach (maximum 30 points)

Contractors will be evaluated on the approach to performing the required Services in the Scope of Work described in Section I, and its approach to manage customer service, quality control and scheduling.

2.2.2. Experience of Firm (maximum 30 points)

Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed projects, including adherence to schedules, deadlines and budgets and experience with similar projects. References (name, address, email and telephone number) from at least three federally funded projects of a similar nature, completed within the last five years, with a brief description of the project and the product.

2.2.3. Price Proposal: (maximum 40 points)

The lowest responsive price proposal shall receive the full 20 points. The next lowest responsive price proposal shall receive a portion of the full 20 points equivalent to the percentage between the lowest and next lowest price proposal (i.e., if Proposal X submits the lowest responsive price proposal of \$80 and Proposal Y submits the next lowest responsive price proposal of \$100, Proposal X receives 20 points and Proposal Y receives 20 points x (\$80/\$100) or 16 points).

2.3. Please email the completed and signed Section IV, Exhibit A, Exhibit B and required attachments to the email address above.

2.4. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration (“OSHA”), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor’s sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.

2.5. If you need additional information or have questions please contact Jill Lin by email [jlin@avondaleaz.gov](mailto:jlin@avondaleaz.gov) or Marsha Chavez or by email [mchavez@avondaleaz.gov](mailto:mchavez@avondaleaz.gov)

**Section III – Price Proposal:**

3.1. Price shall be made F.O.B. Destination to the designated delivery points within the City.

3.2. Price Proposal must be signed with the firm name and by an authorized agent, officer or employee.

3.3. Award will be made to the Contractor whose proposal is the most advantageous to the City

3.4. All responses shall be considered firm for a period of 90 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 90 calendar days shall be deemed non-responsive.

**Note: Prices offered shall include applicable state and local taxes.**

**Section IV – Execution and Submission**

By executing this document and submitting a proposal to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website (<https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), which are incorporated into and become a part of the company’s proposal offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020. By signing below the company is offering to provide the services set forth in Scope of Work, Exhibit A, Exhibit B and upon written acceptance of the company’s offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 90 days from the proposal due date set forth above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Proposals for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.**

**ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)**

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

\_\_\_\_\_ Date: \_\_\_\_\_  
Charles Montoya, City Manager

EXHIBIT A  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
HOMELESS ENCAMPMENT OUTREACH SERVICES  
NFS 22-014

[Price Proposal]

(See following page(s).)

EXHIBIT A  
PRICE PROPOSAL  
NFS 22-014

HOMELESS ENCAMPMENT OUTREACH SERVICES

**NOTE: Pricing shall be all-inclusive such as permits, overhead, profit, design, taxes, equipment, labor and material., All pricing blanks must be filled in. Incomplete or unfilled spaces in the Price Proposal shall result in a determination that a Bid is non-responsive.**

| <b>Item No.</b> | <b>Description</b>                         | <b>Unit</b> | <b>Price</b> |
|-----------------|--|-------------|--------------|
| 1               | Encampment outreach and related engagement | Per Site    | \$           |
| 2               | Administration                             | Per Site    | \$           |
| 3               | Case management services                   | Per Site    | \$           |
| <b>Total</b>    |  |             | <b>\$</b>    |

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EXHIBIT B  
TO  
INFORMAL REQUEST FOR PROPOSAL  
FOR  
HOMELESS ENCAMPMENT OUTREACH SERVICESNFS  
NFS 22-014

[PROPOSAL FORM]

(See following page(s).)



## EXHIBIT B – PROPOSAL FORM

**PLEASE TYPE OR PRINT LEGIBLY**

**1. Contact Person**

|       |               |        |
|-------|---------------|--------|
| Name: | Phone Number: | Email: |
|-------|---------------|--------|

**2. Company Detail**

|                        |        |                     |
|------------------------|--------|---------------------|
| Company Name:          |        |                     |
| DUNS #: <sup>1</sup> : |        | ACC #               |
| Company Address:       |        |                     |
| City:                  | State: | Zip Code:           |
| Years in business:     |        | Number of Employees |

**3. Principal of Company (If there are more principals, please attached a separate sheet of paper.)**

|                  |        |           |
|------------------|--------|-----------|
| Name:            |        | Title:    |
| Phone Number:    |        | Email:    |
| Company Address: |        |           |
| City:            | State: | Zip Code: |

**4. Project Approach (Describe your Project Approach in a separate attachment, no more than two pages, preferred page size 8.5" x 11')**


|  |
|--|
| <input type="checkbox"/> Attachment 1 – Project Approach included. |
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**5. Experience of Firm (Describe your Experiences, Qualification and Key Personnel in a separate attachment, no more than five pages, preferred page size 8.5" x 11'. Resumes are excluded from the page count)**

|  |
|--|
| <input type="checkbox"/> Attachment 2 – Experience of Firm and Resumes included. |
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**6. References**

|                                   |  |                      |
|-----------------------------------|--|----------------------|
| Project 1. Project Description:   | Start Date:  | End Date:            |
|                                   | Key personnel for this project:                        |                      |
|                                   | Federal Fund (Enter Yes or No and Federal Agency Name) |                      |
| Tasks Performed for this project: |  |                      |
| Client Name:                      | Client Email:  | Client Phone Number: |
| Client Address:                   |  |                      |

<sup>1</sup> If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](https://www.dunandbradstreet.com)  or call 1-866-705-5711 to register or search for a DUNS number.

## EXHIBIT B – PROPOSAL FORM

|                                   |  |                      |
|-----------------------------------|--|----------------------|
| Project 2. Project Description:   | Start Date:  | End Date:            |
|                                   | Key personnel for this project:                        |                      |
|                                   | Federal Fund (Enter Yes or No and Federal Agency Name) |                      |
| Tasks Performed for this project: |  |                      |
| Client Name:                      | Client Email:  | Client Phone Number: |
| Client Address:                   |  |                      |

|                                   |  |                      |
|-----------------------------------|--|----------------------|
| Project 3. Project Description:   | Start Date:  | End Date:            |
|                                   | Key personnel for this project:                        |                      |
|                                   | Federal Fund (Enter Yes or No and Federal Agency Name) |                      |
| Tasks Performed for this project: |  |                      |
| Client Name:                      | Client Email:  | Client Phone Number: |
| Client Address:                   |  |                      |

|  |
|--|
| <input type="checkbox"/> Attachment 3 - Additional References included. (optional) |
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