

Municipality of Anchorage
Anchorage Health Department
Request for Information 2023RFI001

For
Provision of Non-Congregate Shelter Services

1. INTRODUCTION

The purpose of this Request for Information (RFI) is to conduct market research to gather information, data, and knowledge that will help the Municipality of Anchorage (MOA), Anchorage Health Department (AHD):

- identify providers in Anchorage interested in delivering non-congregate shelter services beginning in May 2023;
- collect data on number, size, and location of available units;
- obtain information that will help AHD ensure individuals experiencing homelessness have a place to be sheltered both in the winter, when temperatures are dangerous to the point of causing death, as well as in summer, when camp abatement clean-up activities are enforced; and
- provide AHD with an understanding of the potential providers in the Municipality and the capacity of facilities providers have that would meet Chapter 16.120 - EMERGENCY SHELTER PLAN FOR HOMELESS PERSONS for provision of emergency shelter service and/or Chapter 16.125 Homeless and Transient Shelter licensing requirements.

This information is important as it will help AHD determine if there are interested providers in the community to ensure year-round non-congregate shelter.

2. PROJECT OVERVIEW

This Request for Information (RFI) by the Municipality of Anchorage, Anchorage Health Department (AHD) is a non-competitive solicitation. This RFI seeks to gather information from property owners, landlords, community-based organizations, and others who are interested in the use of their real estate holdings as non-congregate shelter for individuals experiencing homelessness throughout Anchorage.

“Non-congregate” is the term used to refer to shelters in which an individual or family has living space that offers some level of privacy such as hotels, motels, or dormitories. Non-congregate shelters must be accessible to individuals with disabilities by complying with all requirements

including those identified under the Americans with Disabilities Act and Architectural Barriers Act.

Responses provided to this RFI will be reviewed by AHD, which may lead to further investigation and inquiry. This RFI should not be interpreted as an official offer to enter into a contractual agreement. The MOA is issuing this RFI for informational and planning purposes. This does not constitute a competitive solicitation or a promise to issue a competitive solicitation in the future. The purpose of issuing this RFI is to gauge the community's capacity for non-congregate shelter.

3. SITE INFORMATION AND CRITERIA FOR SUBMISSION

The MOA seeks information on sites that could be available for use by or after May 1, 2023.

Site Requirements

- Within 1/2 mile of an existing bus route
- Working utilities (e.g., electricity, water, sewer, gas, etc.)
- Properly working heating, ventilation, and air conditioning (HVAC)
- Backup generator or capacity to add same
- Americans with Disability Act (ADA compliant bathrooms or ability to add ADA compliant bathrooms)
- Parking and reserved spaces for people with disabilities
- Fire alarm and sprinkler system
- Emergency exit plan
- A floor plan indicating square footage with emergency exits clearly marked
- A current certificate of occupancy or ability to obtain one
- Evidence that the structure is compliant with all building and fire inspections, codes, and specifications or could be brought into compliance
- Evidence that the property has no outstanding tax liability or the ability to remedy any outstanding liability
- Evidence that the property has no outstanding building or fire violations or if so the ability to remedy any violations
- Proof of Zoning type
- Private rooms for either individual or family occupancy
- Attached bathroom/shower facilities to each room or accessible bathroom/shower facilities within the building
- Microwave in each room
- Phones in each room
- Laundry facilities
- Ability to distribute meals no less often than three times daily

- Office space for supportive services provider

Not Required but if Offered, Please Include in Response

- Wi-fi
- Television set in room or in a common gathering space
- Refrigeration units in room
- Kitchen/commercial kitchen facilities (either operated by site or for use by residents, please specify)

Please be advised that to ensure the health and safety of residents, staff, and volunteers, if your site is chosen for use it will be inspected by the MOA.

4. RFI RESPONSE SUBMISSION

4.1 Response Method

Responses will only be accepted by the Municipality of Anchorage Purchasing Department. Responses can be mailed emailed, or hand delivered to the following address:

Municipality of Anchorage
Purchasing Department
632 W. 6th Avenue, Suite 520
P.O. Box 196650
Anchorage, AK 99519-6650
wwpur@muni.org

4.2 Response Details

Responses should reference Request for Information number 2023RFI001. Responses should include organization/business name, mailing address, phone number, and e-mail address of designated point of contact. **Response should have answers to each question in Section 5.** Answers should be detailed enough for AHD to determine the ability of the respondent to provide the service. For example, saying “Yes, interested” is not a sufficient response. Submittals shall be no more than 10 pages, excluding attachments.

4.3 Deadline

Responses are due no later than 12:00pm on Friday, April 28, 2023.

4.4 Questions

Questions about this RFI should be emailed to the Municipal Purchasing Department at wwpur@muni.org. Emails should include the Request for Information number 2023RFI001 in the subject.

4.5 Important Notice

AHD does not intend to award a contract from this RFI, nor will AHD be financially responsible for any preparation or administrative costs incurred in response to this RFI. All costs associated with responding will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future solicitation, if issued. AHD may or may not choose to meet with respondents for further clarification. Proprietary information should be minimized as any information submitted in response to this RFI will be considered public documents, subject to review and inspection by the public at MOA's discretion, in accordance with Anchorage Municipal Code (AMC) 3.90 Access to Public Records and other applicable public records laws.

MOA reserves the right to verify information provided in each response. If an insufficient number of responses are received, MOA reserves the right to re-issue an RFI, issue a Request for Proposals (RFP), execute a sole-source contract, or take any other action deemed appropriate by MOA.

It is improper for any MOA officer, employee, or agent to solicit consideration, in any form, from a responder with the implication, suggestion, or statement that the responder will obtain any type of favorable treatment arising out of this RFI or that the responder's failure to provide such consideration may negatively affect the responder. A responder shall not offer or give, either directly or through an intermediary, consideration, in any form, to an MOA officer, employee, or agency for the purpose of securing any type of favorable treatment that may arise from this RFI. A responder shall immediately report any attempt by an MOA officer, employee, or agent to solicit such improper consideration for any reason whatsoever.

5. MINIMUM REQUIRED RESPONSE INFORMATION

- 1) Physical address
- 2) How many private rooms (a room for either an individual or for a family unit) does your facility have?
 - a. Brief description of room types/size and amenities included for each room as listed in Section 3 and any additional information you wish to include about your facility.
- 3) For which months of the year could your organization provide non-congregate shelter?
- 4) Description of how you would meet the requirements of meal provision and supportive services. e.g., "We have a commercial kitchen on-site and can prepare meals meeting nutritional requirements," or "We would want MOA to help put supportive services in place," or "We have a common area where meals can be distributed."
- 5) Please provide any other information that may be relevant to AHD. (Please write N/A if you do not have any additional information to share.)
- 6) Completed Site Requirement checklist (last page of this RFI)

SITE REQUIREMENTS AND OPTIONAL AMENITIES

Site Requirements (Check each relevant box)

- Within 1/2 mile of an existing bus route
- Working utilities (e.g., electricity, water, sewer, gas, etc.)
- Properly working heating, ventilation, and air conditioning (HVAC)
- Backup generator or capacity to add same
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- Parking and reserved spaces for people with disabilities
- Fire alarm and sprinkler system
- Emergency exit plan
- A floor plan indicating square footage with emergency exits clearly marked
- A current certificate of occupancy or ability to obtain one
- Evidence that the structure is compliant with all building and fire inspections, codes, and specifications or could be brought into compliance
- Evidence that the property has no outstanding tax liability or the ability to remedy any outstanding liability
- Evidence that the property has no outstanding building or fire violations or if so the ability to remedy any violations
- Proof of Zoning type
- Private rooms for either individual or family occupancy
- Attached bathroom/shower facilities to each room or accessible bathroom/shower facilities within the building
- Microwave in each room
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- Laundry facilities
- Ability to distribute meals no less than three times daily
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Not Required but if Offered, Please Include in Response

- Wi-fi
- Television set in room or in a common gathering space
- Refrigeration units in room
- Kitchen/commercial kitchen facilities (either operated by site or for use by residents, please specify)
- Other (Describe within questions portion of submission or attach a separate sheet)