

# REQUEST FOR INFORMATION

2021RFI001



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Community Sites for Navigation and Housing in the Municipality of Anchorage

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**Municipality of Anchorage  
Purchasing Department  
632 West 6<sup>th</sup> Avenue  
Anchorage, Alaska 99501**

## **INTRODUCTION**

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The Municipality of Anchorage (MOA), as part of a comprehensive plan to address homelessness in our community, is considering constructing a purpose-built Navigation Center(s) as well as other facilities to serve persons experiencing homelessness in our community. These facilities are intended to provide housing and a wide variety of services that address the root causes of homelessness. Each facility should be a place where people can come as they are and be accepted 24 hours a day, with possible assessment and transport to more appropriate locations for care. Adequate space to treat people with dignity and respect, a sense of privacy, and with the assumption that many guests have experienced trauma is necessary. Adequate space is expected to be required for sleeping accommodations, dining facilities, office space, medical areas, common areas, showers, laundry, and other uses.

## **PROJECT OVERVIEW**

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This Request for Information (RFI) by MOA 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 site(s) as shelters, navigation centers, supportive housing, work force housing, and transitional housing for persons experiencing homelessness. Sites may be either unimproved land or existing structures. Facilities may be anticipated to be used as congregate or noncongregate.

Responses provided to this RFI will be reviewed by MOA, which may lead to further investigation and inquiry. This RFI should not be interpreted as an official offer to enter into a contractual agreement. 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 ensure that no suitable sites have been omitted by the MOA's collaborative process to draft a plan to exit mass care and address homelessness in our community.

This RFI is geared towards property owners, landlords, or community-based organizations in the MOA who have access to sites or facilities that may accommodate

overnight services either temporarily or as housing to persons experiencing homelessness.

## **SITE INFORMATION AND CRITERIA FOR SUBMISSION**

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MOA seeks information on sites that could be available for development or use no later than 1 December 2021.

### Vacant Lot Site Requirements:

1. Minimum 7 acres
2. Readily available utilities (e.g., electricity, water, sewer, gas, etc.)
3. Existing road access
4. Evidence that the property has no outstanding municipal tax liability
5. Proof of Zoning type
6. Within ½ mile of an existing bus route

### Existing Structure Requirements:

1. Minimum occupancy 100 persons
2. Within ½ mile of an existing bus route
3. Working utilities (e.g., electricity, water, sewer, gas, etc.)
4. Properly working heating, ventilation, and air conditioning (HVAC)
5. Back up emergency generator or capacity to add same
6. Americans with Disability Act (ADA) compliant bathrooms or ability to add ADA compliant bathrooms no later than December 1, 2021
7. Parking and reserved spaces for people with disabilities
8. Fire alarm and sprinkler system
9. Emergency exit plan
10. A floor plan indicating square footage with emergency exits clearly marked
11. A current certificate of occupancy or ability to obtain one no later than December 1, 2021
12. Evidence that the structure is compliant with all building and fire inspections, codes, and specifications or could be brought into compliance no later than

December 1, 2021

13. Evidence that the property has no outstanding tax liability or the ability to remedy any outstanding liability no later than December 1, 2021
14. Evidence that the property has no outstanding building or fire violations or if so the ability to remedy any violations no later than December 1, 2021
15. Proof of Zoning type

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

## **RFI RESPONSE PROCESS**

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MOA requirements are not subject to any restriction in the approach proposed by candidates. All proposed sites must meet the functional requirements.

### **RFI PARTICIPATION**

Those interested in participating should confirm by e-mail to the MOA within seven days of receiving the RFI their **Intent to Respond**. A failure to confirm will signify that a potential respondent is not interested in participating in the RFI.

All potential respondents confirming their participation should send the Intent to Respond to [wwpur@muni.org](mailto:wwpur@muni.org)

### **RFI SCHEDULE**

RFI provisional key dates are the following:

October 7, 2021	MOA makes RFI available to potential partners
October 14, 2021	Deadline for potential partners to submit their Intent to Respond and submit questions
October 18, 2021	MOA provides responses to all interested potential partners
October 21, 2021	Deadline for MOA to receive all proposals (including all related material)

Next steps will consist in reviewing the responses submitted, and if necessary, invite respondents to present their approach.

### **RFI RELATED QUESTIONS / CLARIFICATIONS**

Respondents are encouraged, but not required, to submit questions electronically no later than 2:00 PM October 14, 2021.

All questions related to this RFI must be directed to [wwpur@muni.org](mailto:wwpur@muni.org) within the deadlines specified above with the subject line “Navigation Center Sites Questions.” Please include your name and title, the name of your organization and the best telephone number to reach you if a MOA representative needs to speak with you for further clarification. MOA will post written responses to all received questions on the MOA Purchasing website no later than 5:00 PM October 18, 2021. Respondents are responsible for checking the MOA website to obtain current information and responses.

An RFP maybe issued after review of the RFI submissions. However, if subsequent competitive bidding opportunities are issued, the MOA is under no obligation to advise any vendor responding to this RFI. Vendors are advised to monitor the Municipality of Anchorage’s website ([www.muni.org](http://www.muni.org)) for any such opportunities, which will be open to all vendors regardless of whether a response to this RFI has been submitted.

### **RFI SUBMISSION REQUIRMENTS**

Submissions may be in writing or sent electronically via email. Submittals shall be no more than ten (10) pages, excluding attachments. Submissions should be labelled “Municipality of Anchorage Navigation Center and Shelter Facility Sites, RFI Submittal.”

Submittals shall be delivered or emailed to the following addressee on or before October 21, 2021, 5:00 PM Alaska Time.

Municipality of Anchorage  
632 West 6th Avenue, Ste 520  
Anchorage, Alaska 99519-6650  
[wwpur@muni.org](mailto:wwpur@muni.org)

### **RFI TERMS & CONDITIONS and DISCLAIMER**

The Municipality of Anchorage (MOA) reserves the right to request additional qualifications, and to make inquiries as may be necessary.

This RFI is issued by MOA for informational and planning purposes. It does not constitute a competitive solicitation or a promise to issue a competitive solicitation in the future. This RFI does not commit MOA to contract for any goods or services whatsoever.

All costs of responding to this RFI shall be borne by the responding party. MOA shall not be liable for any expenses incurred by the responder in the preparation and/or submission of the information requested in this RFI.

Responses to this RFI become the exclusive property of MOA. All information provided by responders 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. Requested exceptions will be those pages in each response which are accurately defined by the responder as business or trade secrets and are marked as "TRADE SECRET" or "CONFIDENTIAL." MOA shall not in any way be liable or responsible for the disclosure of any such records, including, but not limited to, those marked "TRADE SECRET" or "CONFIDENTIAL" if the disclosure is deemed to be required by law or court order.

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 an 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 a MOA officer, employee, or agent for the purpose of securing any type of favorable treatment that may arise from this RFI. A responder shall immediately report any attempt by a MOA officer, employee, or agent to solicit such improper consideration for any reason whatsoever.

## **RESPONSE FORMAT**

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Respondents should provide all requested information outlined in this RFI, including the following:

For Existing Structures:

1. Physical address with marked digital map specifying the location
2. A floor plan indicating square footage with emergency exits clearly marked
3. A current MOA certificate of occupancy or the ability to obtain a certificate of occupancy by December 1, 2021
4. Evidence that the site is compliant with all building and fire inspections, codes, and specifications or the ability to be in code compliance by December 1, 2021
5. Evidence that the property has no outstanding tax liability or the ability to remedy any outstanding liability no later than December 1, 2021
6. Evidence that the property has no outstanding building violations or if so the ability to remedy any violations no later than December 1, 2021
7. Proof of Zoning type

8. Identification of an existing bus route within ½ mile of the location
9. Pictures of the interior and exterior as available
10. Evidence that the respondent has control of the property and the legal authority to enter into agreements regarding the property
11. Date available for site control

For vacant land:

1. Physical address with marked digital map specifying the location
2. Plat map with acreage
3. Evidence that the property has no outstanding tax liability or the ability to remedy any outstanding liability no later than December 1, 2021
4. Evidence that the property has no outstanding building violations or if so the ability to remedy any violations no later than December 1, 2021
5. Proof of Zoning type
6. Identification of an existing bus route within ½ mile of the location
7. Pictures of site including perimeter and road connection(s)
8. Documentation of existing utility access
9. Evidence that the respondent has control of the property and the legal authority to enter into agreements regarding the property
10. Date available for site control

The documentation for this RFI must be in a Portable Document Format (PDF) file. Documents must be typed in 12-point font with margins of no less than 1” on all sides. Text may be single spaced or double spaced. Format must be “reader friendly” to facilitate easy review. Paragraphs must be clearly distinguishable. Use of bolding where appropriate to highlight key ideas is encouraged. Submissions must be in written English.

Responses must be submitted in the legal name of the property owner or organization. Submissions must be signed by authorized representative(s) of the organization who has legal authority to enter into a binding contract agreement with MOA. Each page of the



PDF, including exhibits, must be numbered sequentially at the bottom of the page to indicate “Page \_ of \_ “.

Submissions may be in writing or sent electronically via email. Responses will not be accepted via facsimile transmission.

**In addition to the functional requirements outlined above, please provide any other details which may be of interest to this RFI.**

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