



THE CITY OF  
**HALF MOON BAY**  
CALIFORNIA

**REQUEST FOR BIDS**

**Homeless Encampment Cleanup Services**

Date of Issue: Wednesday, March 7, 2018

Due Date: Friday, March 16, 2018

## GENERAL

The City of Half Moon Bay (City) seeks services to support the cleanup of homeless encampments in designated Environmentally Sensitive Habitat Areas (ESHAs) adjacent to and within the Pilarcitos Creek within City limits. The goal of the City of Half Moon Bay is to protect the health and safety of homeless individuals, the general public, and the environment.

Services will be performed prior to June 30, 2018 within the City of Half Moon Bay. A report will be required that records methods used, staffing levels, hours on site, total weight of debris removed, general observations. The City may require additional services under a separate contract.

### I. SCOPE OF WORK

**Overview:** As directed by the City, the Contractor shall provide homeless encampment site cleanup to remove biohazardous material and other encampment waste material to provide a safe and clean site.

**Site Conditions:** Sites are considered to contain a variety of materials that may contain hazardous materials including bio-hazardous; garbage and general debris; human waste; constructed temporary shelter; and other items associated with homeless encampments.

**Site Locations:** There are various sites within City limits in designated Environmentally Sensitive Habitat Areas (ESHAs) adjacent to and within the Pilarcitos Creek.

**Biohazard Handling:** Contractor staff must be trained and certified in handling and disposal of hazardous materials. Service Provider must provide copies of any applicable training records, certifications, and licenses required to perform this work.

**Structure Demolition:** Some work may require the removal of wood frame or concrete block structures. This may include asbestos analysis, removal, and disposal. The Contractor is responsible to obtain the permits. City will waive fees for City permits.

**Records Keeping:** The Contractor shall be responsible for maintaining a record keeping for each site specified in this contract. Contractor shall photograph the encampment site before and after cleaning and provide electronic copy of each photograph to the City. All working papers in support of each required report must be retained and made available to the city at no cost for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The successful bidder will be required to make working papers available to third parties only upon written request by the City Manager. In addition, the firm shall respond to the reasonable inquiries of successor successful bidders and allow successor

successful bidders to review working papers relating to matters of continuing accounting significance.

A final report shall be submitted to the City no later than one month after the cleanup. The report shall include:

- a. Date of Service
- b. Staff levels and staff hours
- c. Technique utilized
- d. Total weight of debris removed

## II. CONTRACTOR PROVISIONS

In order for a company to qualify for the bidding process, it must meet the following requirements. The successful bidder will be required to enter into an agreement with the City. This agreement shall define the work scope, performance measures and payment schedule for the services offered subject to the following:

1. Possess a valid business license to work in Half Moon Bay.  
<https://halfmoonbay.hdlgov.com/>
2. Provide proof of appropriate insurance prior to start up.
3. The Contractor shall coordinate with the City on a site-by-site basis to determine the work order for each encampment cleanup. The work order will establish the start date, estimated timeframe of work, staging area, traffic control if required, and name of the onsite representative.
4. Contractor shall photograph the encampment site before and after cleaning and provide electronic copy of each photograph to the City.
5. Contractor shall supply all labor, material, tools, protective clothing and gear, and equipment that is required or needed to perform the work to handle, remove, transport, and dispose of the waste materials and leave a clean site.
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.
7. Contractor shall properly handle and dispose of solid waste and hazardous waste in accordance with all applicable laws.
8. Contractor is responsible for the supervision and management of its crew and sub consultant to ensure all necessary safety procedures are followed.
9. The Contractor will bag personal property left behind and transport them to a place designated by the City. Guidelines for property identification will be provided.
10. Contractor shall immediately contact the San Mateo County Sheriff Department through 911 if a weapon is found.
11. Contractor shall notify the City if additional encampments are discovered in the general area to obtain authorization prior to proceeding with any additional work.

### III. SELECTION PROCESS

**All proposals must be received no later than Friday, March 16, 2018.**

Please submit your proposal to:

Mail:

City of Half Moon Bay  
Attn: Jennifer Acuña  
501 Main Street  
Half Moon Bay, CA 94019

Digital:

City of Half Moon Bay  
Attn: Jennifer Acuña  
jacuna@hmbcity.com

**Only one submittal is required. Digital submission is preferred.**

**Late submittals will not be considered.**

Proposals shall include the following:

- An estimated cost breakdown;
- Statement of Qualifications;
- Three references of services provided to a government agency similar to this contract for services for the cleaning of homeless encampments