

**RFP 2023-008 Temporary Emergency Shelter
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: **Natasha Ponczek Shoemake** at APHCompetitions@austintexas.gov or in the PartnerGrants database by no later than **Thursday, May 25, 2023 by 3PM CST.**

Last Updated May 16, 2023

Question No.	Questions	Answers
1	Description of the facility discussed at Site Visit.	<p>Provided: Bed frames, mattresses, sheets, pillows, blankets, underbed personal storage that can be secured with a padlock.</p> <p>Generators using natural gas in case of electric outage are able to power the entire facility.</p> <p>2 Showers inside are ADA only. Additional showers will be required for use of shelter guests and must be located outside.</p> <p>In addition to beds/storage, approximately 25 armchairs and ottomans will be provided.</p> <p>When agency is installing hygiene trailers, would need to use electric powered water heaters -no propane.</p> <p>This is not a walk-up facility, and there is a lot of semi-truck traffic in and out of the facility which makes walking or biking to facility dangerous.</p> <p>Shuttle ideas discussed: Have designated stops like grocery stores, social services, bus stops. Need to get input from agencies about shuttle.</p> <p>Covered porch was intended for temporary food services. Agency may propose different set up.</p> <p>Outside area adjacent to the building consists of 11 slanting parking spots measuring 17' x 89'. This area is available for use for shelter operations, in addition to the 3-4 bays for hygiene trailers with fresh water sources, drainage, and electrical outlets.</p> <p>Some space in the building will be cordoned off for separate use.</p> <p>The City may use part of this facility for emergency response purposes or other designated purposes, as outlined in Exhibit I of the RFP.</p>

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		<p>Considerable daily 18-wheeler truck activity will continue in the parking lot and driving areas.</p> <p>Vendor needs to provide security guards for different parts of the facility 24 hours a day. This could be discussed more with awarded vendor and the City of Austin.</p> <p>Convention Center security guards are not sworn officers and are on site to monitor the grounds, trucks and cameras. They will not be part of the shelter operations.</p> <p>Smoking is only allowed outside - agency will have to set up designated smoking area.</p> <p>City of Austin is still determining mechanism for allocating utility costs to the awarded agency.</p> <p>Animal friendly – there is a lawn area adjacent to the covered patio for animals to relieve themselves. Shelter operator would need to ensure waste pick-up and general efforts to maintain a healthy environment. Agency and the City would have to determine if where the kennel runs will be located.</p>
2	Are there bike racks? What about guests with cars?	There are no bike racks located at the facility. The agency could purchase temporary bike racks (not installed permanently). Agency will have to work with the City to determine parking for clients who have their own vehicles. There is no client designated parking space on site.
3	What are the expectations for cleaning outside and inside the building?	Agency will be responsible for cleaning inside and outside where clients may use including bathrooms, trash and dumpster. If there is use of the facility for other than shelter operations, the agency and City of Austin will negotiate cleaning.
4	Will there be minors if other City operations are on site?	Yes, potentially. If it's an operation of the City of Austin's Homeland Security Emergency Management (HSEM) department, the City would work to set up separation of activities.
5	Could temporary walls be put up?	<p>Yes. Agency will have to work with the City to determine the process. The agency can propose a plan.</p> <p>No. Only temporary items.</p>

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	Since its temporary, would we be allowed to attach anything to the walls?	
6	What about people coming in on shuttle(s) who we are not able to admit?	It will be up to the Offeror to propose a process for ensuring only people registered to stay at the shelter or persons confirmed for new intake referrals enter the shelter. Shelter ID cards or other processes could be used for shuttle rides. Anyone not admitted to shelter could/should take a shuttle ride back to another drop off location.
7	Do people need medical screening at entry (temperature, etc.) and what data is expected to be gotten at intake?	No medical screening is required. As established in the Data Collection and Reporting Requirements section, applicants must maintain documentation to record basic information and eligibility. Agencies must also adhere to all requirements of the local Homelessness Management Information System. (see Exhibit F). The awarded agency will work with the City on the referral/intake process and what data will need to be collected.
8	Should we plan for lounge area with television and cable service?	While the facility is not equipped with cable access, the Offeror may use streaming services. A lounge area or communal space for life skills, housing search, and employment classes alongside relaxation times would be an appropriate use of space.
9	We have relationships with county sheriff and off-duty officers - Are there any rules about what type of security is required?	No, there are not any rules about specific security types. Please be aware of the required service delivery principle, "Safety and Security: Offerors must support the safety and security of the shelter facility and surrounding areas and ensure the shelter environment is free from violence and incitement. Program participants must be offered opportunities to access private space and resources to secure their personal effects." Agency will have to work with the City.