

Request for Proposals

#21-01

The Community Development Program

of Beaver County

CARES Act (CDBG-CV, CDBG-CV3)

&

CARES Act (ESG-CV, ESG-CV2)

Acquisition, Rehabilitation, and Operation of a Men's 24 hour Emergency Shelter

## GENERAL CONDITIONS

### I. Solicitation of Proposals

The Community Development Program (CDP) of Beaver County seeks a qualified and experienced social service agency to acquire, rehabilitate, and operate a Men's 24 hour Emergency Shelter on behalf of the County. The County will maintain a role in the selection of the location, and oversight of the shelter including but not limited to: holding an advisory role on the selected agency's board, having input with the selection of the initial shelter Director, and providing at least monthly Technical Assistance meetings for the leadership of the selected agency (subrecipient) to ensure full compliance with all funding standards and County expectations.

This Request for Proposal (RFP) contains the most definitive statement of the purpose, scope of work and conditions that CDP is able to provide. It includes all the information necessary for consultants to submit a proposal.

All offerors are required to submit an original and one (1) copy of their proposal(s) to Marlene Landrum, Director, Community Development Program of Beaver County, 1013 Eighth Avenue, Beaver Falls, PA 15010 **by 4:00 P.M., prevailing time Monday, March 1, 2021. Do not bind or staple the proposal.**

### II. Project Description

The goal of this project is to acquire, rehabilitate, and operate a Men's 24 hour Emergency Shelter on behalf of the County. The Shelter will provide safe, healthy accommodations for unsheltered men. It will also provide a supportive environment from where the men can work with Continuum of Care (CoC) partners to secure stable housing. The County will provide partial financial support for the acquisition of the building and the subrecipient will match the difference (approximately \$100,000). The subrecipient will then own the building but will operate the shelter on behalf of the County.

The subrecipient will be expected to meet all funding requirements and the County's expectations including: operation of the shelter with minimal disruption to the surrounding community; meeting all federal, state and local regulatory requirements; maintaining an appropriate level of liability insurance; hiring of qualified and experienced support staff; timely reporting; collaborating with CoC partners to ensure rapid rehousing of guests; and notifying the County of any challenges that could cause disruption to the operation of the shelter. The subrecipient will be expected to enter all required guest data into the Homeless Management Information System (HMIS) and analyze their data for positive outcomes and to identify any areas for improvement on a monthly basis. This analysis will be shared with the County at their monthly meeting with agency leadership.

### III. Scope of Work

The provider will work within the framework established by the County as described below:

1. In coordination with the County, enter into a contingent sales agreement for the selected location. Complete all required steps to obtain municipal permissions to operate a shelter in the building including: submission of a Conditional Use Application in a timely manner if required, attendance at both Planning Commission and Council meetings as required, and

compliance with any additional steps requested to gain all necessary and required municipal permissions.

2. Coordinate with the Code Enforcement officer for review of the building and follow through on all issues identified to ensure the building meets all Code requirements.
3. Work with the County to rehabilitate the building to meet the specific and unique needs of the shelter including: all habitability requirements of each funded program; adequate space and hygiene provisions to mitigate the spread of infections; and adequate space for food prep, office space, showers/toilets, laundry, and common areas.
4. Purchase all necessary supplies and furnishings.
5. Select and hire a Shelter Director with input from a County representative.
6. Develop all Policies & Procedures for Shelter operations.
7. Open and operate the shelter 365 days a year.
8. Enter all guest data into HMIS. Review data on a monthly basis.
9. Attend the monthly Housing & Homeless Coalition meeting so as to enhance working relationships with CoC partners.
10. Meet with Community Development monthly for the first operational year.

#### IV. Information required of each offeror

Each proposal submitted will contain responses to the following:

1. Applicable strengths and experience for acquiring, rehabbing, and operating a Men's 24 hour Emergency Shelter. Include any experience with navigating municipal processes, purchasing a building for business purposes, overseeing a construction project, maintaining a building for safe and healthy operations, as well as relevant experience with homelessness and operating an emergency shelter.
2. Describe the agency's financial means for securing approximately \$100,000 in matching funds to acquire the building including a date by which the funds would be expected to be in hand.
3. Provide a timeline of the activities leading up to the opening of the Shelter.
4. Describe the daily operations of the shelter including but not limited to: the intake process, guest rules and expectations, supports available, staffing configuration etc.

#### V. Budget

In preparing a budget, the provider must consider that the budget cannot exceed \$1,050,000 from the County.

#### VI. Selection Factors

Each proposal will be rated and ranked in accordance with the following criteria:

1. Qualifications and applicable experience of offeror	30 pts
2. Technical approach and understanding of the scope of work	30 pts
3. Feasibility of budget and agency's fiscal ability to secure required matching funds.	20 pts
5. The plan and capacity of the provider to carry out the activities within a reasonable timeframe.	20 pts
Total Points	100 pts

VII. Selection Process

The County will evaluate each written proposal and assign points to each segment or factor of the proposal in accordance with the points listed above.

Proposals shall be reviewed by the Staff of the Community Development Program of Beaver County and the Continuum of Care Coordinator. Following the review, a recommendation will be made to the Board of County Commissioners who will make the official selection. Interviews may be requested.

VIII. Non-Discrimination

The offeror must ensure that the employees and applicants for employment are not discriminated against because of their race, color, religion, sex, national origin, disability or familial status and that requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, are met.

IX. Other

The County reserves the right to reject any or all proposals, to waive any formality and to amend this RFP whenever such rejection, waiver or amendment is in the best interest of the County.