



**Multnomah County, Oregon**

## **REQUEST FOR INFORMATION**

**RFI No: 4000004977**

**RFI Title: Homeless Shelter Properties, Improvements and Providers**

**Issue Date: June 17, 2016**

**We are Accepting Responses Through:  
July 18, 2016**

**Refer Questions to:  
Christy Tran, Senior Procurement Analyst  
Phone: (503) 988-7997  
Email: christy.tran@multco.us**

**Submit Responses to:  
Multnomah County Purchasing  
501 SE Hawthorne Blvd, Suite 125  
Portland, OR 97214  
(Electronic submission is preferred)**

### **INTRODUCTION**

Multnomah County (County), in cooperation with A Home for Everyone and the Joint Office of Homeless Services, seeks responses from individuals, organizations, and firms that are interested in providing information regarding properties that may be suitable for use as shelter for people experiencing homelessness, are interested in providing donated professional and construction services needed to improve properties for use as shelter, and/or are interested in operating shelter for people experiencing homelessness. Information gathered as a result of this Request for Information may assist the County in the creation of any potential solicitations and provide the County knowledge of available resources and services in the community. There shall be no monetary exchange or contract resulting from this Request for Information.

### **BACKGROUND AND POTENTIAL SCOPE OF PROJECT**

#### **I. Introduction**

A Home for Everyone, through the Joint Office of Homeless Services at Multnomah County, seeks to expand, by up to 650 beds, the number of overnight shelter spaces available to people experiencing homelessness over the course of the coming fiscal year (July 1, 2016 – June 30, 2017). In order to achieve this goal, A Home for Everyone is soliciting for (a) properties of various

types that could be used as shelter, (b) professional service and construction firms that may be interested in donating their services to assist in the development of homeless shelters, and/or (c) non-profit organizations that may have an interest in operating shelter of various types.

## II. Shelter

By “shelter” we mean safe, sanitary, warm, lawful, and appropriately managed overnight sleeping accommodations that are intended for limited duration stays. The primary purpose of shelter is to provide a person with a safe place to sleep who would otherwise be faced with sleeping unprotected outdoors, in a car, or in an unsafe situation. Stays in shelter are no longer in duration than is necessary to find a more permanent housing situation. While overnight sheltering is the priority, it is preferable that a shelter be open during the day as well. Similarly, while basic safety and hygiene services are the priority for shelter, it is preferable if other services are offered on site as well. For additional details, see our community emergency shelter guidelines at [www.ahomeforeveryone.net/](http://www.ahomeforeveryone.net/).

## III. Population Priorities

There is unmet need for shelter among all populations; however, A Home for Everyone is currently prioritizing expanded shelter for:

- Women and children, especially those fleeing domestic violence situations;
- Adult men and women who are disabled, Veterans, or over the age of 55;
- Unaccompanied adult women;
- Adult women in couples;
- People living with severe and persistent mental illness; and
- People of color.

## IV. Shelter Property Characteristics

(1) Buildings and Open Space: We seek properties with buildings of various types (see below), parking lots/large paved surfaces, and undeveloped land to accommodate a range of sheltering strategies.

(2) Short and Long-Term: We seek both properties that can be used for shelter temporarily (6 – 24 months) and longer-term (24 months – foreseeable future).

(3) Donate/Lease/Own: We seek properties that are donated, available for lease, and available for purchase.

(4) Buildings:

- a. Types/Configurations: Various types of buildings may be suitable for shelter provision, including retail, office, and warehouse space, motel rooms, churches, and large houses. Space may be one large room, multiple smaller rooms, on one floor or multiple floors.
- b. Size: Because of operating economies of scale, larger spaces are a priority, but smaller spaces may be desirable depending on population served, geographic location, etc. Fire Code requires a minimum of 35 sq. ft. of space per person sheltered in a short-term building-based shelter; permanent shelters are subject to other requirements. We anticipate building-based shelters ranging in size from 50 persons to 200+ persons. Size range therefore is: 2500 sq. ft. – 10,000 sq. ft. or more.

- c. Amenities: All building spaces used for shelter must have, or be improved to include, a sufficient number of bathrooms, including ADA bathroom facilities. For short-term shelter, portable toilets may be an option. Additional amenities such as showers, kitchen facilities, gathering spaces are desirable for temporary shelter and necessary to have or build out in spaces intended for longer-term shelter.
- d. Life Safety: All building space used for shelter must meet minimum life safety requirements. Those requirements vary depending on whether the space is to be used for shelter temporarily or long-term.
- e. ADA Accessibility: ADA accessible space, or space that can be readily made ADA accessible, is necessary for permanent shelters and strongly preferred for temporary shelter sites.
- f. Location: Spaces throughout Multnomah County are needed, however:
  - i. Geography: There is a particular need for buildings to provide short-term and long-term shelter in the North/Northeast Portland, in East Multnomah County in particular in areas close to the Springwater Corridor, as well as downtown Portland and NW Portland areas.
  - ii. Transit: Buildings located near mass transit, ideally with frequent bus and train service weekdays and weekends, are preferred.
  - iii. Zoning: Well-run shelter can be compatible with a wide range of adjacent uses. Within the City of Portland, temporary shelter may be located in any zone. Permanent shelter is allowed in multiple zones but bed limits and other restrictions may require completing a conditional use process. Currently, the City of Portland zoning code provides:

Zone	Current Maximum # of Shelter Beds Allowed without Conditional Use Review
RF through R1, and IR	0
RX and RH	25
CN1, CN2, and CO1	15
CS, CM, and CO2	25
EX, CX, and CG	100
OS	prohibited
EG and I	prohibited

If you are not familiar with the zoning for your property, you can enter your property address at [www.portlandmaps.com](http://www.portlandmaps.com), and look for the “Zoning” line under the property summary. If your property

is outside of the City of Portland, zoning may be more difficult to determine but it is not necessary to identify zoning at this stage.

- g. Duration: Spaces available for as little as six months are needed, but a minimum of 12 months is preferred for temporary shelter, and longer periods (2+ years) are needed for permanent shelter.
- h. Hours: Building spaces that can be used 24/7 are preferred, especially for longer-term shelters, but building spaces that are only accessible during night-time hours (e.g. 7 pm to 7 am) are also of interest, especially for temporary shelters.

(5) Parking Lots: A Home for Everyone has recommended the creation of a program that would have a professionally run non-profit organization managing access by homeless people with vehicles to designated “parking” spaces on a network of parking lots owned and managed by faith communities, businesses and non-profits. The non-profit would screen and assign homeless persons with vehicles to available parking spaces and ensure ongoing connection to services. Parking lot owners would provide access to restrooms and water. Hosts would receive ongoing support from the managing non-profit to assist with people they are hosting. We therefore seek owners with parking lots who may be interested in hosting homeless persons with their vehicles, or who would like to provide an RV or similar accommodation on their parking lot that a homeless household could use. Financial assistance for hosts may be available. The length of commitment is flexible.

(6) Undeveloped Land: A Home for Everyone has adopted guidelines for the creation of temporary and long-term structured outdoor shelter sites involving the use of uniform durable portable sleeping structures, a planned site layout, all necessary utilities and hygiene amenities, and experienced non-profit management. In order to establish one or more such communities, we seek land which meets the following criteria:

- a. Type/Configuration: Unimproved land or paved area
- b. Size: ½ block (approximately .5 acre) or larger
- c. Location: Same considerations as for shelter buildings detailed above in (4)f – provided that zoning considerations for permanent outdoor shelter sites will vary
- d. Utilities: On site water, sewer, and electricity are preferred but depending on the duration of the site’s availability utilities can be brought to the site
- e. Duration: Twelve months or longer is necessary

#### V. Professional and Construction Services

Most sites selected for use as short-term or long-term shelter will require a range of improvements in order to meet zoning, building code, and program requirements. We seek to hear from providers of professional services, including, for example, planning, architectural, and development services, as well as construction services of all kinds, who are interested in donating or substantially discounting their services in order to support the creation of additional shelter capacity in the community.

#### VI. Shelter Operators

We seek to hear from non-profit organizations in good legal standing that have an interest operating shelter of various types. We are particularly interested to hear from non-profits that provide

culturally specific services, whether or not they currently provide shelter. Non-profits with an interest in offering shelter should specify:

- (1) Types of Shelter: We seek non-profits interested in operating:
  - a. Large building based shelter
  - b. Smaller population-specific building based shelters
  - c. The parking lot host program described in IV. (5) Parking Lots above; and
  - d. Temporary structured outdoor shelter communities described in IV. (6) Undeveloped Land above
- (2) Populations: We seek non-profits interested in operating shelters that serve a range of populations, including severely and persistently mentally ill individuals, people fleeing domestic and sexual violence, single unaccompanied women, couples, and those experiencing chronic homelessness.
- (3) Geography: We seek non-profits interested in operating shelter throughout Multnomah County, but we are particularly interested in expanding services in downtown and NW Portland, North and Northeast Portland, and East Multnomah County.
- (4) Service Model: A Home for Everyone has adopted community guidelines for shelter and organized “safety off the streets” options that will govern the kinds of programs eligible for public support. These can be reviewed at [www.ahomeforeveryone.net](http://www.ahomeforeveryone.net). While we invite statements of interest on a range of service delivery models, we are particularly seeking to create low-barrier shelter options that emphasize the principles of Assertive Engagement (see <https://www.portlandoregon.gov/phb/article/481627>), foster self-determination and self-governance by people experiencing homelessness, and offer culturally specific and responsive services.
- (5) Site Identified: Please specify whether your non-profit has already identified a site for the operations you wish to conduct.
- (6) Expertise: Please specify what expertise your organization has in operating shelter of the type, size, location, and population you seek to serve, and in addition what unique familiarity your organization has with the population and/or geographic area you propose to serve.

## REQUESTED INFORMATION

In no more than four pages, double spaced, please provide:

1. An introduction to yourself, your organization, or your firm and indicate a primary contact.
2. Indicate and describe your interest in providing property, donated professional or construction services, or shelter operations.
3. For properties please describe the type of property, its size, location, existing amenities, accessibility, zoning (if known), how long it would be available and whether it would be donated, for lease, or for sale.

4. For professional and construction services please describe the nature of the services you would be prepared to donate or provide on a discounted basis, any stipulations as to the type of shelter, population, geographic area, or program type that you would willing to support, and any known limitations on the amount, duration, or timing of the support.
5. For the provision of shelter operations, please identify any populations, shelter types/sizes, geographic areas, and program types you prefer to serve/operate. Please confirm that you would be willing to operate shelter in keeping with the adopted Community Guidelines for Emergency Shelter, available at [www.ahomeforeveryone.net](http://www.ahomeforeveryone.net).

## **CONFIDENTIALITY**

Multnomah County is required to disclose non-exempt public documents pursuant to ORS 192.410-192.505). ORS 192.502(4) exempts the County from disclosing information submitted in response to a solicitation where the information is such that it “should reasonably be considered confidential.”

A respondent who determines that information within a response meets the statutory requirement and desires that such information remain confidential shall mark the bottom of the pages containing such information with the word “CONFIDENTIAL.”

If a respondent marks every page of a response as “CONFIDENTIAL”, the statutory requirement is not met; any response so marked will not be deemed to have been submitted in confidence, and upon request, the entire response will be disclosed.

The County will keep properly marked information confidential unless ordered to release the information and materials by the District Attorney pursuant to ORS 192.460.

## **SUBMITTED MATERIALS PROPERTY OF COUNTY**

All materials submitted for any portion of this Request for Information shall become the property of the County, and will not be returned to respondents.

## **RESPONSE SUBMISSION**

Respondents to this Request for Information may submit their responses through July 18, 2016. Responses may be mailed, hand-delivered or emailed to the County at the address listed on the first page.