

RFP 2023-008 Temporary Emergency Shelter
Exhibit I. Shelter Facility Information

1. Facility Information

The shelter site is a brand new 70,000 square foot warehouse and parking area that was designed to help alleviate traffic and parking issues related to downtown events and to create a space for off-site storage. The facility has 5,000 square feet designated for administrative use which includes three offices, a conference room, staff restrooms, a break room, and a workspace. An additional 7,800 square feet of exterior space is located under a covered patio and was designed as a covered picnic/eating area.

2. Temporary Shelter Planning

Most, but not all, of the facility's warehouse interior will be available for emergency shelter use through this solicitation. Ample parking spaces for shelter staff, service providers and deliveries will be available. A grass-covered area close to the covered patio may be used for pet access. Exterior space designed for approximately ten 18-wheeler trucks will be available for use by the emergency shelter operator. Portable toilets and hand-washing stations could be designated for set-up and servicing in this area. Additionally, four consecutive outside spaces measuring 40' x 8'4" each have access to black water drainage pipes, 100-amp outlets, and freshwater output. This covered area was designed for portable hygiene trailers.

Service providers operating emergency shelter as part of this RFP may not make any permanent changes to the facility or utilize areas that are set-aside for continued use of the Austin Convention Center or its contracted vendors. This includes internal spaces as well as the pavement areas outside the facility that are to be used for vehicle and supply storage.

3. Use of the Facility as a Short-Term Shelter in Extreme Events

The City of Austin (City), at the request of the State of Texas, has developed and implemented a regional Capital Area Hurricane Evacuation Shelter Hub Plan (Plan) to receive evacuees from the Texas Gulf Coast. The City, through the Homeland Security Emergency Management department (HSEM), activates the Plan when requested by the State and coordinates shelter hub operations. In addition, during other extreme weather events or emergencies, the City, in conjunction with or without other governmental authorities, may declare a local state of disaster that necessitates the activation of shelters across the City. During these times, the City may elect to activate this location as a short-term shelter with HSEM coordinating shelter operations.

In the event of an extreme weather event or other emergency that requires activation of the Shelter Site as a short-term shelter, the roles and responsibilities for that activation are described in the Memorandum of Understanding between the Austin Convention Center Department and Austin Public Health.

The contracted service provider will ensure that, within a 2-day activation notice, the shelter will accommodate APH and HSEM staff setting up the facility for additional and concurrent use as a short-term emergency response facility.