

**RFP 2023-010 COA Bridge Shelters
Official Questions and Answers**

All questions should be directed to the RFP Authorized Contact Person: **Natasha Ponczek** at APHCompetitions@austintexas.gov or in the PartnerGrants database by no later than **Thursday, November 9, 2023 by 3PM CST.**

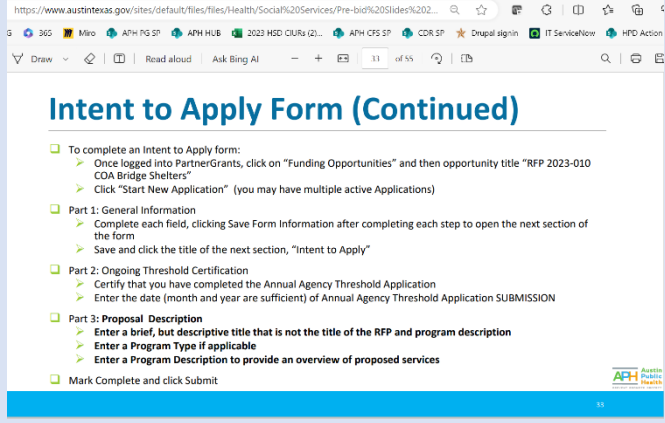
Last Updated November 14, 2023

Question No.	Questions	Answers
1	What is considered a major repair? * Answer Updated	Major repairs refer to extensive repairs that are not regularly occurring. Major repairs are ones that are necessary to restore the shelter to such a condition that it may be effectively utilized for its designated purpose. The repair is done by overhaul or replacement of major constituent parts that have deteriorated. Major repairs differ from routine maintenance, which are activities designed to keep facilities up and running. Examples of major repairs include replacing a collapsed roof, repairing pipes and walls following a pipe bursts, and overhauling a complete HVAC system. Conversely, minor repairs and routine maintenance involve recurrent, day-to-day, periodic, or scheduled work required to preserve or immediately restore a facility to such a condition that it can be effectively used for its designed purpose by repair but not significant replacement.
2	How are admin costs being budgeted differently this year? Is there guidance on this? * Answer Updated	Please see Exhibit C. Section IV. Part 5. Administrative Activities for details. Expenses for administration of the program have always been eligible for the Austin Public Health contract budget. For this budget form, Offerors are asked to separate out the administrative costs from other costs to determine a percentage of the total budget proposed. The administrative costs cannot exceed 15% of the budget proposed.
3	Will we need to wait to receive an acceptance to our Intent to Apply before submitting the full proposal? * Answer Updated	Yes. PartnerGrants will send an automated email to the Offeror that the Intent to Apply form has been submitted. At this time, Offerors are able to submit the final proposal. APH staff may contact Offerors if there are any issues with the Intent to Apply using the APHCompetitions@austintexas.gov email and Offerors may contact APH using this email address.
4	Can I get a link to these slides?	A link will be available on the RFP website. Presentation Slides are available here .
5	Are you able to tell us who has Northbridge currently?	Austin Public Health Homeless Strategy Division currently administers the shelter program at the Northbridge Shelter.
6	Which shelters currently have laundry capacity on-site? * Answer Updated	Both shelters have laundry facilities, but only Southbridge uses theirs for clients. The laundry facilities at Northbridge are only used by staff for

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		certain items. Austin Public Health contracts with a company to pick up, launder and return laundry for Northbridge clients.
7	Is there an approved list for subcontractors?	Awarded agencies do not have to use an approved subcontractor list. However, the awarded agency's contract manager will work with them to determine the best way to purchase large items or services. Some require demonstration of bids.
8	Will the shelters be awarded "as is," such as any damages or infestations? * Answer Updated	Both bridge shelters are currently operating and the current operators are responsible for damages and infestations. If new operators are selected, they will be responsible for continuing management of the buildings "as is" at the time of the transfer. The awarded agency's contract manager will work with them to determine the best way to address any damage or infestations.
9	What does an adequate laundry facility look like?	Please see photos of Northbridge and Southbridge's laundry facilities. Client laundry services could be made available either at the shelter with washer and dryer machines or through a contract with a laundry service. Either way is adequate for shelter.
10	Is there room to increase the capacity for more washers and dryers at the Northbridge?	At Northbridge, there is some space in the existing room where the industrial washers and dryers are kept. Awarded agencies could work with the City of Austin to determine the needs for laundry facilities for clients use at Northbridge. However, any large purchases must be approved by a contract manager prior to purchase. See photos on the following pages for laundry facilities at both bridge shelters. At Southbridge there is not much space to increase capacity, but awarded agencies may work with the City of Austin if more capacity is needed.
11	What is the bed capacity at Northbridge?	See Exhibit C – Scope of Work page 3 section V. for more information. Northbridge has 65 rooms set up to support two people per room, with a minimum capacity of 125 people. Up to five rooms may be reserved for single occupancy. Southbridge has 75 rooms set up to support two people per room, with a minimum capacity of 140 people. Up to five rooms may be reserved for single occupancy.
12	What does semi-congregate mean?	Semi-congregate shelter is a location where each individual/household has space that offers some level of privacy, such as smaller rooms with fewer individuals. At the bridge shelters, each room has two


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		beds and can accommodate two individuals who may or may not be known to each other.
13	If we have a threshold review in FY 23 can we just use that one for the Intent to Apply form?	The threshold review must be dated by 10-16-22 to be valid. The intent to apply is due October 31 and the date of the threshold review is asked for on the Intent to Apply form.
14	Is there anything that would hold up or cause our Intent to Apply to not be approved?	Some things that are considered when approving the Intent to Apply: If there is a recent threshold review on file with a date of 10-16-2022 or later. If an agency needs to update the threshold review, it may take a couple days to get it approved. This may impact if and when the Intent to Apply is approved. If there are any outstanding compliance issues with the Contract Compliance Unit who approves the threshold reviews.
15	When can we start on writing the final proposal? Do we have to wait for the Intent to Apply to be approved?	The intent to Apply must be approved before an agency can submit a final proposal. However, since the proposal documents are all available on the RFP website , Offerors may always start working on the documents early before you are able to submit the proposal.
16	I keep receiving “reminder” emails as if the Intent to Apply forms weren’t completed. Also, I see the status says “editing” but we are finished with this portion. Is what I am seeing a human error or Partner Grants?	You must mark your form as complete and then submit to actually submit the document. Please see the slide below from the pre-bid meeting and instructions here pages 8-10: G - Applying for APH-Funded Opportunity PartnerGrants Instructions with Threshold.pdf (austintexas.gov) 
17	What is the duration of rental assistance funds for the 12-month award?	As stated in Section (VI.) (4) General Housing Assistance may be provided to participants who may exit homelessness with little to no ongoing assistance. General Housing Assistance may not be provided to participants not participating in shelter services or utilizing the shelter facility. General Housing Assistance is intended to be short term or one-time

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		assistance that is paid prior to the client leaving the shelter. Clients will need to be enrolled in community housing programs, such as Rapid ReHousing or Permanent Supportive Housing, if they require longer-term assistance. Agencies should ensure their proposed program design is in alignment with the Scope of Work and how the financial assistance is utilized.
18	What has been the objective for clients at the shelters? Have they been placed into permanent shelters? CoC list for permanent housing?	All homeless services programs have a goal to assist participants in ending their experiences of homelessness. Shelters should assist participants with identifying and developing a housing plan, connecting to the coordinated entry system, identifying sources of income, connecting to mainstream benefits, and exiting shelter to permanent housing.
19	What has been the past supportive services operation to transition sheltered clients toward self-sufficiency?	Shelters within Austin support participants with Housing Focused Supportive Services (Section (VI)(2)) to recover necessary identification documentation, obtain mainstream benefits, connect to sources of income, identify housing needs, and address basic needs. Housing Focused shelter is a nationally recognized and evidence based best practice, please see Section IX and X of the Scope of Work for more information about this and related approaches.
20	Can offerors tour the current shelters before Thursday, November 16?	No. The shelters have been in operation for years and are currently serving clients so no tours will be offered.
21	Are the shelter facility floorplans available for review?	No. There are no floorplans available to the offerors.
22	Can offerors use a staffing agency for certain program personnel?	Yes. The offeror will need to determine what line item will be used in the budget document to account for any outside staffing needs. Please review the instructions for the budget.
23	Are appendices (i.e., policies and procedures, SOPs, etc.) permissible for upload with the final proposal submission?	From the Pre-Bid Meeting Presentation: Some questions include required or optional attachments <ul style="list-style-type: none"> ○ Upload under the designated required attachment item in PartnerGrants or one of the Additional Supplemental Document optional attachments. ○ Remember to clearly title each file using only letters and numbers. ○ Try to consolidate to <u>one file for each question</u> <u>See below for screenshot in Partnergrants.</u>

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		 <p>The screenshot shows a table titled '- Named Attachments' with two columns: 'Named Attachment' and 'Required'. The rows are: '1 - Offer Sheet' (Required: ✓), '2 - RFP Application' (Required: ✓), '3 - Program Budget and Funding Summary' (Required: ✓), '4 - COA Certifications and Disclosures' (Required: ✓), 'ASD1 - Additional Supporting Documentation-pdf, if applicable' (Required:), 'ASD2 - Additional Supporting Documentation-pdf, if applicable' (Required:), and 'ASD3 - Additional Supporting Documentation-pdf, if applicable' (Required:).</p>
24	If there are vehicles, will offerors be able to utilize them?	The RFP Scope of Work Section VI. 1. Operations lists transportation assistance resources and equipment as an eligible expense. If there are any vehicles used by the existing operator of a bridge shelter, the City of Austin will have to determine during contract negotiations if it can be transferred to the awarded agency.
25	Are other services such as utilities or garbage going to be costs provided by the city?	The RFP Scope of Work Section VI. Eligible Costs 1) Operations states “The awarded agency will be responsible for working with the City of Austin to determine roles and responsibility regarding facility oversight, minor repairs, and safety standards; major repairs will be provided by the City of Austin.” Offerors should include utilities and garbage costs in their budget proposal.

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Southbridge Laundry room

Has 4 washers and 4 dryers with 125 Volt standard wall plugs available for clients to use.

Photo 9.A Southbridge



Photo 9b. Southbridge



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Northbridge Laundry Room

Has two industrial washers and two industrial dryers (Pic 10C) that clients do not use, but staff use for bed linens and pillows.

Photo 9C Northbridge



Photo 9D. Northbridge

