



Request for Proposals

January 2021

Emergency Shelter Needs
Lancaster County, Pennsylvania

Lancaster County Redevelopment Authority
28 Penn Square, Suite 200
Lancaster, PA 17603-4297
Phone: (717) 394-0793

Lanc Co MyHome
Lancaster County Homelessness Coalition
618 North Duke Street, PO Box 3555
Lancaster, PA 17604
Phone: (717) 544-5714

Request for Proposals – Emergency Shelter Needs

INTRODUCTION

The Lancaster County Redevelopment Authority (Authority) and the Lancaster County Homeless Coalition (Lanc Co MyHome) seeks hotel space or comparable accommodations to shelter individuals experiencing homelessness related to the COVID-19 pandemic. Funding to accommodate additional shelter space is being provided by the Authority, on behalf of the County of Lancaster, through the U.S. Department of Housing and Urban Development with Community Development Block Grant Coronavirus and Emergency Solutions Grant Coronavirus funds.

Due to compliance with federal and state health and safety guidelines for the COVID-19 pandemic, emergency shelters throughout Lancaster County are at reduced capacity to serve individuals and families experiencing homelessness. Currently there is a net decrease of 30 – 40 shelter beds, from yearly programming, due to these guidelines. Compounding the need is risk of future evictions and foreclosures as temporary stays expire and the increase in winter weather conditions.

SCOPE OF PROGRAM

It is expected that the emergency shelter space(s), as requested in this RFP, will be needed for the next four (4) to six (6) months or longer depending on the housing needs related to the COVID-19 pandemic.

The emergency shelter space(s) will be provided to Lan Co MyHome by the property owner based on an agreement that is executed following the RFP selection. Lan Co MyHome will be the liaison between the property owner/manager, community partners and municipality, and will ensure that proper communication and appropriate protocols are in place.

Lan Co MyHome intends to contract with additional non-profit service providers for shelter referrals, food distribution and case management. The program is intended to have onsite staffing to ensure the shelter program is running smoothly as well as daily food distribution and case management to assist in the transition to more permanent housing.

Individuals who are sheltering at the property and need to be quarantined due to COVID-19 will be transported to a quarantine hotel and will remain at that hotel until negative tests results come back or when they are no longer symptomatic.

LOCATION

Preference will be given to properties within the boundaries of East Lampeter Township; however, the Authority and Lan Co MyHome will accept proposals for properties located throughout Lancaster County, Pennsylvania. Locations with easy access to an RRTA bus route are preferred.

SITE INSPECTION

Prior to executing any agreement for the use of hotel space or comparable accommodations for emergency shelter, the Authority, Lan Co MyHome and Municipality reserves the right to inspect the property for habitability such as safety and code compliance.

CONTENTS OF SUBMISSION

- 1) General Information
 - a) Name of Hotel or Building
 - b) Location (Municipality, Address)
 - c) Property Information
 - i) Year Built
 - ii) Number of Stories
 - iii) Number of Total Rooms
 - d) Contact Information
 - i) Point of Contact (Name, Phone, Email)
- 2) Proposed Room(s) Information
 - a) Proposed Number of Rooms
 - i) Room Size(s)
 - ii) Occupancy Limits
 - b) Proposed Per Night Rate
 - c) Proposed Agreement for Number of Rooms and Rate
 - i) Leasing Block of Rooms or As Needed Basis
 - d) Amenities Included with the above

SUBMISSION PROCESS

Proposals must be submitted to the Authority by **12:00pm on Friday January 15th**. Applicants must submit one **(1) electronic copy**.

Attention: Justin Eby
Lancaster County Redevelopment Authority
Email: jeby@lchra.com

EVALUATION OF PROPOSALS

Lan Co MyHome intends to enter into an agreement with any responding party who best demonstrates capability to provide shelter space called for in the RFP in the most efficient, cost-effective, and professional manner. Per room/night rates, location and amenities will be evaluated as part of the selection.