Procurement Division
Public Services Building
2051 Kaen Road
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REQUEST FOR INFORMATION (RFI) #2026-81

Issue Date: October 13, 2026

Project Name:	Shelter Facility		
Quote Due Date/Time:	November 13, 2026, 2:00 PM PST		
Procurement Analyst:	Jaymi Stark	Email:	jstark@clackamas.us

SUBMIT QUOTES VIA EQUITY HUB'S BID LOCKER LOCATED AT
https://bidlocker.us/a/clackamascounty/BidLocker.

PLEASE NOTE: EMAIL SUBMISSIONS WILL NOT BE ACCEPTED.

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Respondents are required to read, understand, and comply with all information contained within this Request for Information ("RFI"). Responses received after the Due Date/Time may not be considered. Clackamas County reserves the right to terminate this RFI at any time, as determined by County in its sole discretion.

RFI Documents can be downloaded from OregonBuys at the following address: https://oregonbuys.gov/bso/ Document No. S-C01010-00018192. Prospective Responders will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Responders are responsible for obtaining any addenda or clarifying questions from OregonBuys.

Submitting Quotes: Bid Locker

Responses will only be accepted electronically via a secure online submission service, Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

A. Completed documents must arrive electronically via Bid Locker located at https://bidlocker.us/a/clackamascounty/BidLocker.
B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated above or as modified by Addendum. LATE QUOTES WILL NOT BE ACCEPTED.
C. Quoters must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
D. Further questions concerning Bid Locker may review the Vendor's Guide located at https://www.clackamas.us/how-to-bid-on-county-projects .

All questions regarding this RFI are to be directed to the Procurement Analyst named above.

Respondents are responsible for all costs associated with the preparation, submittal, and presentation of their responses. This RFI is not a solicitation for bids or proposals. It is a request for information regarding the matters described below.

2. Background Information and Objectives

Since the passage of the Metro Supportive Housing Services (SHS) Measure in 2020, Clackamas County has designed, launched, and integrated a homeless services continuum that spans outreach through permanent supportive housing. A key component of the County's system of care, shelter provides a safe and decent bed indoors, with a connection to services to find permanent housing. Clackamas County's Supportive Housing Services Local Implementation Plan dictates a priority to increase emergency shelter capacity, including wraparound services to transition people into permanent housing.

Clackamas County, on behalf of its Health, Housing & Human Services Department, Housing and Community Development Division, is exploring potential sites for a new shelter facility. The County has funding available for the acquisition and development of a suitable shelter facility and is seeking information about shelter-ready properties or sites suitable for conversion or development. Respondents are requested to provide conceptual information for village-style shelters, existing buildings for congregate shelter (including limited building modifications or light renovations to be completed within six months), and/or existing buildings for non-congregate shelters (including limited building modifications or light renovations to be completed within six months).

The shelter site must be located within Clackamas County's Urban Growth Boundary and capable of operating a year-round, overnight shelter serving 40 or more households at a time.

Shelters must fulfill the following functions.

- Provide a safe and decent place to sleep overnight with protection from the elements
- Provide access to restrooms on site, including access to showers
- Provide access to food on site, or support with accessing food
- Offer access to information about other resources and services
- Allow personal possessions, with limitations as necessary and appropriate
- Accommodate service animals, and allow pets when feasible
- Provide staff oversight and support to assist in creating a safe and inclusive environment

While this RFI is not a solicitation for bids or proposals, Clackamas County may enter a future notice of funding opportunity ("NOFO") process based on responses to this RFI. At this time the County plans to use funds provided under the Metro SHS Measure for acquisition of the shelter site. SHS funds are limited to use within the Metro jurisdictional boundary. If the County does issue a NOFO, and subsequently award a grant agreement, the successful applicant will be expected to record a restrictive covenant, deed restriction, or other legally binding instrument restricting use of the property for a minimum of 30 years. In the event the County does issue a NOFO, no preference will be given to any organization responding to this RFI.

The County is requesting information to better understand available shelter-ready sites. If applicable, responses should outline any building modifications or renovations necessary for the operation of the property as a shelter. Through this process, Clackamas County aims to identify potential shelter sites that enhance its homeless services continuum, provide a safe and decent sleeping space indoors, and connect participants to services to find permanent housing. The County will use the information to determine whether a shelter space is feasible in Clackamas County, and what kind of criteria would be necessary in a possible future NOFO.

3. Response

Responses should address the following information:

a. Respondent Information

- Name of organization
- Organizational history of and qualifications for performing shelter operations in alignment with described model
- Name, phone number, and email address of individual submitting response

b. Facility Description

- Address of site
- Confirmation that the site is located in Clackamas County's Urban Growth Boundary
- Name of current owner
- Zoning information and other property use restrictions
- Description of the facility's current condition, including
    1. Location information, such as proximity to transit or other amenities
    2. General description, including square footage, active utilities
    3. Exterior description, including parking, landscaping, signage
    4. Age of building
    5. History of building/site use
    6. Floor plan, if available
    7. Photos of current site
- Up to 10 photos and images, including floor plan, may be provided within the allotted page count, within this section
- Current value of the property

c. Shelter Concept

- Indicate whether the site is a potential village-style shelter, an existing building for potential congregate shelter (may include limited building modifications or light renovations, to be completed within six months), or an existing building for potential non-congregate shelter (may include limited building modifications or light renovations, to be completed within six months).
- Describe and/or illustrate shelter layout. Include information about restrooms, showers if applicable, food prep or kitchen area, eating area, private meeting spaces, and sleeping area(s).
- Indicate the number of total beds and the number individuals or households the shelter is able to accommodate, in addition to working spaces for shelter staff.
- Up to 10 photos, images, renderings, and illustrations may be provided within the allotted page count, within this section.
- Describe the potential shelter model (congregate or non-congregate; safety-off-the-streets or housing focused) and the population served by the shelter model.

d. Shelter Readiness

- Describe the site's readiness to operate as a 40-unit shelter, accommodating shelter participants in addition to shelter staff.
- Describe organizational ability and capacity for program implementation and success
- If the site is an existing building for congregate or non-congregate shelter with building modifications or light renovations needed to operate as a shelter facility:
    - Provide a description of work needed to make the facility ready to operate as a shelter
    - Provide a timeline for the work to be completed
    - Provide an estimate for the cost of the work to be completed
- If the site is one for a village-style shelter:
    - Provide a description of work needed to make the facility ready to operate as a shelter
    - Provide a timeline for the work to be completed
    - Provide an estimate for the cost of the work to be completed

e. Community Engagement

- Indicate whether any community engagement has taken place to date regarding the use of the site as a shelter. If applicable, describe the community engagement.
- Indicate whether any engagement with elected officials or other jurisdictional representatives has taken place to date regarding the use of the site as a shelter. If applicable, describe the engagement.
- Describe organizational ability and capacity for community engagement.

4. Submittal Instructions

Submissions must not exceed **20** pages in length. Please adhere to the following format when assembling the proposal:

- An 8.5" X 11" format, either vertical or horizontal
- A font size no smaller than 11 points
- Do not include any web links or any materials not requested in this RFI