



Comhairle Cathrach na Gaillimhe Galway City Council

Invitation to Submit Expressions of Interest

for the

Provision of Accommodation for Emergency Homeless Needs

Introduction

Galway City Council Homeless Unit is currently planning for the provision of additional emergency accommodation for single persons and couples in Galway City who are homeless. This is with the aim of having sufficient emergency accommodation beds available so as to safeguard against persons who are homeless having to sleep rough.

Galway City Council is seeking Expressions of Interest from persons, companies and organisations who have suitable accommodation or premises (hotels/guesthouses or other) available to licence or lease for this purpose.

The required is from 1st November 2022 – 30th April 2023 and the property must be exclusively available for use by Galway City Council. Social care support services for those to be accommodated will be provided by local homeless service providers including on site staffing.

Any potential lease or agreement will be between the property owner and the Homeless Service Provider, and funding for the period will come from the Department of Housing, Planning & Local Government (DHPLG).

This document sets out the requirements, and the criteria by which each received submission will be assessed.

Accommodation Requirements

Accommodations offered should be fit for purpose, and suitable for use as temporary emergency accommodation of homeless persons in Galway City. The requirements are:

- The property must be standalone and exclusively available for use by Galway City Council for the purpose outlined;
- For the period, 1st November 2022 – 30th April 2023, capacity to accommodate up to a minimum of 30 people at a time in a mix of shared and single, ensuite bedrooms;
- Toilet and bathroom facilities, kitchen facilities, offices or rooms available for related support services such as one to one meetings etc.;
- Some of the accommodation facilities should be suitable for couples, with ensuite toilet and bathrooms;
- The property must have Planning Permission for the intended use;
- The property must be fully compliant with Building Control & Fire Regulations;
- Suitable properties will be well located, within 5km of the city centre and close to public transport facilities;
- Properties will be in good state of repair, fully furnished and ready for immediate occupation in November 2022.

Information Required

All submissions and expressions of interest should include the signed checklist in Appendix A and the following information:

- Details of person, company, joint venture or collaboration submitting the proposal including the following:
 - Name
 - Address
 - Contact name (phone & email)
- Site location map of the proposed Accommodation including site area
- Details of the number of bedrooms and other rooms provided
- Sketches or Drawings showing the internal layouts
- Photographs of the property – external and internal, showing bedrooms, bathrooms and common areas
- Details of planning permission relative to the property
- Asking Price together with a breakdown for the period - the price should be a weekly rate for the property/ facility, to include for electricity, lighting, heating, wifi, waste collection service, routine maintenance, weekly room laundry (bed linen and towels), daily cleaning. Applicants should also include a rate per night per bedroom for the period.
- Confirmation that the property will be available for the period required

- Any other information deemed relevant.

Selection Criteria

Submissions received will be assessed using the following assessment criteria:

- Size of property: 30 – 40 ensuite bedrooms will be considered most appropriate to the needs
- Location: suitability of location for intended use, distance from city centre
- Proposed Costs: value for money comparatively
- Condition of the property and facilities
- Planning Permission: Pass/Fail

Additional or reduced marks may be applied to any submission at the discretion of the Local Authority based on quality and any other reasonable factor that is applicable to the property in question.

Once the proposals have been assessed and are deemed acceptable they will be ranked according to the selection criteria. The preferred proposal will be submitted to the DHPLG to ensure that they are supportive of the proposal(s) in principle.

Other Information

Cost of Preparation of Submission

Applicants will be responsible for all costs and expenses associated making an expression of interest submission. Galway City Council have no financial liability prior to signing of the contract. Galway City Council shall have the right (in addition to any other rights which it has at law) to withdraw from the Expression of Interest immediately and without liability for compensation or damages to any applicant. Those expressing interest are advised not make a submission if these conditions are considered unacceptable.

Confidentiality

Galway City Council will use its best efforts to hold confidential any information provided by those expressing interest subject to their obligation under law, including the Freedom of Information Act 1997 and 2003. Galway City Council will consult with interested parties about sensitive information before making a decision on any FOI request received. Similarly, Galway City Council requires that all information provided pursuant to this invitation will be treated in strict confidence by those making submissions.

Meetings & Clarifications

Galway City Council reserve the right to meet with potential Applicants if considered necessary for the purposes of clarification of information received as part of the submission. Galway City Council reserves the right to issue or seek written clarifications.

Conflict of Interest

Any conflict of interest or potential conflict of interest on the part of an Applicant, individual employees, agents, or subcontractors of an Applicant must be fully disclosed to Galway City Council as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest, Galway City Council may invite Applicants to propose means by which the conflict might be removed. Galway City Council will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating an Applicant from the process or terminating any agreement/contract entered into by an Applicant.

Exclusions

An applicant shall be excluded if it (or a member of a group or consortium) has been convicted of an offence involving participation in a prescribed criminal organisation or corruption or fraud or money laundering.

Amendments

Galway City Council reserves the right, at any time before the Submission Deadline, to update or amend the information contained in this invitation and/or to extend the Submission Deadline. Participating parties will be informed of any such amendment or extension by e-mail.

Queries

Queries related to this Expression of Interest can be made directly to Helena Martyn (Telephone 091 536419 and E-mail Helena.martyn@galwaycity.ie)

Return Date and Address

Interested parties should complete the EOI form in Appendix A and submit with the details required by post before **4pm on Thursday, 9th June 2022**

Submissions to be returned to *Senior Executive Officer, Corporate Services, Galway City Council, City Hall, College Road, Galway*, and to be marked “**Expressions of Interest for the Provision of Emergency Homeless Accommodation**”.

APPENDIX A

Expression of Interest – Homeless Accommodation Application Checklist	
Name	
Address	
Contact name (phone & email)	
Details of the number of bedrooms and other rooms provided	
Asking Price for Period (1st Nov 2022 – 30th April 2023) - the price should be a weekly rate for the property/ facility, to include for electricity, lighting, heating, wifi, waste collection service, routine maintenance, weekly room laundry, daily cleaning. A room rate per night should also be included for comparison purposes.	
The following details should be included in the submission:	
Site location map of the proposed Accommodation including site area attached	
Sketches or Drawings showing the internal layouts attached	
Photographs of the property attached – external and internal, showing bedrooms, bathrooms and common areas	
Confirmation that the property has planning permission	
Confirmation that the property will be available for the period required	
Signed by	
Date	