



Grays Harbor County Public Health
PEARSALL BUILDING
2109 SUMNER AVENUE, ABERDEEN, WA 98520

PHONE: (360) 532-8631

ADMINISTRATION FAX: (360) 533-1983

CLINIC FAX: (360) 533-6272

HealthyGH.org

Facebook.com/GHPublicHealth

March 5, 2024

Request for Proposals for Capital Investment in Emergency Shelter Capacity

Introduction

Grays Harbor County has issued a Request for Proposals to interested and qualified agencies to purchase or designate a physical asset and obligate such real property to be used to provide emergency shelter for an indefinite period of time.

Grays Harbor County is seeking to invest in real property obligated to support a continuum of emergency shelter services that prioritize safety, minimize negative health impacts of unsheltered homelessness, and seeks to proactively engage individuals experiencing homelessness with necessary and available services in a coordinated way. The County seeks to provide funds to purchase and/or develop physical asset(s) that will assist our community to meet the basic needs of residents accessing services and quickly work to connect them to available and requested services to increase their stability and well-being. These capital investments and resulting services should be designed and implemented in coordination and collaboration with broad stakeholder engagement.

The RFP is intended for agencies with the necessary capacity and experience to successfully purchase, plan, develop, implement, and evaluate physical assets designed to provide emergency shelter to individuals who are literally homeless in a way that aligns with the *2019-2024 Grays Harbor Plan to Address Homelessness and Department of Commerce's "Consolidated Homeless Grant Guidelines."* The RFP will open **March 5, 2024**, and all proposals are due by **4:30 p.m. on April 30, 2024**.

Applicants to receive and implement funds for capital purchase/development of emergency shelter assets will be responsible for identifying ongoing, sustainable operating funds and/or service provider(s) to deliver direct services. This RFP and

subsequent contract DOES NOT obligate Grays Harbor County to provide funding for ongoing operations of the resulting shelter.

Grays Harbor County reserves the right to reject all submittals and to waive irregularities and formalities in the submittal and evaluation process. This RFP does not oblige the County to pay any costs incurred by applicants in the preparation and submission of their proposal. Furthermore, this RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Grays Harbor County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of housing funds to ensure alignment with fund requirements and contract deliverables. Capital assets purchased, improved, and/or built with these funds must be dedicated for this sole and specific purpose for the useful life of the resulting asset (typically 15-30 years). The County will monitor and verify compliance with these terms throughout the useful life of the project. **At any point if the project is no longer used for the sole and specific purpose of providing emergency shelter then the agency will reimburse the County for funds invested or revert ownership of the asset to the County.**

In addition, agencies must meet the following criteria for consideration:

1. Applicant must have demonstrated experience with successful residential/commercial and public works projects.
2. Successful track record of leveraging external funding that minimizes the County's contribution of local funds.
3. Demonstration of the future project to be cash-flow neutral or positive, covering on-going operations and maintenance expenses without the need for additional Homeless and Affordable Housing Services funding.
4. Any potential conflict of interest among bidding entities and County must be disclosed in writing.
5. Demonstrated budget to include prevailing wages and categories, agreement to comply with certified payroll requirements, and provision of project management expertise as applicable.

Proposal Components

The following are the required documents for proposals to be submitted to Housing Program Coordinator, Natali Burgess.

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria (Page 5-6). Please also include contact information for all relevant staff for questions/follow-up.
2. A completed proposal including narrative response to "Scoring Criteria" and Project Budget with expenses clearly categorized and clear time period of budget.
3. If the agency receives and expends at least \$750,000 per year in State and/or Federal funds the Summary Pages of the most recently completed Independent Audit Letter

showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.

4. Applicants who currently have County Homeless Housing funded contracts must send a copy of the latest County monitoring report and, if appropriate, evidence of actions to clear findings (or evidence the County has cleared the findings).

Estimated Calendar/Timeline:

Application Process	Date
Issue RFP	March 5, 2024
Questions Due	April 8, 2024
Proposals Due	April 30, 2024
Proposal Subcommittee Review (if applicable)	May 2024
Recommendations provided to BOCC	May 2024
Agency Contract Development Process	June 2024
Project Start Date	July 2024

Applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health
Attn: Natali Burgess
2109 Sumner Avenue
Aberdeen, WA 98520
natali.burgess@graysharbor.us

Program funding available: Up to \$500,000 may be awarded from the Homeless Housing fund(s) (RCW 36.22.250 Document Recording Surcharges).

Goal: Develop physical asset(s) designed to provide emergency shelter to literally homeless individuals in Grays Harbor County.

Deliverables: Develop physical asset(s) designed to operate temporary, accessible emergency shelter for literally homeless individuals.

- Resulting shelter(s) will operate under a low-barrier, high-intensity/co-located service model. Agency will work towards a model that offers physical health, substance use disorder assessment and treatment, mental health assessment and treatment, long-term housing resources, care coordination, education, employment, and access to basic needs on-site.
- Any assets purchased or improved with these funds must submit an operational/security plan that will be subject to County approval prior to operations begin.

The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with HOUSING APPLICATION - Proposals for Capital Investment for Emergency Shelter Capacity.

Any questions related to this application may be directed to:

Natali Burgess, Housing Program Coordinator

E-mail: natali.burgess@graysharbor.us

Phone: 360-500-4078

Cell: 360-660-5405

All **questions** must be submitted in writing prior to 5:00 p.m. on April 8, 2024, and questions and responses will be posted at www.healthygh.org/directory/housing.

Key Local Homeless Housing Fund Values:

- County seeks to support homeless crisis response systems that efficiently reduce the number of people living outside, and that when scaled appropriately can house all unsheltered people
- State-required performance metrics measure our ability to prioritize unsheltered clients, increase exits to permanent housing, and decrease returns to homelessness
- Investments are sustainable (annual spending \leq annual revenue)
- Fund of last resort, use all other resources before tapping local funds
- Whenever possible leverage existing funding sources to increase likelihood of positive outcomes
- Investments clearly align with community-driven Plan
- Investments are data driven with high return on investment

Risk Assessment:

As part of the proposal review and/or contract negotiations all eligible applicants will be subject to a Subrecipient Risk Assessment prior to recommendation for BOCC approval. Please see the **subrecipient risk assessment checklist** for more information (EXHIBIT A).

Application process and instructions:

Grays Harbor County is requesting proposals from eligible agencies to develop physical assets that will be used to provide emergency shelter.

Please respond to the following areas of interest and submit to Grays Harbor County Housing staff to be considered.

Part 1 – Threshold Criteria (Submit letter attesting provider meets Threshold Criteria)

Please attest and provide documentation (as appropriate) to support the following:

- Bidder has read and understands the RFP in full and agrees to comply with the terms of the RFP;
- Be in good standing with all of its grantors/funders and demonstrate sound financial practices.
- Bidder is not debarred;
- Be in good standing with all of its grantors/funders and demonstrate sound financial practices;
- Proof of current WA business license or equivalent.
- Capacity to keep detailed program and fiscal records necessary for grant reporting.
- Capacity to operate the program on a cost-reimbursement basis. *Reimbursement payments will be made for verified expenses within thirty days from invoice approval.*
- Fiscal management system compliant with government accounting systems.
- Demonstrate working partnerships with local social service and other relevant providers.
- Bidder agrees that shelter services provided in the physical space purchased with these funds will operate a low-barrier/high-intensity service model.
- Bidder understands and agrees that the County will not be obligated to provide ongoing operational funds or identify a suitable/qualified service provider for the emergency shelter services provided at site(s) purchased with County funds.
- Homeless Housing project must remain in use for intended purpose for at least **30 years** from the date of completion;
- Bidder provides the necessary personnel, equipment, and resources to begin project construction of the affordable units must commence within one (1) year of the execution of funding agreement, subject to extension at the County's sole and absolute discretion;
- Bidder to ensure adherence to all fair labor standards, prevailing wage and reporting requirements;
- Projects must be designed to be compatible and properly integrate with neighborhood scale, massing, and setting;
- Eligible entities include registered nonprofit organizations, behavioral health providers, government entities, faith-based organizations*, and/or federally recognized Indian tribes;
- Bidder and project must align with Grays Harbor County's current [5 Year Plan to Address Unmet Housing Needs](#) and/or any subsequent updates or new published plans
- Ability to comply with the insurance requirements of the contract, when applicable:
 - Professional Liability Errors, and Omissions Insurance (minimum \$3 million policy);
 - Worker's Compensation Coverage
 - General Commercial Liability Insurance (minimum \$3 million policy)

- Business Automobile Liability Insurance (minimum \$1 million policy)
- Cyber Liability Insurance (minimum \$1 million policy)
- The County reserves the right in its sole discretion to increase the insurance amounts in this RFP during the contract negotiation process.

**Faith-based organizations must be able to demonstrate they will not proselytize and/or require religious participation as contingency of any and all services.*

Agency Name

Print Name/Title

Signature

Date

**Any falsely attested information will render application ineligible*

Part 2: Scoring Criteria

<u>Evaluation criteria</u>	<u>Description</u>	<u>Point value/weight</u>
General project description	What are we buying? Do they have a clear vision?	<u>5 points/5%</u>
Readiness	Can this happen quickly? Are all the dominoes lined up?	<u>10 points/10%</u>
Leveraging	How will our money be leveraged/multiplied? Have they sought other funding sources to respect we should be fund of last resort?	<u>10 points/10%</u>
Capacity*	Do they have the experience/capacity to do a project like this?	<u>15 points/15%</u>
Scope of work/site plan*	Is the project plan robust and detailed? Do they know what they're getting in to and how to navigate all the hiccups?	<u>20 points/20%</u>
Public outreach/engagement	How have they sought public input and/or	<u>10 points/10%</u>

	informed stakeholders about their plans?	
Operational plan*	Have they put thought into what will happen AFTER the shelter is built? Is their plan feasible/concrete/realistic?	<u>15 points/15%</u>
Budget*	Is this a good ROI/Realistic budget given what they want to do?	<u>15 points/15%</u>
<u>Total:</u>		<u>100 points/100%</u>

**Indicates high-weight evaluation criteria*

General Project Description (5 points) - What are we buying? Do they have a clear vision?

What will funds specifically purchase? What is the problem agency is trying to solve and how will these funds help achieve that goal? What are the metrics of success?

Readiness (10 points) Can this happen quickly? Are all the dominoes lined up?

Applicants will receive points based upon the extent of the project’s readiness to proceed. The score will be based on the following.

- Narrative describing the actions taken and actions to be taken, including but not limited to identifying and securing a vacant property location, staffing, developing project operating procedures, coordination or negotiation with community and partner engagement (if appropriate), and any steps involved in the development of the housing resource – to prepare for an early and successful start of the project.
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a County contract to beginning services.

Leveraging (10 points) How will our money be leveraged/multiplied? Have they sought other funding sources to respect we should be fund of last resort?

Applicants may receive points based on the extent to which the project will leverage additional resources and funding to maximize the number of affordable housing units.

Capacity (15 points) Do they have the experience/capacity to do a project like this?

Applicants will receive points based on the extent to which the applicant’s experience is relevant to the type of project proposed. If the applicant does not have current capacity for its proposed project but plans to build that capacity by the project’s start date, it must clearly demonstrate how it will build that capacity in its application. Capacity includes:

- Overall experience of the organization.
- Experience of the organization in undertaking similar activities – including experience with the population to be served and the type of services to be provided.
- Experience of staff proposed to coordinate and manage the project OR the standards the organization will use in recruiting/hiring for positions in the project.
- Positive track record for collaborative negotiations with public agencies (as demonstrated by references).

- Proven track record of implementing strict budget oversight and adherence to project timelines.

Scope of Work/Site Plan (20 points) Is the project plan robust and detailed? Do they know what they're getting in to and how to navigate all the hiccups?

Grays Harbor County is seeking to invest in a continuum of emergency shelter services that prioritize safety, minimize negative health impacts of unsheltered homelessness, and seeks to proactively engage individuals experiencing homelessness with necessary and available services in a coordinated way. The County seeks to provide funds to develop physical asset(s) that will assist our community to meet the basic needs of residents accessing services and quickly works to connect them to available and requested services to increase their stability and well-being. These capital investments and resulting services should be designed and implemented in coordination and collaboration with broad stakeholder engagement.

Providers shall submit a comprehensive site plan for the proposed property(ies) including acquisition, new construction, and/or renovations to bring the site to operational status. Agency response should cover areas including, but not limited to:

- Proposed location(s)
- Proposed number of shelter beds/units at identified location
- Documentation that the location is an appropriate use of space given the designated zoning code (and/or identify any additional requirements for use of space including conditional use permit, change of zoning, City Council review, etc.)
- Documentation that the relevant fire marshal has reviewed and approved or provided clear plan to comply with relevant fire/safety codes.
- Site plan including environmental health mitigations needed (septic, water, wetlands etc.)
- Public works requirements and plan to align/comply
- Procurement/bidding
- Timeline
- Roles/responsibilities of key staff
- Advantages and/or needed mitigations for identified space (i.e. transportation, marketing, ADA compliance, incompatible services/businesses nearby, etc.)

Providers may submit proposals for a variety of shelter models including but not limited to:

- Congregate shelter
- Non-Congregate shelter (including tiny homes, pallet shelters, or other individualized shelter options)

Providers will need to ensure proposal narrative and budget specifies which model(s) they intend to use and any staffing, program design, siting, budget, etc. components that may apply or be necessary.

Public education and engagement (10 points) How have they sought public input and/or informed stakeholders about their plans?

The agency shall submit detailed information related to plans and timeline for the following:

- RECOMMENDED: Outreach completed and/or outreach plan to engage neighboring residents and/or businesses about proposed use of space
- REQUIRED: Outreach completed and/or outreach plan to engage relevant municipality about proposed use of space as well a Letter of Support given by local municipality (ities)
- REQUIRED: Public Hearing advertised and conducted prior to application submission. Please provide a copy of the hearing notice and distribution plan with application.

Operational Plan (15 points) Have they put thought into what will happen AFTER the shelter is built? Is their plan feasible/concrete/realistic?

Agency shall submit detailed information related to plans and timeline for emergency shelter operations after the development of the capital asset(s). Including but not limited to:

- Will the agency provide direct services, subcontract with service provider, or a hybrid? Please describe that process and desired results.
- What is the desired service model for the emergency shelter once built/developed? Will it operate 24/7? Overnight only? Seasonally?
- What services will be available onsite during some or all the operational hours?
- What are the proposed fund sources for the ongoing operations?
- What will happen if inadequate or no operational funding is available after capital assets are built/developed?
- How will site security/monitoring be handled?
- How will neighborhood complaints, grievances, or concerns be handled?

Budget (15 points) Is this a good ROI/Realistic budget given what they want to do?

Provider will submit a detailed budget that includes proposed budget that includes:

Capital (Project budget):

- Administration
- Site acquisition
- New construction
- Renovation
- Project Management
- Other (please specify)

Operations (12 month budget):

- Administration
- Shelter staffing
- Co-located services (i.e. mental health, substance use disorder, employment etc.)
- Food (if provided)
- Utilities
- Security
- Transportation (if provided)
- Other (please specify)

Any other relevant budget expenses.

Preference will be given to applicants that can demonstrate long-term sustainability. Please note any/all fund sources for capital and operational costs. Preference will be given to applicants who can demonstrate leverage of County funds/that they have pursued other funding opportunities for this specific project.

EXHIBIT A: Subrecipient Risk Assessment checklist

Agency Questions (need response)

- Does the agency/entity have or previously had a lawsuit(s) that materially effects the operations of the proposed scope of work filed against them? If yes, list all pending and/or previous lawsuits with detailed information regarding who filed the lawsuit, the reason for filing, and the final judgment rendered.
- Is the agency/entity currently or previously been suspended or debarred? If yes explain
- Have any organization staff been jailed, convicted of a felony, or are currently under criminal investigation? What policies/procedures does the agency have to assess and assign appropriate job duties based on staff criminal history?
- Are you in good standing with all contractors? If you have an active corrective action plan related to any of your contracts please submit a copy.
- Is your agency:
 - Nonprofit
 - Public entity
 - Business
- What is the total revenue received by your agency in the most recent calendar/fiscal year?
 - Under \$100,000
 - Between \$100,00 and \$750,000
 - Over \$750,000
- Has your agency received \$750,000 or more in federal funds in the previous fiscal year?
- Has it been more than one year since the recipient received a single audit? If yes, why
- Has it been more than one year since the program audited was as a major program? If no then were there findings?
- What is the amount of your proposed contract with Grays Harbor County?
 - Under \$25,000
 - \$25,000 - \$100,000
 - Over \$100,000

- Does the entity have a financial accounting system?
- Does the entity have a qualified bookkeeper or employee with financial experience?
- Does the agency have the systems in place to track related staff time and expenditures separately for the funding specific to this contract?
- Is the entity tracking related staff time and expenditures separately for the funding we provide them?
- What is your indirect cost rate?

Copies of the following documents

- Most recent single audit (*if applicable: agency receives more than \$750,000 in federal or State funds in a calendar year?*)
- Most recent financial statements – including balance sheet, income statement, statement of cash flows, retained earnings etc.
- Notes to the financial statements – including accounting policies, related party transactions, subsequent events, contingent liabilities, debt/equity, inventories, fixed assets and depreciation, long-term debt and capital stock
 - Possible these financial statements and notes are included in audit? If so just point us there, no need to duplicate work.
- Proof of insurance with required coverage
- Proof of nonprofit status and/or public entity (for profit businesses?)
- Financial policies and procedures.
- Program policies and procedures