



# Grays Harbor County Public Health

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8.16.22

## Request for Proposals for Affordable Housing:

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### Introduction

Grays Harbor County (“County”) has issued a Request for Proposals (“RFP”) to interested and qualified agencies to expand Affordable Housing units in the form of Modular Housing. The purpose of the project is to address housing disparities in rural locations within Grays Harbor County. With this project, the County aims to build stronger communities by investing in housing and neighborhoods. Eligible applicants must submit a narrative response to the questions at the end of this RFP, a new project application, and budget.

- Modular Housing Units for Affordable housing to serve low-moderate income residents in more rural areas of Grays Harbor County.

The RFP is intended for housing providers, nonprofits, rural city council entities, and other eligible local service providers with the necessary capacity and experience to successfully develop 2-12 modular units of affordable housing within the more rural communities of Grays Harbor County. The RFP will open **August 16th, 2022 and all proposals are due by 4:30 p.m. August 30th, 2022.** Although the County does not require prior site ID, location identification and site control is preferred. Priority will be given to entities who can demonstrate prior experience.

The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents 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 County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for

subrecipient’s risk assessment and monitoring all subrecipients of housing funds to ensure alignment with fund requirements and contract deliverables.

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

1. Applicant must have demonstrated experience with successful residential/commercial projects.
2. Successful track record of leveraging external funding that minimizes the County’s contribution of local funds
3. A planned affordable housing project in Grays Harbor County focusing on the population making between 0% - 50% of AMI. Priority will be given to projects that serve households with 0-30% of AMI.
4. Projects shall be consistent with the goals and objectives of the County’s Five-Year Plan to Address Unmet Housing Needs
5. Demonstration of the future project to be cash-flow positive, covering on-going operations and maintenance expenses without the need for additional Homeless and Affordable Housing Services funding.
6. Any potential conflict of interest among bidding entities and County must be disclosed in writing.

### Estimated Calendar/Timeline:

Application Process	Date
Issue RFP	August 16, 2022
Questions Due	August 24, 2022
Proposals Due	August 30, 2022
Proposal Subcommittee Review (if applicable)	August 31-September 2, 2022
Recommendations provided to BOCC	September 6, 2022
Agency Contract Development Process	September/October 2022
Project Start Date	November 1,2022

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

Grays Harbor County Public Health  
Attn: Kimberly Stoll-French  
2109 Sumner Avenue  
Aberdeen, WA 98520  
[Kimberly.StollFrench@graysharbor.us](mailto:Kimberly.StollFrench@graysharbor.us)

Applications and related materials must be received no later than **Tuesday August 30th, 2022 at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with **AFFORDABLE HOUSING APPLICATION**.

Any questions related to this application may be directed to:

Kimberly Stoll-French, Housing Program Coordinator  
 E-mail: Kimberly.stollfrench@Graysharbor.us  
 Phone: 360-500-4064

All questions must be submitted in writing prior to August 24, 2022 and questions and responses will be posted at [www.healthyh.org/directory/housing](http://www.healthyh.org/directory/housing).

**Program funding available– *Up to \$500,000\* available***

**Reasonable administration support will be negotiated within awarded agency contracts:**

Existing Services- Community Priorities			
Programming Description	Estimated Funding Available	Specific Considerations	Deliverable(s)
Modular Housing expansion to provide affordable housing to the rural communities in Grays Harbor County.	<b>\$500,000</b>	<ul style="list-style-type: none"> <li>• Project will be designed to provide permanent, safe, <b>affordable housing</b> to vulnerable populations in Grays Harbor County.</li> <li>• Project will be funded using American Rescue Plan Act (ARPA) and all project activities must follow and document adherence to ARPA Guidelines (<a href="#">Exhibit A</a>)</li> <li>• Project will consist of Modular housing units on current vacant lots.</li> <li>• Proposed units will be located in more rural areas of Grays Harbor County (Ocean Shores, Westport, and/or Elma).</li> <li>• Project will house low-moderate income residents. (50% or less of AMI)</li> <li>• Project will follow HUD definitions for affordable housing</li> <li>• Project will adhere to all local Zoning, Land Development, Construction, and Subdivision Regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Construct/Purchase Modular Units of Affordable Housing for low-moderate income residents.</li> <li>• Property for Modular Units to be located in Rural Grays Harbor.</li> <li>• Completed units will meet state and local habitability standards.</li> <li>• Work with local housing authorities to leverage existing rental subsidies.</li> <li>• Adhere to strict budget oversight and proposed timelines.</li> <li>• All activities must align with and document adherence to ARPA funding guidelines and contribute to any required or recommended reporting activities</li> <li>• <b>Goal: Increase Affordable Housing Options and promote equitable housing</b></li> </ul>

		<ul style="list-style-type: none"> <li>Although not required at the time of application, location identification and site control is preferred.</li> </ul>	
<b>Total</b>	<b>\$500,000</b>		

\*Maximum budget per program area is an estimate only. The County reserves the rights to reject any and all submittals or to recommend contract amounts less than the maximum budget.

**Application process and instructions:**

The County is requesting proposals from eligible entities to develop 2-12 modular units of affordable housing for low-moderate income residents in rural areas of Grays Harbor County for the contract period **November 1, 2022 – October 31, 2024.** Please respond to the following areas of interest and submit to Grays Harbor County Housing staff to be considered. If selected, this one-time award is a subaward of SLFRF (State and Local Fiscal Recovery)/ARPA (American Rescue Plan Act) funds. The Contractor must follow any and all compliance requirements for use of ARPA/SLFRF funds and adhere to any and all reporting requirements for expenditures of ARPA/SLFRF funds. The County will require all sub recipients and vendors to certify they either meet or do not meet the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. If the sub recipient indicates they do not meet or exceed the audit threshold, a copy of their single audit is required to be sent to County staff. Audit verification, ARPA MOU, contract execution, and contract orientation must be completed prior to distribution of any funds.

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

- Bidder has read and understands the RFP in full and agrees to comply with the terms of the RFP;
- Bidder has read and understands the ARPA funding guidelines in full and agrees to comply with the terms of the funding guidelines;
- Bidder is not debarred
- Be in good standing with all of its grantors/funders and demonstrate sound financial practices
- Eligible entities include registered housing providers, nonprofits, rural city council entities, and other eligible local service providers
- Agreement to utilize existing rental subsidies to provide safe, quality permanent housing to vulnerable populations
- Capacity to operate the project on a cost-reimbursement basis

- Affordable housing units must remain affordable 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.
- Contractor to ensure adherence to all fair labor standards.
- Projects must be designed to be compatible and properly integrate with neighborhood scale, massing, and setting
- Fiscal management system compliant with government accounting systems
- Ability to comply with the insurance requirements of the contract:
  - 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.

**Part 2 - Scoring Criteria**

All proposals will be evaluated based on the following criteria:

**(1) Readiness (30 points)**

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.

**(2) Leveraging (20 points)**

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.

**(3) Capacity (20 points)**

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.

#### **(4) Soundness of Approach (15 points)**

Applications will be scored based upon the description of the project and its proposed outcomes. Outcomes proposed will be considered based on the appropriateness of proposed best practices and activities that would result in their achievement.

- Description of project model – who will be served? How will potential clients be identified?
- Description of the major outcomes to be achieved through the project (use annualized data/outcomes as a timeframe where appropriate)
- Description of major steps that will be taken to achieve the proposed outcomes.
- Description of identified location and how it meets the requirements of this project.

#### **(5) Budget (15 points)**

Applicant will submit a proposed budget that includes:

- Administrative
- Operations
  - Staffing
- Construction
- Land Acquisition

Any other relevant budget expenses

### **Part 3: Proposal Components**

**The following are the required documents for proposals to be submitted to Housing Coordinator, Kimberly Stoll-French.**

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria (Page 3)
2. A completed Application including narrative response to “Scoring Criteria” and Project Budget with expenses clearly categorized and clear time period of budget

3. 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 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).

# Project Application

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Project Name	
Proposed Date of Construction	
Proposed Date of Completion	
Location of Project City (required) Address (if known) Zoning (if available)	
Status of land U - unknown I - identified but not acquired A - acquired	
Current status of proposed project C - concept D - design/planning P - permitting S - shovel ready O - other (provide details)	
Primary type of project S - SRO P - Permanent Supportive Housing OH - Oxford Housing M - multi-family SFO - single family (Ownership) SFR – single family (Rental) O - other	
Square footage of property	
Square footage of buildings	
Proposed number of units	
Average cost per unit	
Total project budget (note whether Actual or Estimated)	
Do you have Pro Forma Statements? (if so please provide, projects without Pro Forma Statements at time of application will be required to submit these statements before receiving reimbursement from the	



County)	
Proposed total number of units	
Proposed number of units for target population of 50% or less of AMI	
Proposed number of units for target population of 30% or less of AMI	
Target demographic of project (provide approximate % and/or # of units for each) Y - youth F - families S - singles V - veterans C - chronically homeless D - disabled	
Intent of funding S - seed B - bridge P - primary O - other (provide details)	
Amenities to be made available	
Lead and Partner Agencies in this Project (briefly describe roles of all)	