



## Request for Proposals – Hotel Leasing and Rapid Rehousing Thurston County Office of Housing and Homeless Prevention

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**Issue Date:** October 1, 2021

**Closing Date:** October 15, 2021

### CONTACT AND INQUIRIES

**Tom Webster, Program Manager**

Thurston County

Public Health and Social Services

412 Lilly Road NE

Olympia, WA 98506-5132

Phone: (360) 280-6265

Email: [thomas.webster@co.thurston.wa.us](mailto:thomas.webster@co.thurston.wa.us)

**OR**

**Keylee Marineau, Homeless Coordinator**

Thurston County

Public Health and Social Services

412 Lilly Road NE

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Phone: (360) 490-5910

Email: [keylee.marineau@co.thurston.wa.us](mailto:keylee.marineau@co.thurston.wa.us)

### AVAILABILITY OF FUNDS

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**ESSHB 1277 Project Funding Period: July 1, 2021 – June 30, 2023**

**Approximate Funding Available:**

**HB 1277 \$1,584,399**

**Total: \$1,584,399**

**TO BE CONSIDERED FOR FUNDING, APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM, FRIDAY, OCTOBER 15, 2021. APPLICATIONS MUST BE COMPLETED AND SUBMITTED VIA EMAIL TO TOM WEBSTER AT THOMAS.WEBSTER@CO.THURSTON.WA.US.**

## **NOTICE OF SOLICITATION**

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Thurston County Office of Housing and Homeless Prevention is requesting proposals for the leasing of hotel and motel rooms (whole buildings or individual rooms) and rent assistance for people experiencing homelessness (rapid re-housing). Deadline for submittal is 5:00 pm Friday, October 15th, 2021. Applications must be completed and submitted via email to Tom Webster at [thomas.webster@co.thurston.wa.us](mailto:thomas.webster@co.thurston.wa.us). This RFP is posted at: <http://www.co.thurston.wa.us/health/admin/funding/index.html>.

Failure of the County to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the RFP process.

## **REQUESTS FOR REASONABLE ACCOMMODATION**

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Thurston County (hereafter referred to as the "County") will provide reasonable accommodation to allow for equal participation in the Request for Proposal (RFP) application process. To request a reasonable accommodation, please contact Tom Webster at [thomas.webster@co.thurston.wa.us](mailto:thomas.webster@co.thurston.wa.us) or call (360) 28-6265 (Voice) or TDD (800) 754-2933. This document will be provided in alternate formats, upon request.

## **ACCESS TO REFERENCED SUPPLEMENTARY DOCUMENTS**

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The electronic version of this RFP document contains active hyperlinks to supplementary reference documents. Prospective applicants who are unable to access the Internet may request copies of the documents referenced in this Request For Proposals (RFP) by contacting Tom Webster at [thomas.webster@co.thurston.wa.us](mailto:thomas.webster@co.thurston.wa.us) or call (360) 289-6265 (Voice) or TDD (800) 754-2933.

All referenced supplementary documents are available on the Thurston County Office of Housing and Homeless Prevention website at [www.co.thurston.wa.us/health/sscp/index.html](http://www.co.thurston.wa.us/health/sscp/index.html).

## **NOTICE OF SOLICITATION**

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Failure of the County to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the RFP process.

## **AVAILABILITY OF FUNDS**

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Thurston County is soliciting applications for Washington State ESSHB 1277 (1277) funds for eligible activities that provide homeless housing services that benefit low-income, homeless residents residing in Thurston County.

The funding amounts listed in this RFP are considered approximate and may be subject to change based on specific state allocations. Contract awards are subject to the County receiving projected revenue from state sources.

## **ELIGIBLE ACTIVITIES**

The Department of Commerce (Commerce) is making available state document recording fee funds to pay for the leasing of hotel and motel rooms (whole buildings, blocks of room, or individual rooms), repair of damages beyond regular wear and tear to hotel and motel rooms, rent assistance for people experiencing homelessness (rapid re-housing), outreach associated with bringing people into housing, and associated operating, services and administrative costs. Funds supporting these activities must be operationalized by January 2022 and are available for expenses incurred July 1, 2021 through June 30, 2023.

These funds will be administered under Consolidated Homeless Grant (CHG) Guidelines:

<https://deptofcommerce.app.box.com/s/4d1ilui45uqljmhseufez4flxqv1q6b>

Note: the Temporary Changes and Suspensions for Coordinated Entry, Performance and Consolidated Homeless Grant funds due to COVID-19 Response are still in effect:

<https://www.commerce.wa.gov/wpcontent/uploads/2020/11/hau-ce-performance-chg-temporary-changes-v6.pdf>

### **Eligible Housing Interventions**

- Hotel leasing: Emergency Shelter - Continuous-stay Shelter (defined in CHG guidelines, section 3.1.1.2)
- Rent assistance for people experiencing homelessness: Rapid Re-housing (defined in CHG guidelines, section 3.2.2)

### **Eligible Costs**

- Admin-7% (defined in CHG guidelines, section 5.4)
- Operations, including services and outreach (defined in CHG guidelines, section 5.3)
- Hotel Leasing, including repair of damages beyond regular wear and tear to hotel and motel rooms (defined in Facility Support Lease Payments and Other Facility Costs as applicable in the CHG guidelines, section 5.2.1 and 5.2.2)
- Rent Payments and Other Housing Costs for Rapid Re-housing (defined in CHG guidelines, section 5.1)

### **Eligible Households**

- Homeless housing status (defined in CHG guidelines, section 4.3.1, or SDG guidelines, section 5.3.1). Households entering emergency shelter are exempt from housing status requirements (defined in CHG guidelines, section 4.4).
- Income verification is not required at program entry. After the first 90 days of program participation income must be certified at or below 30 percent of area median income (defined in CHG guidelines, section 4.5 and 9.5 appendix E).

## **THURSTON COUNTY HOMELESS HOUSING AND SERVICES PRIORITY**

The Regional Housing Council (RHC) selected the following priority for application received under this RFP.

1. Applications will be considered for any eligible project under the funding source.
2. It is anticipated that awards will be made to support both hotel leasing and rapid re-housing. There is no pre-determined or preferred allocation of funds between these two activities.
3. A preference will be given to fund at least one project that provides hotel vouchers on an emergency basis, such as vouchers to temporarily support residents following a “sweep” of an unsheltered encampment.

## **ORGANIZATIONAL INFORMATION**

An applicant must submit a cover page that is no more than 1 page in length that includes the following information:

1. Name of applicant organization, mailing address, and phone number,
2. Name of point of contact for the application
3. Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.
4. The following statement signed and dated by the authorized representative of the organization: “By my signature below, I attest that all information including project/program responsibilities and associated budget described herein to our agency as an applicant for the Hotel Leasing and Rapid Rehousing application has been reviewed and is true and accurate. I acknowledge that I have read and accept the terms and conditions in the Request for Proposals, and I am authorized by the organization/applicant to submit this proposal for consideration by Thurston County Public Health and Social Services.”

## **TECHNICAL APPROACH**

An applicant must submit a written proposal that is no greater than 4 pages in length (8 ½ x 11 paper, minimum 11-point font). The proposal must, at a minimum, address the following questions/topics:

1. Provide a summary description of how the funds will be used (hotel/motel leasing, rapid re-housing, outreach efforts, staffing, etc.). Include information on a program start date, the target population and how households will be identified for program participation, length of support, operations and services to support households; and for hotel leasing programs summarize exit planning.
2. Provide a summary of the overall impact the project will have in addressing an unmet need in the community. Responses should address:
  - a. Prioritization of the most vulnerable and marginalized populations
  - b. For hotel programs: likelihood of a successful exit to a situation other than unsheltered homelessness. For rapid re-housing: likelihood of successfully obtaining permanent housing.
  - c. Connection to the 5-Year Homeless Crisis Response Plan.
3. For hotel/motel leasing, include information on leasing arrangement (agreement type (e.g., MOU, contract), agreement time period, etc.) and any other specific details about how the program will operate at the hotel/motel.
4. Briefly describe your organization’s experience implementing similar activities/projects.

5. How many estimated hotel/motel leased units or rapid re-housing households will this funding support monthly?
6. Provide a timeline for implementation, include date of occupancy for hotel/motel rooms or date when estimated households will be rapidly re-housed.

## **BUDGET**

The applicant shall submit a line item budget that proposes a total not to exceed cost to implement the project through June 30, 2023. Thurston County will reimburse the selected applicant based on actual costs incurred, up to the final contracted amount. The budget shall contain the following line items:

- Administration (maximum of 7%)
- Operations
- Hotel Leasing: include estimated cost per night per room
- Rent for Rapid Rehousing

The budget submission does not count against the 4-page limit for the technical approach.

## **TERM OF CONTRACT**

The period of performance will be until June 30, 2023, from the date a contract is fully executed. Eligible expenses that were incurred beginning July 1, 2021 may be allowable, if explicitly requested and approved prior to contract execution.

## **ELIGIBLE APPLICANTS**

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Any IRS designated non-profit or neighborhood-based organization, local government, Council of Governments, Housing Authority, Community Action Agency, or federally recognized Indian tribe serving residents of unincorporated Thurston County, or any of the Thurston County Cities and Towns, may apply to use these funds for eligible activities.

Thurston County requires that all applicants that apply for funding be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.

## **FUNDING SOURCES AND REQUIREMENTS**

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A contract awarded under this solicitation include state resources, including, but not limited to:

- State ESSHB 1277

The awarded applicant is responsible for compliance with all program rules and regulations, including reporting requirements, under the provided funding sources.

## **APPLICATION EVALUATION PROCEDURE AND CRITERIA**

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Applications will also be evaluated, and scores weighted on the following criteria and percentages:

1. Overall impact. (40%) Factors that will be considered when scoring impact include:
  - a. Prioritization of the most vulnerable and marginalized populations.
  - b. For hotel programs: likelihood of a successful exit to a situation other than unsheltered homelessness. For rapid re-housing: likelihood of successfully obtaining permanent housing.
  - c. Connection to the [5 Year Homeless Crisis Response Plan](#).
  - d. Addressing an unmet need in the community.
2. Past experience. (20%). Demonstrated experience operating the proposed program or substantially similar program
3. Overall project design. (20%). Demonstration of a thoughtful, comprehensive design that considers connection to coordinated entry, supportive services provided to clients, plan for length of stay, and having an exit strategy, as appropriate for each program.
4. Cost effectiveness and overall budget. (20%). Demonstration of full funding for the proposed project and number of households served compared to overall budget.

The Regional Housing Council (RHC) will select members of a review committee who will rate and review applications and provide recommendations to the RHC Funding Workgroup. The RHC Funding Workgroup will make recommendations to the full RHC which will make a final recommendation to the Board of County Commissioners on all funded projects.

Upon Board of County Commissioners approval, award letters will then be sent to successful applicants, officially notifying them of their award. No funds will be reimbursed prior to the execution of a Sub-recipient Agreement with Thurston County.

## **UNACCEPTABLE SUBMITTALS**

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Applications submitted that are not responsive to the requirements of the solicitation are unacceptable and will not be considered. Unacceptable applications are those which are subject to at least one (1) of the following shortcomings:

1. Late submittals – Proposals received after **5:00 p.m. on October 15, 2021**.
2. Does not address the essential requirements of the RFP.
3. Clearly demonstrates that the applicant does not understand the requirements of the RFP.
4. Clearly deficient in approach.
5. Does not include all the information and documents required as part of the application.

## **OWNERSHIP OF MATERIAL**

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Responses, applications, and other materials submitted in response to this request become the property of the County, are documents of public record, and will not be returned. By submitting an application, applicants acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in the applications.

## **PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES**

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The County is not liable for any costs incurred by an applicant prior to the issuance of a contract. All costs incurred in response to this solicitation are the responsibility of the applicant, including travel costs to attend workshops and/or contract negotiation sessions.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

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By submitting a response to this RFP, the applicant acknowledges and accepts all terms and conditions of this request and all County, Washington State, and Federal regulations and requirements related to the delivery of the eligible activities. If the applicant is awarded a contract, the application will become part of the contract agreement. The applicant is bound by the terms of the application unless the County agrees that specific parts of the application are not part of the agreement. The County reserves the right to introduce different or additional terms and/or conditions during final contract negotiations. Applicants will be required to enter into a formal written agreement with Thurston County.

## **RIGHT TO REJECT OR NEGOTIATE**

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The County reserves the right to reject any or all applications, if such a rejection is in the County's best interest. This Request for Proposals (RFP) is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the County. The County may withdraw this notification at any time and for any reason without liability to applicants for damages, including, but not limited to, bid preparation costs.

Additionally, Thurston County reserves the right to negotiate with selected applicants and may request additional information or modification from an applicant. When deemed advisable, and before a contract is issued, Thurston County reserves the right to arrange an on-site visit/review to determine the applicant's ability to meet the terms and conditions described in this RFP.

## **CANCELLATION OF APPLICANTS**

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The County reserves the right, with or without cause, to cancel any contract resulting from this RFP with thirty (30) calendar days written notice sent by certified mail, return receipt requested, to the applicant's address of record, as indicated the applicant's proposal to this RFP (or last known address on file).

**END OF INSTRUCTIONS**