



# Request for Proposal (RFP)

City of Olympia | Capital of Washington State

## **OLYMPIA HOME FUND: CAPITAL FUNDS FOR SUPPORTIVE HOUSING**

The City of Olympia (City) is seeking proposals from qualified development teams to submit proposals for construction funding for the development of new affordable housing, shelter, or treatment for specific income levels and populations in Thurston County.

The Home Fund has set the goal of supporting the construction of 300 units of supportive housing in Thurston County in the next five years. Two construction projects that will build 128 units toward that goal have been awarded in the program's first two years of operation.

### **APPLICATION REQUIREMENTS**

- At least 40 percent of the units in the project must be set aside as supportive housing.
- At least 60 percent of the units must be set aside for referral for homeless households through Coordinated Entry.
- Units must be targeted to serve households described in the Objectives section below.

The deadline for submission of proposals is **5 PM PDT, Friday February 26, 2021.**

Only email submissions will be accepted.

### **INTRODUCTION**

The Olympia Home Fund was created in 2018 by a sales tax levy approved by Olympia voters. Proceeds from the Home Fund Account will be used to construct affordable and supportive housing and housing-related purposes, including mental and behavioral health facilities, and for costs for operations, maintenance, delivery, and evaluation of mental health programs and services, or housing-related services, as allowed by [RCW 82.14.530](#)<sup>1</sup>.

### **CONSTRUCTION OBJECTIVES**

- **Construct new affordable housing units, shelter beds, or treatment beds in Thurston County Washington.** Construction can include conversion of existing market rate units into affordable housing.
- **Provide housing to households earning no more than 50 percent of area median income (AMI).** Beyond the minimum 50 percent AMI requirement, applicants are strongly encouraged to include as many units as possible that are affordable to households with incomes below 50% AMI.

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<sup>1</sup> Olympia Home Fund Proposition 1 Ballot Language, 2018

- **Provide housing, treatment, or shelter for targeted vulnerable household types** including:
  - Seniors
  - Single adults who are chronically homeless and have a disability
  - Families with children
  - Unaccompanied youth or young adults
  - Survivors of domestic violence
  - Veterans
  
- **Reduce homelessness to Thurston County’s most vulnerable homeless households** through referrals from a Thurston County Coordinated Entry provider. Proposals should articulate what levels of service and operating subsidies would likely be necessary for the project to be successful, and any partnerships have been or will need to be established to successfully operate the homeless units.
- Demonstrate **readiness** to begin construction based on occupancy date and other measures.
- Provide **integrated supportive services** at the housing, shelter, or treatment facility after construction.
- Demonstrate **efficiency in development costs** to maximize the impact of City and other public and private fund sources. This priority will be evaluated through per-unit costs and a review of the project budget.

**SCHEDULE**

The following schedule is to inform vendors of the estimated timetable of the RFP response preparation and evaluation. Please note the following dates when preparing your response to the RFP. The City reserves the right to modify this schedule at its discretion; timelines will never shorten.

This schedule is designed to accommodate projects that also anticipate applying for funds from Thurston County in 2021.

SCHEDULE DATES	DATE
Issuance of Request for Proposal (RFP)	Friday, January 25, 2021 by 5:00 p.m. Pacific Time
Deadline for questions	Friday, February 12, 2021 at 5:00 p.m. Pacific Time
Responses to questions with Question & Answer addenda	Tuesday, February 16, 2021
Proposal responses due	Friday, February 26, 2021 at 5:00 p.m. Pacific Time
Finalist(s) selected and notified	Week of March 8, 2021
Selection Notification	Week of March 22, 2021

## **CONTRACT AND COMPENSATION**

The selected developer will be required to enter into a contract with the City with a duration of up to five years. The City Council has budgeted up to \$700,000 for these activities. The City may award multiple contracts, or choose not to award. These funds will not be available to begin to draw until September of 2022.

The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these services. A sample of the PSA is available for review on the City's website ([www.olympiawa.gov/RFP](http://www.olympiawa.gov/RFP)). All consultants are advised that when applicable, the Equal Benefits Compliance Declaration Form will be used on this project. These contracts are subject to certification of equal benefits provided to all employees.

## **SUBMISSION REQUIREMENTS**

Proposals must be emailed to Cary Retlin, Home Fund Manager, **no later than 5:00 p.m. Pacific Time on Friday February 26, 2021** to [cretlin@ci.olympia.wa.us](mailto:cretlin@ci.olympia.wa.us). Submissions must include:

1. At least 40 percent of the units of the project must be set aside as supportive housing.
2. At least 60 percent of the units must be set aside for referral for homeless households through Thurston County Coordinated Entry.
3. Units must be targeted to serve households described in the Objectives section below.

**Detailed application response requirements** are under Directions for Delivery of Application (proposal response) on page 7.

## **INSTRUCTION TO PROPOSERS**

**Questions related to this RFP** must be submitted in writing to Cary Retlin, Home Fund Manager, at [cretlin@ci.olympia.wa.us](mailto:cretlin@ci.olympia.wa.us). **Questions via telephone will not be accepted.** All questions related to this RFP (detailed in Exhibit C) must be received by Friday February 12, 2021 at 5:00 p.m. Pacific Time. Questions received after this date may not be answered.

**To Make Public Records Request:** To obtain records related to this RFP via a public records request, please visit our [Public Records webpage](#). Public records fee apply.

After application submittal, the Home Fund Advisory Board or staff may arrange an interview for those respondents that are short listed or select from submitted written material.

## **SCORING CRITERIA**

### **1. Serve priority population (20 percent of score)**

The Olympia Home Fund will prioritize projects and programs serving the most vulnerable members of our community:

- a. **Households with incomes below 50 percent of AMI** based on U.S. Department of Housing and Urban Development (HUD) 2020 income limits<sup>2</sup>.
- b. **Those priority populations also include one or a mix of the following:**
  - Seniors (age 62 or over)
  - Single adults who are chronically homeless and have a disability
  - Families with children
  - Unaccompanied homeless youth or young adults<sup>3</sup>
  - Other people with special needs including:
    - Individuals with disabilities,
    - Individuals with behavioral health challenges,
    - Survivors of domestic violence,
    - Veterans.

**2. Demonstrate readiness (20 percent of score)**

Readiness is defined as projects that have site control, a percentage of other committed fund sources, development teams in place, or other measures of preparation for construction and tenancy.

**3. Reduce homelessness for the most vulnerable (10 percent of score)**

Priority will be placed on housing projects that plan to serve the most homeless households with the highest Vulnerability Index scores (although a project does not need to solely target homeless households). Any project serving homeless households must receive those placement referrals through a Thurston County Coordinated Entry provider.

**4. Provide Supportive housing (20 percent of score)**

Supportive services can be provided by the housing operator, or by another partnering agency. Projects that include agencies that have been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity will be prioritized.

**5. Cost (30 percent of score)**

Projects will be expected to maximize per-unit cost effectiveness and leverage non-City funds to increase financial stability. Examples of leverage include donations of cash or property, or anticipated funds from philanthropic, conventional financing, or public sources (including Thurston County, Washington State Department of Commerce, or Washington State Housing Finance Commission).

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<sup>2</sup> This round is targeting projects that serve income levels at or below 50 percent of median income. The Olympia Home Fund Administrative and Financial Plan (2017) targets up to 60 percent of median income. This round is targeted to serve even lower income levels.

<sup>3</sup> This population is not currently included in the Olympia Home Fund Administrative and Financial Plan (2017) but is included in RCW 82.14.530.

The City may select more than one respondent to receive an award. Proposals will be evaluated based on the following criteria (the application questions are attached in Exhibit C):

**Selection Criteria Scoring Summary**

Serve priority population	20
Demonstrate readiness	20
Reduce homelessness for the most vulnerable	10
Provide supportive housing	20
Cost	30
<b>Total possible score</b>	<b>100</b>

**DISCRETION AND LIABILITY WAIVER**

The City reserves the right to reject all proposals or to request and obtain, from one or more of the respondents, supplementary information as may be necessary for the City to analyze the proposals pursuant to the selection criteria contained in this RFP.

The respondent, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The City is not be responsible for any costs incurred by the respondents in preparing, submitting or presenting its response to the RFP.

The City reserves the right to negotiate with the selected respondent(s) the exact terms and conditions of the contract or agreement.

The selected respondent(s) will be an independent contractor, not City employee.

The City reserves the right to cancel this RFP at any time.

All RFP documents are public record and subject to public disclosure.

Washington State Law and Venue: Any resulting contracts, (if any) must be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contracts must be brought in Thurston County, Washington.

Consultants on City contracts estimated to \$50,000 or more are required to comply with Olympia’s Equal Benefits Ordinance, and Equal Benefits Compliance Declaration (Exhibits A & B).

**DIRECTIONS FOR DELIVERY OF APPLICATION (PROPOSAL RESPONSE)**

The deadline for submission of proposals is Friday **February 26, 2021 at 5 PM.**

All applications must include:

1. A scan of the signed Statement Of Compliance With Nondiscrimination Requirement (Exhibit A)
2. A scan of the signed Equal Benefits Compliance Declaration (Exhibit B)
3. A Microsoft Word narrative response to the application questions (Exhibit C) and;
4. A Microsoft Excel Budget completed in the Washington State Combined Funders Application Spreadsheet.

Application documents must be emailed to Cary Retlin, Home Fund Manager, at [cretlin@ci.olympia.wa.us](mailto:cretlin@ci.olympia.wa.us)

***Exhibit "A"***

**STATEMENT OF COMPLIANCE WITH NONDISCRIMINATION REQUIREMENT**

The Olympia City Council has made compliance with the City's *Nondiscrimination in Delivery of City Services or Resources* ordinance (OMC 1.24) a high priority, whether services are provided by City employees or through contract with other entities. It is important that all contract agencies or vendors and their employees understand and carry out the City's nondiscrimination policy. Accordingly, each City agreement or contract for services contains language that requires an agency or vendor to agree that it shall not unlawfully discriminate against an employee or client based on any legally protected status, which includes but is not limited to: race, creed, religion, color, national origin, age, sex, marital status, veteran status, sexual orientation, gender identity, genetic information, or the presence of any disability. Listed below are methods to ensure that this policy is communicated to your employees, if applicable.

- Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.).
- Nondiscrimination provisions are posted on applications for service.
- Nondiscrimination provisions are posted on the agency's web site.
- Nondiscrimination provisions are included in human resource materials provided to job applicants and new employees.
- Nondiscrimination provisions are shared during meetings.

**Failure to implement at least two of the measures specified above or to comply with the City of Olympia's nondiscrimination ordinance constitutes a breach of contract.**

By signing this statement, I acknowledge compliance with the City of Olympia's nondiscrimination ordinance by the use of at least two of the measures specified above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Print Name of Person Signing

***Alternative Section for Sole Proprietor:*** I am a sole proprietor and have reviewed the statement above. I agree not to discriminate against any client, or any future employees, based on any legally protected status.

\_\_\_\_\_  
(Sole Proprietor Signature)

\_\_\_\_\_  
(Date)

***Exhibit "B"***  
**EQUAL BENEFITS COMPLIANCE DECLARATION**

**Contractors or consultants on City agreements or contracts estimated to cost \$50,000 or more** shall comply with Olympia Municipal Code, Chapter 3.18. This provision requires that if contractors or consultants provide benefits, they do so without discrimination based on age, sex, race, creed, color, sexual orientation, national origin, or the presence of any physical, mental or sensory disability, or because of any other status protected from discrimination by law. Contractors or consultants must have policies in place prohibiting such discrimination, prior to contracting with the City.

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I declare that the Consultant listed below complies with the City of Olympia Equal Benefits Ordinance, that the information provided on this form is true and correct, and that I am legally authorized to bind the Consultant.

\_\_\_\_\_  
Consultant Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title





**9. Serve priority population (20 percent of score)** *Priority Population is defined on RFP page 4)*

a. *Target population(s) of project:*

b. *Proposed number of units or beds total (if mixed, please specify each):*

c. *Proposed number units or beds per population:*


d. *Proposed number units or beds per income level:*


**10. Demonstrate readiness (20 percent of score)**

a. What is your estimated timeline for completion? When will the project receive a Temporary Certificate of occupancy from the City?

b. Has a site been identified for this project?

c. What site constraints exist for this project that could delay construction?

**11. Reduce homelessness for most vulnerable (10 percent of score)**

a. *How will this project support the most vulnerable homeless households referred through Coordinated Entry?*

b. *How many units or beds will be dedicated to the most vulnerable (of total constructed)?*

c. *What screening criteria will you provide to Coordinated Entry for this project?*

**12. Provide Supportive housing (20 percent of score)**

- a. Will this project provide supportive housing?
- b. What are the targeted supportive needs of the households served?
- c. How have supportive services been integrated into the construction and operations of the proposed project?
- d. How will services, like case management or behavioral health, be funded?
- e. Has the provider of these services been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and evaluating organization.

**13. Cost (30 percent of score)**

- a. What is the average cost per unit based on the total project cost?  
*Please include your calculation here*
- b. Average cost per Home Fund dollar requested?  
*Please include your calculation*

**14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION.** Your budget must be completed in the Washington State Combined Funders Application Spreadsheet and should include estimated income and expenses for:

- |   |  |
|---|--|
| <input type="checkbox"/> All anticipated fund sources including Olympia Home Fund | <input type="checkbox"/> Permits and fees            |
| <input type="checkbox"/> Design and inspection                                    | <input type="checkbox"/> Land/property acquisition   |
| <input type="checkbox"/> Project management                                       | <input type="checkbox"/> Site development            |
| <input type="checkbox"/> Relocation   | <input type="checkbox"/> Construction/rehabilitation |
| <input type="checkbox"/> Title Insurance  | <input type="checkbox"/> Utilities                   |
| <input type="checkbox"/> Environmental review                                     | <input type="checkbox"/> Other expenses              |