



Request for Proposal (RFP)

City of Olympia | Capital of Washington State

OLYMPIA HOME FUND: CAPITAL FUNDS FOR AFFORDABLE HOUSING

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

APPLICATION REQUIREMENTS

- Proposers must have submitted an application for a 2019 Consolidated Grant Application to Thurston County Housing Construction Pipeline.

The deadline for submission of proposals is **4 PM PDT, Wednesday May 15, 2019.**

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](#)¹.

OBJECTIVES

- **Construct new affordable housing units, shelter beds or treatment beds.** 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.
- **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

¹ Olympia Home Fund Proposition 1 Ballot Language, 2018

- 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.

CONTRACT AND COMPENSATION

The selected consultant will be required to enter into a contract with the City with a duration of up to five years. The City Council has budgeted \$1,300,000 for these activities from this fiscal year and may obligate 2020 funds at their discretion. The City may award multiple contracts, or chose not to award.

All prospective contractors are advised that the ***Equal Benefits Compliance Declaration Review Form*** will be used on this project. These contracts are subject to certification of equal benefits supplied to all employees.

SUBMISSION REQUIREMENTS

Proposals must be delivered to Cary Retlin, Home Fund Manager, by email **no later than 4:00 p.m. PDT on May 15, 2019** to cretlin@ci.olympia.wa.us. Submissions must include:

1. Your project must have submitted a 2019 Consolidated Grant Application to Thurston County for the Housing Construction Pipeline.

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

Future Home Fund award rounds may include additional categories like affordable housing maintenance, operational expenses, case management, other service expenses and preservation of existing affordable housing.

INSTRUCTION TO PROPOSERS

Questions related to this RFP shall be submitted in writing to Cary Retlin, Home Fund Manager, at cretlin@ci.olympia.wa.us. **Questions via telephone will not be accepted.** All questions to this RFP (detailed in Exhibit C) must be received by Monday May 6, 2019 at 4:00 p.m. Pacific Daylight Time. Questions received after this date may not be answered.

To Make Public Records Request: To obtain project plans and specifications for City projects via public records request, please visit our [Public Records webpage](#). Public records fee apply.

After your 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.

SELECTION CRITERIA

Any project that submitted a 2019 Consolidated Grant Application to Thurston County for the Housing Construction Pipeline is eligible to apply for these funds. Applications that do not meet this criteria will not be considered in this funding round.

1. Serve priority population (25 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) income limits².
- 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 adults³
 - Other people with special needs including:
 - Individuals with disabilities,
 - Individuals with behavioral health challenges,
 - Survivors of domestic violence,
 - Veterans.

² 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.

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

2018 Olympia-Tumwater WA MSA 50 Percent Income Limits (Median Fam. Income \$77,700)					
1 Person Household		2 Person Household		4 Person Household	
Annual Income	Max. Affordable Rent	Annual Income	Max. Affordable Rent	Annual Income	Max. Affordable Rent
\$27,200	\$680	\$31,100	\$778	\$38,850	\$971

Source: HUD FY 18 Multifamily Tax Subsidy Project Income Summary Limits.

https://www.huduser.gov/portal/datasets/il/il2018/2018sum_mtsp.odn?inputname=METRO36500M36500*Olympia-Tumwater%2C+WA+MSA&area_choice=hmfa&year=2018

2. Demonstrate readiness (25 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 most vulnerable (15 percent of score)

Priority will be placed on housing projects that target vulnerable households who are currently or recently homeless. Any project serving homeless households must do so in collaboration with a Thurston County coordinated entry provider.

4. Provide Supportive housing (10 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 (10 percent of score)

Projects will be encouraged to strive to maximize per-unit cost effectiveness and leverage of non-City funds to increase financial stability. Examples of leverage include donations of cash or property, awards of cash or property, or anticipated awards from philanthropic or public sources.

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	25
Demonstrate readiness	25
Reduce homelessness	15
Provide supportive housing	10
Cost	10
Total possible score	100

TITLE VI ASSURANCE

1. Title VI Assurances For Consultants, Subconsultants, Suppliers, and Manufacturers

During the performance of this contract, the consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "consultant") agrees as follows:

2. Compliance With Regulations

The consultant shall comply with the Regulations Relative to Nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter DOT), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

3. Nondiscrimination

The consultant, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

4. Solicitations for Subcontracts, including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential sub-consultant or supplier shall be notified by the consultant of the consultant's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

5. Information and Reports

The consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Agency or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to Agency, or the Washington State Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.

6. Sanctions for Noncompliance

In the event of the consultant's noncompliance with the nondiscrimination provisions of this contract, Agency and the Washington State Department of Transportation shall impose such contract sanctions as it, or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the consultant under the contract until the consultant complies, and/or;
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

Incorporation of Provisions – The consultant shall include the provisions of paragraphs (1) through (6) above in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The consultant shall take such action with respect to any sub-consultant or procurement as Agency or the U.S. Department of Transportation, Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation with a sub-consultant or supplier as a result of such direction, the consultant may request Agency enter into such litigation to protect the interests of the Agency and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

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 consultant selection criteria contained herein.

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 shall 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.

Contractor(s) are not City employees.

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

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

Washington State Law and Venue: Any resulting contracts, (if any) shall 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 shall 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 **May 15, 2019 at 4 PM.**

All applications must include:

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

Application documents must be emailed to Cary Retlin at cretlin@ci.olympia.wa.us

Cary Retlin
Home Fund Manager
Community Planning & Development
City of Olympia
360-570-3956

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.

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

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. Indicate below the methods you will employ to ensure that this policy is communicated to your employees, if applicable.

_____ affirms compliance with the City of Olympia's nondiscrimination ordinance and contract provisions. **Please check all that apply:**

- ☐ Nondiscrimination provisions are posted on printed material with broad distribution (newsletters, brochures, etc.).
What type, and how often? _____
- ☐ 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.
What type of meeting, and how often? _____
- ☐ If, in addition to two of the above methods, you use other methods of providing notice of nondiscrimination, please list:

- ☐ If the above are not applicable to the contract agency or vendor, please check here and sign below to verify that you will comply with the City of Olympia's nondiscrimination ordinance.

Failure to implement 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.

(Signature)

(Date)

Print Name of Person Signing

Date

Title

Exhibit "C"

2019 Olympia Home Fund Application Questions

Responses must be submitted for all questions for the application to be considered.

These questions closely match the 2019 Thurston County Affordable Housing RFP questions to reduce administrative burden for applicants.

1. Submitting organization name:

2. Name of primary contact for this application:

3. Telephone number, email, and mailing address for submitting organization:

4. Project Name:

5. Brief description of proposed project:

6. Location of project, city, address (if known), zoning (if known):

7. Name and brief experience of developer:

8. Name and brief experience of project manager (if organization managing project is different from developer):

9. Serve priority population (25 percent of score)

a. *Target population of project:*

b. *Proposed number of units or beds total:*

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

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

10.Demonstrate readiness (25 percent of score)

a. What is your estimated timeline for completion? When will the project reach full occupancy?

b. Has a site been purchased for this purpose or are their properties available for this rehabilitation?

11.Reduce homelessness for most vulnerable (15 percent of score)

a. *Will this project serve homeless households?*

b. *If yes, how will this project ensure placement through Coordinated Entry?*

c. *How will this project prioritize serving the most vulnerable households in Coordinated Entry?*

12.Provide Supportive housing (10 percent of score)

a. Will this project provide supportive housing?

b. What are the targeted needs of the households served?

- c. How will services, like case management or behavioral health, be funded?
- d. Has the operator of this housing been trained or evaluated in Substance Abuse and Mental Health Services Administration (SAMHSA) Supportive Housing Fidelity? If yes, estimate the most recent date and include the evaluating organization.

13. Cost (10 percent of score)

- a. What is the average cost per unit based on the total project cost?

Please include your calculation

- b. Average cost per Home Fund dollar requested?

Please include your calculation

14. A BUDGET SPREADSHEET MUST BE ATTACHED TO YOUR APPLICATION.

The budget should include estimated income and expenses for:

- | | |
|---|-------------------------------|
| ✓ All estimated fund sources
including Olympia Home Fund | ✓ Permits and fees |
| ✓ Design and inspection | ✓ Land/property acquisition |
| ✓ Project management | ✓ Site development |
| ✓ Relocation | ✓ Construction/rehabilitation |
| ✓ Title Insurance | ✓ Utilities |
| ✓ Environmental review | ✓ Other expenses |

