



YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

REQUEST FOR PROPOSAL (RFP) From
interested developers for the Purchase and
Development of Property

Located in

Metropolitan Area
City of Yakima

August 2017

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima WA 98901

CONTACT

Crystal Testerman,
Homeless Program
Manager

crystal.testerman@yvco.org

509-574-1550

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS NOTICE OF FUNDS AVAILABLE TO SUPPORT ONE Transitional Housing Shelter to serve the chronically homeless population.

Yakima Valley Conference of Governments has up to \$200,000 available to support the acquisition, rehabilitation, or construction of one Transitional Housing Facility. Preference will be given to projects that Serves high priority needs as identified by the Homeless Planning and Policy Council's 5 Year Plan to End Homelessness.

Eligible recipients must be certified non-profit agencies, for-profit providers of affordable housing, housing authorities and units of local government (e.g. county, cities and towns); provide signed certification from the local government jurisdiction stating that the project is consistent with local plans and policies and; demonstrate through the written application their ability, experience and resources to implement and sustain the project during the term of the project.

Six (6) original copies of the completed application must be submitted by October 30, 2017 to the Yakima Valley Conference of Governments, 311 North Fourth Street Suite 204, Yakima, Washington by 3:00 p.m. or postmarked by 11:59 if returned by mail. For more information, contact Crystal Testerman at (509) 574-1550.

Hours of Operation of YVCOG: Monday through Thursday 8:00 a.m. – 5:00 p.m.
Friday 8:00 a.m. – 12:00 (noon)

INTRODUCTION

The Yakima Valley Conference of Governments is presenting a Request for Proposal (RFP) to develop a **Transitional Housing Facility to serve the chronically homeless population over a 24 month period.**

The Homeless Planning and Policy Council (HPPC), Yakima City and County COC (WA-507), Local Homeless Plan Goal 3: Develop additional Shelter beds with access to services and maintain existing resources. Transitional housing with supportive services to allow for the development of skills that will be needed once permanently housed is consistent with the 5-year plan.

THE COMMUNITY

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 247,200 people, 41 percent of whom are Hispanic and Latino.

Established 50 years ago, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a group of community members who are committed to working on homelessness, land use, transportation, environment and human services’ issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are responsibly managed.

The overall mission of Yakima Valley Conference of Government membership is to improve the valleys’ livability and secure its future.

The vision of the 5-Year Plan is to reduce homelessness in Yakima County so that it is brief and rare. The overall purpose of this Plan is to work collaboratively as a community to make homelessness a brief and rare occurrence in Yakima County. Through an efficient and effective homeless response system, Yakima County will prioritize and focus on putting people into stable housing first.

PURPOSE of the REQUEST FOR PROPOSAL

The HPPC is seeking to develop a low barrier transitional housing facility. The HPPC wishes to encourage proposals that demonstrate financial feasibility and sustainability combined with exceptionally strong design and quality of space that enhance its vision to reduce homelessness in Yakima County so that it is brief and rare.

SELECTION PROCESS

Responses to the Request for Proposal will be evaluated by a committee approved by the HPPC. The committee will present their recommendation to the HPPC and, if approved by the HPPC, the HPPC will then present the selected proposal to the Executive Committee for approval and award.

Submittal Requirements for REQUEST for QUALIFICATIONS

I. ELIGIBLE RESPONDENTS

The HPPC is seeking an agency who can successfully develop and sustain this facility. Eligible parties must be able to demonstrate an ability to assemble a multi-disciplinary team; create a building design that meets the city's criteria; secure end users; obtain financing; and successfully bring the project to fruition.

Interested parties should also provide evidence that the team members possess public/private mixed-use experience and possess the financial capacity to implement this project. The evaluation process will consider whether agencies have their own at-risk cash investment at stake.

II. RESPONSE REQUIREMENTS

Response requirements stated in this RFP are mandatory on the organizations letterhead according to the information requested. Failure to thoroughly address any requirement identified in this RFP may result in a respondent's disqualification. Failure to provide all documents requested may result in a respondent's disqualification.

Interested parties are required to organize their proposals into the following sections. Additional information may be included under separate sections. Provide six (6) original copies.

10 Pts
Available

A. Name and address of organization, name and title of person submitting letter and contact email and phone number;

20 Pts
Available

B. Background and/or history of the organization, including any experience in building operations and project management;

- Proposals designed based on evidence based practice will score higher than proposals that do not

20 Pts
Available

C. Organization's ability and qualifications to lease and operate a commercial structure (identify key members of the project operations team and briefly describe their relevant experience and duties);

- Proposals demonstrating readiness to implement with an available budget to complete and operate the Facility will score higher than proposals which do not demonstrate this ability

20 Pts
Available

D. A description of buildings the applicant currently owns and or manages and how this Facility will impact the applicant's operational capacity; and

- Proposals which demonstrate the ability to create a building design that meets the city's conditions will score higher than proposals which do not demonstrate this ability

20 Pts
Available

E. Describe the services model that will be used to provide housing to the chronically homeless. (If the organization will be subcontracting, describe the services delivery system and contractual relationship that will be implemented).

- Proposals which demonstrate an alliance to HPPC's five year plan will score higher than proposals which do not demonstrate an alliance

50 Pts
Available

F. Attach a 5 year business plan to operate the Facility with anticipated income and expenses

- Proposals which demonstrate the ability to sustain costs to maintain the Facility will score higher than proposals which do not demonstrate this ability

50 Pts
Available

G. Attach project budget to include available capital, plans for additional capital and/or operating funding. Include a complete list of all investors and their contribution (10 pts)

- Proposals readiness will accumulate a score based on:
 - 0 – no plans
 - 1 pt – secured financing to develop real estate
 - 1 pt – own or ability to own/lease a facility
 - 1 pt – zoning complete
 - 1 pt – Survey complete
 - 1 pt – permits complete
 - 1 pt – plans drawn by architect
 - 1 pt – contractor hired to perform construction and landscaping

5 Pts
Available

H. Attach the most recent fiscal year-end organizational audit or financial statement on the audit agencies letterhead, signed by the auditor (completed by a CPA); and

5 Pts
Available

I. Board of Director's roster and a list of principle partners

III. EVALUATION & SELECTION

Evaluation

The Homeless Planning and Policy Council RFP Committee will evaluate the proposals of respondents based on experience, capacity, past performance, and consistency with the 5-Year Homeless Plan goals and objectives.

B. Notification of Selection

Following the evaluation of the responses to this RFP, the selected proposal shall receive a written notification from the COG notifying them of the anticipated award. Anticipated awardee is encouraged, although not required, to attend the YVCOG Executive Committee meeting to respond to any questions.

C. Schedule for Selection

- » Release of this RFP: September 29, 2017
- » Responses to this RFP Due: October 30, 2017
- » Evaluations of the RFPs Completed: November 20, 2017
- » Recommended award presented to HPPC for approval: December 12, 2017
- » Recommended award presented to YVCOG Executive Committee: December 18, 2017
- » Contract with winner of award: January 1, 2018

III. SCORING CRITERIA

Each proposal will be scored independently by a panel of objective people.

Each person is tasked with evaluating and scoring each applicant's response for each question asked in the RFP.

If a scorer has questions regarding a response, the question will be sent to Crystal Testerman, Program Manager, to be communicated to the person identified in the RFP as the person submitting the proposal. The agency will have 48 hours to respond.

Disclaimers by Yakima Valley Conference of Governments

The COG, in its sole judgment, reserves the right to (I) amend, modify or withdraw this RFP , (II) revise any requirements of this RFP , (III) require supplemental statements or information from any respondent to this RFP , (IV) accept or reject any or all responses to this RFP , (V) revise the schedule to advertise, receive, and review responses to this RFP , (VI) renegotiate or hold discussions with any respondent(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP , and (VII) cancel and reissue, in whole or in part, this RFP if the COG, in its sole discretion, deems it to be in the best interest. The COG may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party. Responses to this RFP shall be prepared at the sole cost of the respondent. Additionally, responses to this RFP shall not obligate the COG to procure any of the professional services described herein from such respondents

PUBLIC RECORDS

Under Washington state law (Chapter 42.56 RCW – Public Records Act), documents submitted in response to this Request for Qualifications become public record upon a contract being enacted by the awarded agency and Yakima Valley Conference of Governments, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the COG receives a request for copying or inspection of any such documents submitted to the COG, it will promptly notify the requesting party (by U.S. mail) within five business days that the request was received and of its decision to either provide the information or deny the request.

Prior to the disclosure of any documents received in response to this Request for Qualifications, the COG will notify the specific respondent that a request for a copy and inspection of their submitted documents has been made, and will postpone disclosure of subject documents for a reasonable period-of-time as permitted by law to enable the respondent to seek a court order prohibiting or conditioning the release of the documents. The COG assumes no contractual obligation to enforce any exemption.

EVALUATION of SUBMITTED PROPOSALS

The Yakima Valley Conference of Governments 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 COG to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, this RFP does not obligate the COG to accept or contract for any expressed or implied services.

Your authorized signature in the space below indicates your understanding and acceptance of the terms and conditions as presented in the RFP, the terms and conditions

of the Public Records provisions, and the terms and conditions of the evaluation and submittal process.

(Name of Firm)

(Authorized signature)

(Date)