



Department of Commerce

STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

REQUEST FOR PROPOSALS (RFP)
Seattle Central College South Annex Properties

NOTE: *If you download this RFP from the Department of Commerce website, you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or bidder questions/agency answers.*

**PROJECT TITLE: Seattle Central College South Annex Property,
Homeless Youth Project**

**PROPOSAL DUE DATE: December 15, 2017 – 5:00 P.M. Pacific Standard Time, Olympia,
Washington, USA.**

ONLY electronic submissions of the application forms and materials will be accepted. Faxed and/or hard copies of the forms and materials will not be accepted.

ESTIMATED TIME PERIOD FOR CONTRACT: September 2018 – August 2070

APPLICANT ELIGIBILITY: This procurement is open to those Applicants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

CONTENTS OF THE REQUEST FOR PROPOSALS:

1. Introduction
2. General Information for Applicants
3. Proposal Contents
4. Evaluation and Award
5. Exhibits
 - A. Certifications and Assurances
 - B. Diverse Business Inclusion Plan



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1. INTRODUCTION

1.1. PURPOSE AND BACKGROUND

On May 25, 2017 the Department of Enterprise Services, on behalf of Seattle Central College, released a surplus property bulletin, Project #: 1000482. That bulletin identified property owned by Seattle Central College, King County Assessor's Tax Parcel numbers: 600300-0440, 600300-0445, and 600300,0442, as surplus to its needs and available for sale for a minimum of fair market value.

In response to the property bulletin, the Honorable Representative Frank Chopp sent a letter to Seattle Central College identifying an interest in the property to create a homeless youth center with housing. In that letter, Representative Chopp identified a partial source of funding "in the 4-corner agreed-to Capital Budget (SB 5981 Section 1006 (1)(e))":

"\$1,000,000 of the Washington housing trust account—state appropriation is provided solely for a nonprofit, public development authority, local government, or housing authority to purchase the south annex properties located at 1531 Broadway, 1534 Broadway, and 909 Pine street owned by the state board of community and technical colleges. The property must be used to provide services and housing for homeless youth."

As a result, the Washington State Department of Commerce, hereafter called "COMMERCE," is initiating this Request for Proposals (RFP) to solicit proposals from firms to acquire and redevelop Seattle Central College's South Annex Properties in Seattle, Washington to provide housing to include services and housing for homeless youth (under age 18) and/or young adults (ages 18-24).

For information related to the sale of the property, which is a separate public process, please contact the Seattle Central College representative:

Lincoln Ferris
Consultant to the President
Seattle Central College
Office Phone: (206) 934-3169
Email: Lincoln.Ferris@seattlecolleges.edu

1.2. OBJECTIVES AND SCOPE OF WORK

This RFP is intended to provide partial funding for the acquisition and redevelopment of King County Assessor's Tax Parcel numbers: 600300-0440, 600300-0445, and 600300,0442 in Seattle for the purpose of providing services and housing to include homeless youth and/or young adults.

1.3. MINIMUM QUALIFICATIONS

Minimum qualifications include:

- Applicant must be a nonprofit, public development authority, local government, or housing authority.
- Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.
- Applicant, or if in partnership, at least one of the respondents, has at least 5 years of experience serving youth (ages 12-17) and/ or young adults (ages 18-24).
- Applicant, or if in partnership, at least one of the respondents, can demonstrate the experience and capacity, within the last 5 years, to develop, own and manage a project of the size and scope of the applicants' proposal serving the intended population to include homeless youth and/or young adults.

1.4. FUNDING

COMMERCE has budgeted One Million Dollars (\$1,000,000) for this project.

COMMERCE recognizes the need for additional private and public funding to complete the project. To assist the Apparent Successful Bidder in securing additional funding commitments COMMERCE will make a conditional award. No final funding decision or award will be made unless and until a 2017-2019 Capital Budget is passed by the legislature and enacted by the Governor which includes funds dedicated to, and available for, the purpose of this RFP. At the time of the release of this RFP the Washington State Legislature has not passed a Capital Budget for the 2017-2019 biennium.

COMMERCE intends to award one contract for the funds and purpose described in this RFP.

1.5. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about September 30, 2018 and to end on August 30, 2020. Amendments extending the period of performance, if any, shall be at the sole discretion of the COMMERCE.

1.6. CONTRACTING WITH CURRENT OR FORMER STATE EMPLOYEES

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

1.7. DEFINITIONS

Definitions for the purposes of this RFP include:

Apparent Successful Contractor – The Applicant selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Applicant – Individual or company interested in the RFP and that may or does submit a proposal in order to attain a contract with the AGENCY.

Contractor – Must be a nonprofit, public development authority, local government, or housing authority whose proposal has been accepted by COMMERCE and is awarded a fully executed, written contract.

COMMERCE – The Department of Commerce is the agency of the state of Washington that is issuing this RFP.

Proposal – A formal offer submitted in response to this solicitation.

Proposer – Individual or company that submits a proposal in order to attain a contract with COMMERCE.

Publish – Posting the RFP and any addenda to the Washington Electronic Bid System (WEBS) and/or COMMERCE's website.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the Applicant community to suggest various approaches to meet the need at a given price.

1.8. ADA

COMMERCE complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR APPLICANTS

2.1. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in COMMERCE for this procurement. All communication between the Applicant and COMMERCE upon release of this RFP shall be with the RFP Coordinator, as follows:

| | |
|----------------|----------------------------------------------------------------------------------|
| Name | Nathan Peppin |
| E-Mail Address | Nathan.Peppin@Commerce.wa.gov |
| Phone Number | (360) 725-2868 |

Any other communication will be considered unofficial and non-binding on COMMERCE. Applicants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Applicant.

However, for information related to the sale of the property, which is a separate public process, please contact the Seattle Central College representative:

Lincoln Ferris
Consultant to the President
Seattle Central College
Office Phone: (206) 934-3169
Email: Lincoln.Ferris@seattlecolleges.edu

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

| | |
|------------------------------------------------------------------------------------------------------|-------------------------|
| Issue Request for Proposals | 10/27/2017 |
| Pre-Submission Conference (voluntary) | 11/1/2017 |
| Question & answer period | 10/27/2017 – 11/13/2017 |
| Proposals due | 12/15/2017 |
| Evaluate proposals | 12/18/2017 |
| Announce "Apparent Successful Contractor" and send notification via e-mail to unsuccessful proposers | 12/22/2017 |
| Hold debriefing conferences (if requested) | 1/8/2018 – 1/19/2018 |
| Negotiate contract | TBD |
| Begin contract work | TBD |

COMMERCE reserves the right to revise the above schedule.

2.3. SUBMISSION OF PROPOSALS

SUMISSION FORMAT:

The proposal must be **received by the RFP Coordinator** no later than 5:00 P.M., Pacific Standard Time, in Olympia, Washington, on **December 15, 2017**.

ONLY electronic submissions of the Application forms and materials will be accepted. Applicants must submit all of the application materials electronically on a USB flash drive, CD, or DVD. To support sustainability in our business practices, hardcopies of the application or materials WILL NOT be accepted by COMMERCE.

Instructions for file naming and application assembly are provided below. Applications must be submitted per these instructions.

Deliver or mail your completed application to the following address. **All applications must be actually received, not simply mailed, by the application deadline in order to be considered.**

Department of Commerce
Attn: Nathan Peppin
1011 Plum Street SE
P.O. Box 42525
Olympia, WA 98504-2525




Proposals may not be transmitted using facsimile transmission.

Applicants will receive an email confirmation of receipt by 6:00 p.m. on December 15, 2017. If confirmation is not received within this period, it is the applicant's responsibility to follow up with the RFP Coordinator by email. In the event COMMERCE is not in actual receipt of an application by the deadline, if the applicant can provide proof of a good faith, commercially reasonable attempt to timely submit the application (e.g., a certified mail receipt three or more days prior to deadline), the Application will be accepted. Otherwise, the Application will be determined not timely and will not be reviewed.

All applications should follow these naming and file conventions:

- Name each attachment file with the project name and the name of the document.
- All files should be submitted in their original format – do not convert electronic documents to PDF format (e.g. Word files should be submitted as a Word document).
- Scanned copies of paper documents must be legible with reasonably-sized font and, when applicable, clear signatures and dates.
- PDFs should be searchable whenever possible, and should not be submitted "locked." If this requirement conflicts with the policies of contracted consulting firms, please contact the RFP Coordinator directly. Otherwise you may be required to resubmit materials.
- Please create a folder if there are multiple files addressing a single checklist item.
- If an item is not applicable to your project, simply do not include it; do not create placeholder files for "n/a" items.

Please refer to the following visual as a guide:

| Name | Type |
|----------------------------------------------------------------------------------------------------------------------------|------------------------|
|  Project Name - 10 Year Plan Letter.pdf | Adobe Acrobat Document |
|  Project Name - Con Plan Letter.pdf | Adobe Acrobat Document |
|  Project Name - Market Study.pdf | Adobe Acrobat Document |

2.4. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of COMMERCE. All proposals received shall remain confidential until the Apparent Successful Contractor is announced; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Applicant is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Applicant has marked as "Proprietary Information", COMMERCE will notify the Applicant of the request and of the date that the records will be released to the requester unless the Applicant obtains a court order enjoining that disclosure. If the Applicant fails to obtain the court order enjoining disclosure, COMMERCE will release the requested information on the date specified. If an Applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, COMMERCE shall maintain the confidentiality of the Applicant's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

2.5. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided via e-mail to all individuals who have made the RFP Coordinator aware of their interest. Addenda will also be published on Washington's Electronic Bid System (WEBS). The website can be located at <https://fortress.wa.gov/ga/webs/>. For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website.

If you downloaded this RFP from the Agency website located at www.commerce.wa.gov, you are responsible for sending your name, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP addenda.

COMMERCE also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6. DIVERSE BUSINESS INCLUSION PLAN

Responders will be required to submit a Diverse Business Inclusion Plan with their proposal. In accordance with legislative findings and policies set forth in RCW 39.19, the state of Washington encourages participation in all contracts by firms certified by the office of Minority and Women's Business Enterprises (OMWBE), set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted, and no minimum level of minority- and women-owned business enterprise (MWBE), Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award. Any affirmative action requirements set forth in any federal Governmental Rules included or referenced in the contract documents will apply.

COMMERCE has the following agency goals:

- 10% participation by Minority Owned Business
- 6% participation by Women Owned Business

- 5% participation by Veteran Owned Business
- 5% participation by Small Businesses

2.7. ACCEPTANCE PERIOD

Proposals must provide 60 days for acceptance by COMMERCE from the due date for receipt of proposals.

2.8. COMPLAINT PROCESS

Vendors may submit a complaint to COMMERCE based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to COMMERCE at any time prior to 5 days before the bid response deadline. The complaint must meet the following requirements:

- a) The complaint must be in writing;
- b) The complaint must be sent to the RFP coordinator in a timely manner;
- c) The complaint should clearly articulate the basis for the complaint; and
- d) The complaint should include a proposed remedy.

The RFP coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on WEBS. The Director of COMMERCE will be notified of all complaints and will be provided a copy of COMMERCE'S response. The complaint may not be raised again during the protest period. COMMERCE'S action or inaction in response to the complaint will be final. There will be no appeal process.

2.9. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

COMMERCE also reserves the right at its sole discretion to waive minor administrative irregularities.

2.10. MOST FAVORABLE TERMS

COMMERCE reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Applicant can propose. There will be no best and final offer procedure. COMMERCE does reserve the right to contact an Applicant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the Applicant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to COMMERCE.

2.11. CONTRACT AND GENERAL TERMS & CONDITIONS

The apparent successful contractor will be expected to enter into a contract, using the most current version of the Housing Trust Fund contract, as determined by COMMERCE. In no event is an Applicant to submit its own standard contract terms and conditions in response to this solicitation. The Applicant may submit exceptions as allowed in the Certifications and Assurances form, Exhibit A to this solicitation. All exceptions to the contract terms and conditions must be submitted as an

attachment to Exhibit A, Certifications and Assurances form. COMMERCE will review requested exceptions and accept or reject the same at its sole discretion.

2.12. COSTS TO PROPOSE

COMMERCE will not be liable for any costs incurred by the Applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.13. NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or COMMERCE to contract for services specified herein.

2.14. REJECTION OF PROPOSALS

COMMERCE reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.15. COMMITMENT OF FUNDS

The Director of COMMERCE or his delegate is the only individual who may legally commit COMMERCE to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.16. ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful contractor will be provided a form to complete with the contract to authorize such payment method.

2.17. INSURANCE COVERAGE

The Contractor is to furnish COMMERCE with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to COMMERCE within fifteen (15) days of the contract effective date.

Liability Insurance

- 1) Commercial General Liability Insurance: Contractor shall maintain commercial general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. CGL insurance shall be written on ISO occurrence from CG 00 01 (or a substitute form providing equivalent coverage) All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability) condition.

Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- 2) Business Auto Policy: As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per

accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, 1990 or later edition, or substitute liability form providing equivalent coverage.

Employers Liability ("Stop Gap") Insurance: In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Additional Provisions

Above insurance policy shall include the following provisions:

1. **Additional Insured.** The state of Washington, [agency name], its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella and property insurance policies. All insurance provided in compliance with this contract shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the state.
2. **Cancellation.** State of Washington, [agency name], shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give the state 45 days advance notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation. Insurers subject to 48.15 RCW (Surplus lines): The state shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the state shall be given 10 days advance notice of cancellation.
3. **Identification.** Policy must reference the state's contract number and the agency name.
4. **Insurance Carrier Rating.** All insurance and bonds should be issued by companies admitted to do business within the state of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. Any exception shall be reviewed and approved by the COMMERCE Risk Manager or the Risk Manager for the state of Washington, before the contract is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.
5. **Excess Coverage.** By requiring insurance herein, the state does not represent that coverage and limits will be adequate to protect Contractor, and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the state in this contract.

Workers' Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The state will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

[Remainder of Page Intentionally Blank]

3. PROPOSAL CONTENTS

Proposals must be written in English and submitted electronically to the RFP Coordinator in the order noted below:

1. Certifications and Assurances (Exhibit A to the RFP)
2. Public Funders Combined Funder Application Form
3. Housing and Services Proposal
4. Management Proposal
5. Diverse Business Inclusion Plan (Exhibit B to this RFP)

Items marked “mandatory” must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked “scored” are both mandatory and will be awarded points as part of the evaluation conducted by the evaluation team.

Responses must adhere to specified page limits per section, using single space, with a maximum of 12 pt. font. Supporting documents, such organizational charts, references, and resumes do not count towards page limit requirements. Tables included as part of the application are included in page limits.

3.1. PUBLIC FUNDERS COMBINED FUNDER APPLICATION (SCORED)

Link to REQUIRED Multi-Family CFA forms - <http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-cfa-forms-v1x2-2017.xlsx>

Only the Combined Funders Application “forms” (excel document) are being utilized in this RFP. The forms will be scored utilizing the Housing Trust Fund (HTF) scoring model to the greatest extent possible. The unique nature of this RFP, single location and site, make some portions of the HTF scoring model indeterminate, as all respondents would have the same answer and same score. For example, criteria such as Opportunity Rich Communities or Privately Owned Housing Stock would yield identical scores for all respondents. In such instances, the points for such criteria have been removed or the criterion slightly adjusted to accommodate an evaluation of a single location and site.

For more details on how the HTF applications are scored, review the HTF Stage 2 Solicitation document at: <http://www.commerce.wa.gov/wp-content/uploads/2017/08/hfu-htf-stage-two-solicitation-2017.pdf>.

3.2. HOUSING AND SERVICES PROPOSAL (SCORED) Max 7 pages

A. Proposed services and housing model

(If populations in addition to homeless youth/ young adults are to be served responses must include all populations, as applicable)

1. Include a complete description of the proposed service model and operations plan for the building. At a minimum, the description must include the following elements and be identified in your response.
 - a. The ages of youth/ young adults that will be served
 - b. The types of housing, shelter, and/or services offered onsite
 - c. A general description of the proposed layout of services within the building
 - d. Preconditions for program participation
 - e. Conditions for ongoing participation

- f. How space will be structured both physically and staffing-wise to ensure a safe environment for youth/ young adults. Specifically address supervision, conflict resolution, issues of privacy, and sleeping arrangements.
- 2. How many youth/ young adults are expected to be served through the project annually?
- 3. How do the proposed services/ housing meet the needs of homeless and at risk youth/young adults in the areas? Provide data and sources where applicable.
- 4. How will youth/ young adults be referred to your housing or programs? If coordinated entry is not used, explain why not.
- 5. How will this project help youth/ young adultsexit homelessness and achieve long-term housing and stability?
- 6. If the housing/program is not permanent, describe exit planning.
- 7. Indicate the service model/s that will be used and provide a brief description of how you apply the model (for example, housing first, harm reduction, etc)

B. Comprehensive Services

- 1. Provide a brief summary of services that are provided, coordinated, and/or referrals made to support youth and young adults in the areas outlined in the table below. For each area, indicate which services are provided onsite, through partnerships, or by referral, by checking the appropriate box and then complete the summary of services

| Service Area | Onsite | External Partnership | Referral |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------|--------------------------|
| | (Check the appropriate box(s) below Check all that apply.) | | |
| Stable Housing- every youth/ young adult has a safe and healthy place to sleep at night. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Summary of services:</i> | | | |
| Permanent Connections – youth/ young adults have opportunities to establish healthy relationships with adults | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Summary of services:</i> | | | |
| Family Reconciliation - families are reunited when safe and appropriate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Summary of services:</i> | | | |

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Education & Employment- youth/ young adults have opportunities to advance in their education or training and obtain employment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Summary of services:</i> | | | |
| Social & Emotional Well-being- youth/ young adults have access to behavioral and physical health care; services nurture each youth's/ young adult's individual strengths and abilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Summary of services:</i> | | | |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Summary of services:</i> | | | |

C. Cultural Competency

1. Provide a description of your organization's experience developing relationships and working with individuals and communities that are underserved.
2. Describe your organization's history serving LGBTQ youth/ young adults with regards to specific programming, policies, and/or procedures that support addressing the needs of LGBTQ youth/ young adults.

| | | | | |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 3. Does your organization have culturally and linguistically diverse individuals as: | | | | |
| | none | some | quite a few | many |
| Volunteers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Support staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Administrative staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Senior management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Program directors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Directors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Board members | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | |
|----------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | none | some | quite a few | many |
| 4. Does your organization promote training activities on culturally competent services for all levels of the agency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3.3. MANAGEMENT PROPOSAL

Max 2 pages

A. Project Management (SCORED)

1. **Project Team Structure/Internal Controls** - Provide a description of the proposed project team structure to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

2. **Staff Qualifications/Experience** - Identify staff, including subcontractors, who will be assigned to the project. Please specifically identify staff responsible for the acquisition and redevelopment and those responsible for the operations/management of services/housing. Indicate the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes' for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information

Indicate the experience the Applicant and any subcontractors have serving runaway, homeless, at-risk, and street youth and how this experience has informed an understanding of the unique needs of youth/ young adults. If applicable to the proposal, describe the applicant's experience conducting a capital campaign.

If an applicant has not had relevant (e.g., project type, project size, funding structure) experience in affordable housing development or providing services to the proposed population(s) within the past seven years, they must partner with a development and/or service consultant with relevant experience. If an applicant has no prior experience with the Evergreen Sustainable Development Standard, they must use an experienced third party as the ESDS coordinator. Applicants must demonstrate that the skills and experience of the development team and the property management team, and the capacity of the organization are appropriate to the size and complexity of the project being proposed in their application.

B. Related Information (MANDATORY)

1. If the Applicant or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Applicant's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
3. If the Applicant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Applicant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Applicant's position on the matter. COMMERCE will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Applicant in the past five years, so indicate.

C. References (MANDATORY)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for the Applicant and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current COMMERCE staff as references. By submitting a proposal in response to this Work Request, the vendor and team members grant permission to COMMERCE to contact these references and others, who from COMMERCE'S perspective, may have pertinent information. COMMERCE may or may not, at COMMERCE'S discretion, contact references. COMMERCE may evaluate references at COMMERCE'S discretion.

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by COMMERCE, which will determine the ranking of the proposals.

COMMERCE, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

The RFP Coordinator may contact the Applicant for clarification of any portion of the Applicant's proposal.

4.2. EVALUATION WEIGHTING AND SCORING

The following points will be assigned to the proposal for evaluation purposes:

| | | |
|---------------------------------------------------|---------------------|-------------------|
| <u>Public Funders Combined Funder Application</u> | | 55 points |
| Population Served | 20 points (maximum) | |
| Need and Local Priority | 15 points (maximum) | |
| Leverage | 15 points (maximum) | |
| Project Scope and Housing Model | 5 points (maximum) | |
| <u>Housing and Services Proposal</u> | | 35 points |
| Proposed services, shelter and housing model | 15 points (maximum) | |
| Comprehensive services | 10 points (maximum) | |
| Cultural Competency | 10 points (maximum) | |
| <u>Management Proposal</u> | | 30 points |
| Project team structure/ internal controls | 10 points (maximum) | |
| Staff qualifications/ experience | 20 points (maximum) | |
| TOTAL | | 120 POINTS |

COMMERCE reserves the right to award the contract to the Applicant whose proposal is deemed to be in the best interest of COMMERCE and the state of Washington.

4.3. SCORING METHODOLOGY

| Scoring | Description |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 80-100% Optimal | Answer is clear, thorough, and provides significant assurance as to respondent's capacity to perform the work proposed. Answer provides examples and demonstrates a high level of expertise and capability. |
| 40-80% Acceptable | Answer is clear, thorough, and provides reasonable assurance as to respondent's capacity to perform the work proposed. |

| | |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0-40% Marginal | Answer is incomplete, lacks clarity, and does not provide assurance as to respondent's ability to perform the work proposed. Zero points for no answer. |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|

Public Funders Combined Funder Application

| Application Component | Maximum Score | Scoring Considerations |
|-------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Population Served | 20 | <p>The number of affordable units/beds to be provided by projects will be compared, as well as the degree to which each project proposes to serve the lowest income populations (their "Size" and "Focus," respectively). The purpose of evaluating the two dimensions separately is to provide balance between smaller, more income-restricted projects, and larger, mixed-income projects.</p> <p>10 pts - For SIZE: the total number of affordable units/beds (up to 80% AMI) in a project will be compared to the project with the greatest number of affordable units in the overall application pool. For example, a project that provides 100 affordable units (up to 80% AMI) will score higher than a project that provides 50.</p> <p>10 pts - For FOCUS: the number of 30% AMI units in a project will be compared with the total number of affordable units in the same project, i.e., the percent of affordable units specifically targeted to 30% AMI. For example, a project serving 30% AMI exclusively will score higher than a mixed-income project, regardless of the size of project.</p> |
| Need and Local Priority | 15 | <p>Evidence of local priority and support from the jurisdiction in which the project is located will be evaluated as follows:</p> <p>5 points - if a letter of support from the jurisdiction is provided with the application.</p> <p>5 points - if the applicant demonstrates the project meets a currently defined local priority (e.g., consistent with the comprehensive plan, local resolution, ordinance, etc.).</p> <p>5 points if at the time of the application, local public funds (capital and/or services) are already committed/allocated to the project.</p> |
| Leverage | 15 | <p>The simple leverage of a project (i.e., any state funds compared to all non-state funds in a project) will be divided by the maximum leverage in the application pool, with the results multiplied by 15 points. The project with the highest leverage will receive 15 points and the project with the lowest leverage will receive 0 points. The other projects will fall in between. For example, in a category where the maximum leverage is 4, a project with a leverage of 2 would receive 7.5 points (as $(2/4) \times 15$ points = 7.5 points), and a project with a leverage of 3 would receive 11.25 points.</p> |

| Application Component | Maximum Score | Scoring Considerations |
|--------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Viability of Project Scope and Housing Model | 5 | The evaluation will include: whether the project is sustainable for the long-term (for the potential 50-year commitment period); whether it is appropriately-designed to support the population it proposes to serve (e.g., homeless populations, homeless youth/ young adults, people with disabilities, people with a chronic mental illness, etc.); and whether any proposed services and service plans are feasible and sustainable. |

HOUSING AND SERVICES PROPOSAL

| Application Component | Maximum Score | Scoring Considerations |
|-------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed Services and Housing Model | 15 | Response demonstrates that applicant understands the service and housing needs of homeless youth/ young adults in the geographic area; proposed model is thoroughly described and can be accommodated by physical space; applicant understands how clients access services and targets efforts to reach youth/ young adults; housing and services ensure long-term stability for youth/young adults; response demonstrates applicant has comprehensive understanding of how to apply best practices and service models for youth/young adults; services and housing are accessible with minimal barriers to participation. |
| Comprehensive Services | 10 | Response demonstrates applicant’s ability to provide a continuum of services that addresses the five priority areas listed in question 3 of the RFP. |
| Cultural Competency | 10 | Response demonstrates applicant experience developing relationships and working with individuals and communities that are underserved. LGBTQ/POC identities are affirmed, and policies and procedures exist to ensure equal access for all youth/ young adults eligible to receive services. Organization’s staff, board, volunteers reflect cultural and linguistic diversity; training on cultural competency exists at all levels of organization. |

MANAGEMENT PROPOSAL

| Application Component | Maximum Score | Scoring Considerations |
|----------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project team structure | 10 | Response demonstrates the applicant’s experience with the size and scope of the proposed project. Key staff, and their role on the project, are identified. If the applicant lacks the requisite experience 3 rd party consultants are identified and their expertise is demonstrated. |
| Staff qualifications/ experience | 20 | Response demonstrates that applicant has experience serving the population and understands the unique needs of homeless youth/ young adults; staff qualifications and experience align with the requirements of the project. |

4.4. NOTIFICATION TO PROPOSERS

COMMERCE will notify the Apparently Successful Contractor of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

4.5. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Applicant who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Applicant Notification is e-mailed or faxed to the Applicant. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Olympia, Washington on the third business day following the transmittal of the Unsuccessful Applicant Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal;
- Critique of the proposal based on the evaluation;
- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

4.6. PROTEST PROCEDURE

Protests may be made only by Applicants who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Applicant is allowed five (5) business days to file a protest of the acquisition with the RFP Coordinator. Protests must be received by the RFP Coordinator no later than 4:30 PM, local time, in Olympia, Washington on the third business day following the debriefing. Protests may be submitted by e-mail or facsimile, but must then be followed by the document with an original signature.

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this procurement.

All protests must be in writing, addressed to the RFP Coordinator, and signed by the protesting party or an authorized Agent. The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or COMMERCE policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) COMMERCE'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by COMMERCE. The COMMERCE Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that also submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold COMMERCE'S action; or
- Find only technical or harmless errors in COMMERCE'S acquisition process and determine COMMERCE to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide COMMERCE options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If COMMERCE determines that the protest is without merit, COMMERCE will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP EXHIBITS

Exhibit A Certifications and Assurances

Exhibit B Diverse Business Inclusion Plan

CERTIFICATIONS AND ASSURANCES

EXHIBIT A

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and other, who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

We (circle one) **are / are not** submitting proposed Contract exceptions. (See Section 2.12, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Applicant submitting this proposal, my name below attests to the accuracy of the above statement. *If electronic, also include: We are submitting a scanned signature of this form with our proposal.*

Signature of Proposer

Title

Date

DIVERSE BUSINESS INCLUSION PLAN

| | |
|--------------------------------------------------------------------------------|-----|
| Do you anticipate using, or is your firm, a State Certified Minority Business? | Y/N |
| Do you anticipate using, or is your firm, a State Certified Women’s Business? | Y/N |
| Do you anticipate using, or is your firm, a State Certified Veteran Business? | Y/N |
| Do you anticipate using, or is your firm, a Washington State Small Business? | Y/N |

If you answered No to all of the questions above, please explain:

Please list the approximate percentage of work to be accomplished by each group:

Minority ___%
Women ___%
Veteran ___%
Small Business ___%

Please identify the person in your organization to manage your Diverse Inclusion Plan responsibility.

Name: _____

Phone: _____

E-Mail: _____

