



**City of Moses Lake, Washington
Community Development Department
Homeless Services Division**

REQUEST FOR PROPOSALS

Feasibility Study of the Moses Lake Homeless Housing Program

**PROPOSAL SUBMITTAL DEADLINE:
April 19, 2022, 4:00 p.m.**

NOTICE TO CONTRACTOR

Feasibility Study of the Moses Lake Homeless Housing Program Moses Lake, Washington

Sealed proposals will be received until April 19, 2022, 4:00 p.m., for the above-named work. All proposals shall be emailed, mailed, or hand delivered with Feasibility Study of the Moses Lake Homeless Housing Program marked plainly thereon or in the subject line.

Please submit sealed proposals to one of the following:

Mail To:	Email:
City of Moses Lake Community Development Homeless Housing Program PO Box 1579 Moses Lake, WA 98837	ccortez@cityofml.com

Contact person:	Cari Cortez Housing and Grants Coordinator ccortez@cityofml.com 509-764-3742	Allison Williams City Manager awilliams@cityofml.com 509-764-3702
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PROJECT SUMMARY: Perform a feasibility study of how to best serve people experiencing homelessness and at-risk of homelessness in Moses Lake. The study will include but is not limited to interviewing Moses Lake and Grant County stakeholders regarding people experiencing homelessness in the area and providing an analysis of where it is best to move the Open Doors Sleep Center and the feasibility of providing additional services.

PART I SOLICITATION REQUIREMENTS

SECTION A GENERAL INFORMATION

1. BACKGROUND

Grant County and the City of Moses Lake have seen a growing population of individuals experiencing homelessness and at-risk of homelessness in the last several years. The City of Moses Lake has taken steps to develop programs and resources to address this growing concern. By partnering with HopeSource, the City has seen significant growth in the programs and resources provided to address homelessness. Through this work and ongoing program development, it is apparent that there is still a gap in available resources to efficiently address homelessness, reduce the chance of homelessness for at-risk households and options to battle the root causes of homelessness in Moses Lake and Grant County.

The development of the Open Doors Sleep Center allowed the City to evaluate the efficacy of homeless housing programs in the community and led to the understanding that community resources need to be more accessible and the gaps in countywide programs have to be filled. Long wait times for housing resources, low vacancy rates and scarce affordable housing options contribute to the rising need to further address the shortcomings and to provide more accessible and attainable resources. The City, through its Comprehensive Plan, has also identified an affordable housing crisis. There is a lack of affordable housing and housing stock for different income levels. The City is currently working towards addressing these needs through a development and zoning code update, providing transitional housing and rental assistance, and updating the Multi-Family Housing Tax Exemption Program.

The City must relocate the temporary emergency shelter and wants to utilize resources efficiently to help people experiencing homelessness. The City would like to identify the essential needs of the most vulnerable and best serve them for the benefit of the entire community. This may include temporary emergency shelter, permanent emergency shelter, transitional housing, supportive housing, affordable housing, and/or rental assistance. The idea of a multiservice facility is one that would include all of the services the City currently provides and allow resource providers access to a central intake facility to meet clients who can access resources in a convenient location. If a multiservice facility is feasible, the City would encourage partnerships among countywide service providers to create a supportive and collaborative collective, working together towards reducing homelessness in our region.

The City of Moses Lake is open to ideas and programs that can benefit the entire community as well as those experiencing homelessness and at-risk of homelessness. The City will use the findings and recommendations to plan the future of the Homeless Housing Program.

2. SCOPE OF WORK

The objective of the Feasibility Study of the Moses Lake Homeless Housing Program is to determine the viability and sustainability of the City of Moses Lake's dedication to meeting the objectives defined in the Grant County Plan to End Homelessness and identify how the program may continue, if financially feasible. The Feasibility Study of Moses Lake Homeless Housing Program will continue to build upon the City's current goals:

- Decrease the number of people experiencing homelessness and at-risk of homelessness in our community;
- Increase percentage of positive outcomes of exits from emergency shelters;
- Increase percent of exits from Rapid Re-housing and Homelessness Prevention programs to permanent housing.

The Moses Lake Homeless Housing Program's goals are to meet the needs of the community by working towards reaching Net Zero status for homelessness and providing more access to housing. The City must identify the best location for the Sleep Center's permanent location and the financial feasibility of operating it as an overnight or a 24/7 shelter. The City would also benefit from identifying if combining its current programs, the Sleep Center, enhanced shelter, rental assistance, and encouraging affordable housing, into one location while partnering with community service providers, would be an efficient way to address the needs of people experiencing homelessness and at-risk of homelessness.

The City of Moses Lake Homeless Housing Program's long-term success requires a sustainable strategy for its development, operations, maintenance, financing, and a curated approach to providing cross-disciplinary services to people experiencing homelessness and at-risk of homelessness. The feasibility study shall include market, operational, financial, and development analyses and recommendations, as well as city-wide community engagement to offer guidance to City Council, City of Moses Lake staff, and Moses Lake residents to assist them in making an informed decision regarding the next steps in the development of the Moses Lake Homeless Housing Program.

3. PROJECT FUNDING

The project is funded via the City of Moses Lake's American Rescue Plan Act (ARPA) funds.

4. TIMELINE FOR SELECTION

The following dates are proposed as a timeline for this project:

Written proposals due by 4:00 p.m.	April 19, 2022
Shortlist selected; Interviews scheduled	May 3, 2022
Selection committee recommendation	May 10, 2022
Contract negotiation with successful Proposer	May 2022
Notice to Proceed	May 25, 2022

The City reserves the right to adjust the above noted schedule as necessary.

SECTION B WORK REQUIREMENTS

1. TECHNICAL OR REQUIRED SERVICES

Professional services required are likely to include expertise in feasibility analysis of an effective program to meet the needs of people experiencing homelessness and at-risk of homelessness, including market analysis, operational analysis, financial analysis, and site and facility technical assessment for these specialized facilities. This includes but is not limited to the operation of a low barrier emergency shelter and how to meet the range of needs most efficiently for people experiencing homelessness and at-risk of homelessness.

The successful Proposer(s) shall perform the tasks listed below for this project, and shall be expected to work closely with designated City personnel to accomplish these goals:

Task 1: Market Overview, Industry Trends, & Comparable Venues

- 1.1 Conduct a demographic and market analysis of the City of Moses Lake/Grant County region;
- 1.2 Assess current trends and future projections of people experiencing homelessness and at-risk of homelessness.
- 1.3 Review Moses Lake Homeless Housing Program and define opportunities and constraints for site and building in relation to the proposed program needs. Provide site analysis of potential site and three possible alternatives
- 1.4 Proposer will provide outreach to support comprehensive public involvement to gather feedback and input from the public, various stakeholders, and project partners of the City of Moses Lake, as they relate to the development of the Moses Lake Homeless Housing Program.
- 1.5 Review, analyze, and report on community engagement data collected.

Task 2: Operational Analysis, Financial Analysis, & Development Analysis

- 2.1 Develop potential operational scenarios including public and private options and/or combinations that could be developed to operate an emergency shelter (overnight and 24-hour) or multi-service facility. Include phased operational structures and performance requirements.
- 2.2 Develop an overall City of Moses Lake recommendation funding approach for capital and operational costs, including a phasing plan to understand ability to fund the project over time.
- 2.3 Cost estimates for the design, permitting, and construction costs for each of the scenario requirements and other applicable City policies for asset development, including projection of life cycle costs for asset.

Task 3: Feasibility Report

- 3.1 Develop 3 draft scenario recommendations based on Task 1 and Task 2 findings.
- 3.2 Prepare Draft Feasibility Report- Executive Summary and comprehensive report of all findings and recommendations.
- 3.3 Present Final Report to Moses Lake City Council.

2. WORK PERFORMED BY THE CITY / OTHERS

The City has assigned the Housing and Grants Coordinator, along with the Project Team to oversee the successful Proposer's work and provide support as needed. Specific duties the City will perform include:

- Coordination of successful Proposer's project manager and design team with the Project Team and project stakeholders;
- Review of project deliverables through the Project Team;
- City Attorney review of any legally binding documents;
- Written approval of each work phase's completion and authorization to proceed with the next work phase.

3. DELIVERABLES AND SCHEDULE

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as draft documents, surveys, data, interim findings, drawings, schematics, meeting presentations, final drawings, meeting summaries, and reports. Unless otherwise specified by the City, the successful Proposer shall prioritize submitting applicable deliverables electronically.

Task 1 Deliverables:

- a) Provide a project work plan including scope, schedule, and project milestones
- b) Provide Technical Memo- Market Analysis
- c) Provide Technical Memo-Site Analysis

Task 2 Deliverables:

- a) Provide Technical Memo- Operational Analysis
- b) Provide Technical Memo- Financial Analysis
- c) Provide Technical Memo-Development Analysis

Task 3 Deliverables:

- a) Provide Draft Feasibility Report
- b) Provide Final Feasibility Report

All deliverables and resulting work products from this contract will become the property of the City of Moses Lake. As such, the Consultant and any subconsultants grant the City the right to copy and distribute (any and all media and formats) project deliverables for regulatory, project

certification/recognition, program development, public education, and/or for any purposes at the sole discretion of the City of Moses Lake.

4. PLACE OF PERFORMANCE

Contract performance will take place primarily at the successful Proposer's facility. On occasion and as appropriate, work will be performed at City facilities, a third-party location, or any combination thereof. With ongoing safety and health requirements established by CDC, OSHA, State of Washington Governor Jay Inslee, Washington State Department of Health, and Grant County Health District, it is project that meetings will continue to use video conferencing, emails, and phone to conform with Washington State COVID-19 safety requirements. As health requirements are changing City staff and the consultant team will need to be responsive to the best guidance on safety precautions during the work effort.

5. PERIOD OF PERFORMANCE

The City anticipates having the successful Proposer begin work immediately upon contract execution with the submittal of final deliverables to the City occurring by October 30, 2022. Proposals containing earlier completion of the deliverables are acceptable and encouraged.

6. PUBLIC SAFETY

Public safety may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The Proposer shall anticipate delays in such places and include the cost of delay in the proposed cost. The successful Proposer's employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request of City personnel.

7. COVID-19 REQUIREMENTS

Any resulting contract may be executed and performed during the COVID-19 pandemic. While Washington is under a declaration of emergency associated with the COVID-19 pandemic, the successful Proposer shall comply with all applicable requirements and guidance issued by federal, state, and local authorities pertaining to COVID-19, including but not limited to CDC, OSHA, Governor Inslee, Washington State Department of Health, and Grant County Health District. The successful Proposer shall have a satisfactory safety plan and protocols addressing COVID-19 precautions related to successful Proposer's activities under the resulting contract. Successful Proposer shall monitor for updated guidance and requirements and update its plan and protocols accordingly.

8. BUSINESS COMPLIANCE

The successful Proposer(s) must be in compliance with the laws regarding conducting business in the City of Moses Lake before an award may be made. The Proposer shall be responsible for compliance with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal government, including but not limited to:

1. Affirmative Action, RCW 41.06.020(1)

2. Boards of Directors or Officers of Non-profit Corporations - Liability- Limitations, RCW 4.24.264
3. Disclosure-Campaign Finances-Lobbying, Chapter 42.17 RCW
4. Federal Hatch Act 5 USC 1501-1508
5. Discrimination - Human Rights Commission, Chapter 49.60 RCW
6. Ethics in Public Service, Chapter 42.52 RCW
7. Office of Minority and Women's Business Enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC
8. Open Public Meetings Act, Chapter 42.30 RCW
9. Public Records Act, Chapter 42.56 RCW
10. State Budgeting, Accounting, and Reporting System, Chapter 43.88 RCW

Americans with Disabilities Act ADA of 1990 Public Law 101-336 also referred to as the "ADA" 28 CFR Part 35: The successful Proposer must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

9. INSURANCE

The successful Proposer(s) shall obtain and maintain in full force, and at its own expense, throughout the duration of the contract and any warranty or extension periods, the required insurance identified below. The City reserves the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Washington cities during the term of the contract. Successful Proposer(s) shall be able to provide evidence that any or all subconsultants performing work or providing goods or services under the contract have the same types and amounts of insurance coverage as required herein or that the subconsultant is included under the successful Proposer's policy.

Commercial General Liability Insurance: Successful Proposer shall have Commercial General Liability (CGL) insurance covering bodily injury, personal injury, property damage, including coverage for independent successful Proposer's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, with an aggregate limit of not less than \$2,000,000.

Automobile Liability: In the event that performance pursuant to this contract involves the use of vehicles, owned or operated by the successful Proposer, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Additional Insurance: Any insurance required by federal law, state statute, or Moses Lake Municipal Code.

Additional Insured Endorsement: Except for successful Proposer(s) participating in a self-insurance program, the insurance shall name the State of Washington and the City of Moses

Lake, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. Notwithstanding, the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

Continuous Coverage & Notice of Cancellation: The successful Proposer(s) agrees to maintain continuous, uninterrupted coverage for the duration of the contract. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits, or non-renewal coverage without 30 days written notice from the successful Proposer to the City. If the insurance is cancelled or terminated prior to completion of the contract, the successful Proposer shall immediately notify the City and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of contract and shall be grounds for immediate termination of this contract.

Certificate(s) of Insurance: Successful Proposer shall provide proof of insurance through acceptable certificate(s) of insurance and additional insured endorsement form(s) to the City prior to the award of contract if required by procurement documents, or at execution of contract and prior to any commencement of work or delivery of goods or services under the contract. The Certificate(s) will specify all the parties who are endorsed on the policy as Additional Insureds. The insurance coverage under this Contract shall be obtained from insurance companies acceptable to the City of Moses Lake. The successful Proposer shall pay for all deductibles and premiums. The City reserves the right to require, at any time, complete, certified copies of required insurance policies, including endorsements evidencing the coverage required.

PART II PROPOSAL PREPARATION AND SUBMITTAL

SECTION A PRE-SUBMITTAL CLARIFICATION

1. RFP CLARIFICATION

Questions and requests for clarification regarding the Request for Proposal must be directed in writing, via email, to the person listed below. The deadline for submitting such questions or clarifications is 7 days prior to the proposal due date.

Cari Cortez
Housing and Grants Coordinator
ccortez@cityofml.com

Allison Williams
City Manager
awilliams@cityofml.com

SECTION B PROPOSAL SUBMISSION

1. PROPOSALS DUE

Proposals must be received no later than the date and time specified on the cover of this solicitation. It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date and time. Proposals received after the specified closing date and/or time shall not be considered and will be returned to the Proposer unopened. The City shall not be responsible for the proper identification and handling of any proposals submitted incorrectly.

2. PROPOSAL

Proposals must be clear and succinct. All fonts shall be at least 12 point, however incidental text appearing in graphics and labels for charts are not subject to this requirement. All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation.

3. PROPOSAL SUBMISSION

For purposes of this proposal submission, the Proposer shall submit one (1) original copy of their proposal and all separately attached documents, by mail or hand delivered to the address specified on the cover of this solicitation.

Unless expressly provided otherwise in this RFP or in a separate written communication, the City does not agree to withhold from public disclosure any information submitted in confidence by a proposer unless the information is otherwise exempt under Washington law. The City agrees not to disclose proposals until the City has completed its evaluation of all proposals and publicly announces the results.

4. PAYMENTS / INVOICING

Compensation to the successful Proposer will be based on monthly invoices and monthly progress reports for completed work and submitted to the City, which will document completion of task/subtasks and provide detailed documentation of work task activity by the

successful Proposer. The successful Proposer will be required to follow Generally Accepted Accounting Principles (GAAP). Personal expenditures or expenditures not related to the contract are not eligible for reimbursement.

5. COST OF RESPONDING

All costs incurred by the Proposer in preparation of proposals to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the Proposer; the City shall not be liable for any of these costs. At no time will the City provide reimbursement for submission of a proposal unless stated herein.

6. ORGANIZATION OF PROPOSAL

Proposers must provide all information as requested in this Request for Proposal (RFP). The City may reject as non-responsive, at its sole discretion, any proposal, or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format. Proposals shall be organized in the following manner:

- i. **Cover Letter:** By submitting a proposal, the Proposer is accepting the General Instructions and Conditions of this Request for Proposal, the stated insurance coverage and limitations, and the work requirements listed in Part I, Section B. Any exceptions to the requirements or requests for waivers must be included in the proposal Cover Letter or they will not be considered. The Cover Letter must include:
 - RFP project title and Contract Number
 - Full legal name of proposing business entity
 - Name(s) of the person(s) authorized to represent the Proposer in any negotiations
 - Name(s) of the person(s) authorized to sign any contract that may result
 - Contact person's name, mailing or street addresses, phone and fax numbers, and email address
 - Provide the address of the Proposer's home office and the address of the office that will manage the project, if applicable

A legal representative of the Proposer, authorized to bind the Proposer in contractual matters must sign the Cover Letter.

- ii. **Project Team:**
 - Approximate number of people to be assigned to the project.
 - Extent of company's principal member's involvement.
 - Names of key personnel who will be performing the work on this project, and their roles and responsibilities on this project; current titles and location; directly relevant experience on similar or related projects; unique qualifications demonstrated performance record of key personnel; percentage of their time that will be dedicated to the project

- Proposals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact.

iii. Proposer’s Capabilities

- Describe the Proposer’s areas of expertise, length of time in business, number of employees (as applicable), legal structure and any other information that would be helpful in characterizing the Proposer.
- Describe similar feasibility study projects performed by key personnel listed above (in Project Team) within the last 15 years, which best characterize the Proposer’s capabilities, work quality, and cost control. For each project mentioned, include the name and contact information of a person who can be contacted regarding your performance on the project.
- Describe any similar homeless or housing projects and/or feasibility studies with other government agencies or non-profit organizations.
- Describe Proposer’s experience working in Eastern Washington and/or rural areas.
- Describe Proposer’s resources available to perform the work for the duration of the project and other on-going projects.
- Describe Proposer’s internal procedures and/or policies associated or related to work quality and cost control
- Describe Proposer’s management and organizational capabilities

Describe or provide a detailed description of Proposer’s approach to overall management and integration of all activities required by the scope of work, including how the Proposer is prepared to respond promptly to problems and any changes to scope of work.

iv. Project Approach and Understanding: For each phase of work, the project approach should:

- Describe the proposed work tasks and activities and provide a narrative description of how the Proposer proposes to execute the task during each phase of the project.
- Identify team members who will work on each task
- Identify points of input and review with City staff and the community.
- Based on the Proposer’s expertise and experience with similar projects, demonstrate how the Proposer will effectively complete the proposed project.
- Identify the time frame estimated to complete each task.

If applicable, discuss any unique aspects of the project, alternative approaches the City might wish to consider or special considerations related to programmatic, management, funding or asset development requirements. Share a schedule and approach that

answers the scope outlined, as well as any alternative approaches the City might wish to consider supporting the overall needs of the feasibility study. If there is an order to the approach of the scope that supports feasibility delivery and schedule, please recommend alternatives in your proposal, and explain the reasoning for the alternative approaches.

- v. **Proposed Cost Information:** Proposers will submit one (1) copy of the Proposer's proposed costs to complete services requested. The cost information must include the following:
- Billing Rate information- must include the name, classification and hourly billing rate for each employee that may be used under the contract.
 - Cost Proposal Table- the successful Proposer will provide a cost table that reflects the personnel classifications and types as well as the proposed hours to complete each Task; and any reimbursable(s).

Reimbursable(s): Proposers are required to include a separate reimbursable line item in their cost proposal, including any travel allowances required. There will be no increases to any reimbursable(s) during the term of the contract.

- vi. **Supporting Information:** Supporting material must include a minimum of 3 references or letters of support and may include other information pertinent to the project or work to be performed. References must include the contact person's name, agency, address, phone number, their role in the project, name of the project and when the work was done.

PART III PROPOSAL EVALUATION

SECTION A PROPOSAL REVIEW AND SELECTION

1. EVALUATION CRITERIA

An Evaluation Committee (Committee) will be appointed to evaluate the proposals received. Each Committee member will evaluate each proposal in accordance with the criteria listed in Part II, Section B.6. The Committee may seek the assistance of outside expertise, including but not limited to technical advisors. The Committee will require a minimum of 10 working days to evaluate and score the proposals.

The City of Moses Lake prioritizes working with firms who have experience working in Eastern Washington and/or rural areas. The City of Moses Lake wants to find solutions specific to the needs of the region while maintaining the vision identified in the 2021 Comprehensive Plan. Preference will also be given to firms who can schedule and complete the feasibility study by the fall of 2022.

The choice of how to proceed, decisions to begin or terminate negotiations, determination of a reasonable time, decisions to open negotiations with a lower scoring Proposer, and any decision that a solicitation should be cancelled are all within the sole discretion of the City.

The City has the right to reject any or all proposals for good cause in the public interest. In the City's discretion, litigation between the City and a Proposer may be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless how the Proposer's proposal may have been scored.

2. CLARIFYING PROPOSAL DURING EVALUATION

At any point during the evaluation process, the City is permitted, but is not required, to seek clarification of a proposal. However, a request for clarification does not permit changes to a proposal.

SECTION B CONTRACT AWARD

1. CONSULTANT SELECTION

Following the Evaluation Committee's final determination of the highest scored Proposer, the City will issue a Notice of Intent to Negotiate and Award and begin contract negotiations. The City will attempt to reach a final agreement with the highest scoring Proposer. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Proposer and may continue, in the same manner, with remaining proposers until an agreement is reached.

The selection of the successful Proposer shall be based on negotiated costs and conformance to the City's terms and conditions. Negotiations will follow with the successful Proposer, and if successful, the consultant and City will enter into a service contract for the work. If agreement concerning the negotiated costs, schedule, and scope of work cannot be reached with the successful Proposer within a time period deemed reasonable to the City, the City may, at its sole discretion, terminate such negotiations and begin negotiations with the next highest scored proposer. Additionally, the City of Moses Lake reserves the right and discretion to reject any and all proposals for any reason and at any time.

2. CONTRACT DEVELOPMENT

The proposal and all responses provided by the successful Proposer may become a part of the final contract. Any information included as part of this contract shall be a public record and not exempt from disclosure, including items redacted from the proposal.

For contracts over \$50,000, the Evaluation Committee's recommendation for contract award will be submitted to the Moses Lake City Council for approval.