



## Request for Information Shelter Projects

### **REQUEST FOR INFORMATION (RFI) INFORMATION**

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RFI No.: 21-010-HML-Shelter

Issue Date: October 6, 2021

Proposals Due Date: October 25, 2021

### **CONTACT**

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**Responses including all Required Attachments must be submitted  
ELECTRONICALLY by 4:30 p.m., October 25, 2021 to:**  
[PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@piercecountywa.gov)

## **Table of Contents**

<b>REQUESTS FOR REASONABLE ACCOMMODATION .....</b>	<b>3</b>
<b>ACCESS TO REFERENCED DOCUMENTS.....</b>	<b>3</b>
<b>NOTICE OF SOLICITATION .....</b>	<b>3</b>
<b>AVAILABILITY OF FUNDS .....</b>	<b>3</b>
<b>PURPOSE OF SOLICITATION .....</b>	<b>4</b>
ANTICIPATED ELIGIBLE PROJECT TYPES .....	4
ANTICIPATED ADDITIONAL EXPECTATIONS .....	5
ANTICIPATED TARGET PROJECT PARTICIPANTS .....	6
ANTICIPATED TARGET GEOGRAPHIC AREAS .....	6
ANTICIPATED ELIGIBLE ACTIVITIES AND USE OF FUNDS .....	7
<b>ELIGIBLE RESPONDENTS .....</b>	<b>9</b>
<b>ANTICIPATED TIMELINE .....</b>	<b>10</b>
<b>PROPOSAL WORKSHOP.....</b>	<b>10</b>
<b>QUESTIONS FROM RESPONDENTS &amp; RESPONSE BY PIERCE COUNTY.....</b>	<b>10</b>
<b>PROPOSAL DUE DATE AND INSTRUCTIONS FOR SUBMITTAL .....</b>	<b>10</b>
<b>UNACCEPTABLE PROPOSALS .....</b>	<b>11</b>
<b>OWNERSHIP OF MATERIAL.....</b>	<b>11</b>
<b>PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES.....</b>	<b>11</b>
<b>RIGHT TO REJECT .....</b>	<b>12</b>
<b>RIGHT TO APPEAL .....</b>	<b>12</b>
<b>CANCELLATION OF LIST .....</b>	<b>12</b>
<b>CONTACT.....</b>	<b>12</b>

## **REQUESTS FOR REASONABLE ACCOMMODATION**

Pierce County Human Services (hereafter referred to as the “County”) will provide reasonable accommodation to allow for equal participation in the proposal process. To request a reasonable accommodation, please e-mail Jeff Rodgers at [jeff.rodgers@pierecountywa.gov](mailto:jeff.rodgers@pierecountywa.gov) or call (253)798-6908 (Voice) or 711 (Telecommunications Relay Service –TRS). This document will be provided in alternate formats, upon request.

## **ACCESS TO REFERENCED DOCUMENTS**

This document contains active hyperlinks. Prospective respondents who are unable to access the Internet may request copies of the documents referenced in this RFI by contacting Jeff Rodgers at [jeff.rodgers@pierecountywa.gov](mailto:jeff.rodgers@pierecountywa.gov) or call (253)798-6908 (Voice) or 711 (Telecommunications Relay Service –TRS). All documents will be available on Pierce County Human Services website at [Pierce County Human Services](#).

## **NOTICE OF SOLICITATION**

In addition to providing required notification via the County’s publication of record, The News Tribune, the County will provide notification to all known interested parties and to other organizations and individuals currently on the Department’s e-mail distribution list. Any individual or organization wishing to be added to the Department’s e-mail distribution list in order to receive future notices of funding opportunities can make such a request by contacting Jeff Rodgers at [jeff.rodgers@pierecountywa.gov](mailto:jeff.rodgers@pierecountywa.gov). Failure of the County to notify any interested party or parties directly regarding the availability of these funds shall not void or otherwise invalidate the RFI process.

## **AVAILABILITY OF FUNDS**

In accordance with Resolution 2021-30s, the Pierce County Council created the Comprehensive Plan to End Homelessness Ad Hoc Committee. Two groups were formed from this Committee – the Steering Committee to End Homelessness and the Shelter Work group. The latter has been tasked with developing a plan to end street homelessness, while the former has been tasked with developing a plan to end homelessness, which will include the Shelter Work group’s plan. These Plans will be submitted to the Pierce County Council for consideration and possible adoption. In anticipation of the Shelter Work group’s plan and in alignment with the Tacoma/Lakewood/Pierce County Continuum of Care (CoC)’s [Plan to Address Homelessness](#), the County, and other cities, towns or jurisdictions (its partners) anticipate supporting the creation of approximately 2300 new shelter beds in our community. Funding for this many units is subject to the Council’s approval of the plans and therefore has not been identified; it is anticipated that any of following sources could be used:

- General Funds
- American Rescue Plan Act (ARPA)
- Document Recording Fee (DRF)
- State Consolidated Homeless Grant (CHG)
- State Shelter Program Grant (SPG)
- State Hotel Leasing Funds (HLF)
- Emergency Solutions Grant (ESG)
- Emergency Solutions Grant-Coronavirus (ESG-CV)

If these Plans are approved, Pierce County and its partners anticipate releasing subsequent Requests for Proposals, based on the responses received to this RFI.

## **PURPOSE OF SOLICITATION**

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The County and its partners encourage eligible, qualified and interested organizations to submit responses to this RFI to create new shelter units for homeless households throughout the County. The County and its partners estimate that Steering Committee to End Homelessness and Shelter Work Group will recommend an additional 2300 beds (or approximately 1700 units) of shelter are needed to ensure no household is left outside.

This Request for Information seeks to identify interest, capacity, and proposed costs to create enough new shelter projects throughout the community to address this need. Respondents should submit project proposals for which they have **interest** in implementing; it is not required that all elements or details of project proposals are committed or finalized. The outcome of this RFI is NOT to fund projects, but to inform the Steering Committee and Shelter Work group Plans with regard to provider interest and will to implement various shelter models in various geographic locations throughout the County. Respondents are not committed to implementing projects for which proposals are submitted.

In the sections below, the County and its partners have identified anticipated unit numbers for target project types, populations, and geographic areas. These are meant to be a guideline for respondents and do not necessarily limit the number of units for any particular target. Respondents may propose to implement any number of units/beds with any of the anticipated eligible project types, to any anticipated eligible population, or in any anticipated eligible geographic target.

Additionally, respondents may submit proposals for which only some elements of the proposed project are identified. For example, respondents may propose a specific shelter site, but not be committed to a particular target population or project type. Likewise, respondents may propose a particular shelter model without identifying a specific location. All proposals that express an organization's interest in a particular project, regardless of the level of detail, are welcome. Please do not submit proposals for which your organization has little or no interest in implementing.

Respondents specifically interested in Safe Parking or Sanctioned Encampment models are encouraged to include in their proposals how these models could be evolved into more durable (i.e. longer-lasting) shelter models over time. For example, a project may begin as a Sanctioned Encampment, but evolve into a Non-Congregate tiny home shelter model over time.

The County and its partners will review all proposals and publish a prioritized interest list of projects, which will be used to inform the plans. **Note: The County and its partners will not make funding decisions/awards based on response to this RFI.**

### **Anticipated Eligible Project Types**

Based upon anticipated recommendations in the Plans, the County and its partners are interested in an array of project types and minimum services.

The County is most interested in prioritizing support for the following project types:

1. **Non-Congregate Shelter:** *Anticipated Target: up to 525 additional units*  
Non-Congregate shelter means any facility providing private rooms as shelter for people experiencing homelessness. This could be leased hotel/motel units, apartments, or any other facility with a separate room for each household. Services are offered to all households.

2. Mental Health/Respite Beds: *Anticipated Target: up to 50 additional units*  
Mental Health and Respite beds provide extra services to guests with medical and mental health needs that exceed the resources of standard shelter case management, but not so significant as to require hospitalization.
3. Safe Parking: *Anticipated Target: up to 350 additional units*  
Safe Parking means a parking lot in which people experiencing homelessness are permitted to park and remain in their vehicle overnight without penalty. Security and hygiene stations may also be available at the site. No services are provided on-site, though mobile outreach may attempt to engage households in services.
4. Sanctioned Encampments: *Anticipated Target: up to 775 additional units*  
Sanctioned Encampments are outdoor camps in area approved by a jurisdiction and the landowner to host people experiencing homelessness in tents or some other temporary structure. Must include security, hygiene stations, and services provided by a non-profit organization. Sanctioned Encampments must be designed to evolve into a more durable/non-temporary shelter model (e.g. tiny house style villages or similar).

The County will also consider supporting the following project types, especially if they augment or compliment other, existing shelter resources in the community:

1. Day Shelter:  
Day Shelter means any facility providing daytime shelter with the primary purpose of meeting basic needs for persons experiencing homelessness or connecting them to services. This includes connections to CE and other services or problem solving to meet the person's housing needs – all while employing a housing first approach. Ideally, proposals for Day Shelter will be to complement either new or existing Congregate Overnight Shelter.
2. Congregate Overnight Shelter:  
Congregate Overnight Shelter means any facility with the primary purpose of providing temporary overnight shelter in a shared sleeping space for persons experiencing homelessness that does not require occupants to sign leases or occupancy agreements. Overnight Shelters provide short-term beds for households and meet basic needs. Overnight Shelters typically utilize congregate sleeping arrangements. Ideally, any proposals for new Congregate Overnight Shelter would be paired with Day Shelter services so that households have a safe place to be 24 hours a day.
3. Shelter Services:  
Additional services provided to households in existing shelter projects that build upon or compliment current shelter services and focus on either the reduction of barriers into housing or identifying/navigating into permanent housing solutions.

Respondents may also propose alternate project types or a combination of project types. However, it is anticipated that future funding opportunities will focus on the project types listed above.

### **Anticipated Additional Expectations**

It is the County's expectation that all Shelter Projects (regardless of the Project Type) must connect participants to a CE access point. As such, shelter support services should seek to compliment and supplement supportive services provided by other agencies, focusing primarily on meeting basic needs and services/supports that will help participants exit to permanent housing as smoothly as possible. For any participants in shelter who are not receiving housing

focused assistance from another entity, ideally the shelter would provide such assistance, including housing locator assistance, which will help the participant develop a housing plan and exit to permanent housing.

### **Anticipated Target Project Participants**

Based upon anticipated recommendations in the Plans, the County and its partners are interested in an array of the following target populations:

1. Single Adults and/or Couples: *Anticipated Target: up to 695 additional units*  
Single adults and couples make up the greatest proportion of the population currently experiencing homelessness. They also make up the majority of the chronically homeless population.
2. Mixed Household Types: *Anticipated Target: up to 425 additional units*  
Sites can effectively meet the needs of a variety of household types, including single adults, couples and family households. This model will work well in geographic areas where targeted shelters are unable to otherwise meet the needs of a variety of populations in a cost-efficient way.
3. Families: *Anticipated Target: up to 285 additional units*  
Families are generally considered to be households with minor children. It is not uncommon for parents to find safe accommodations for children but not themselves. Family shelter should provide adequate space/opportunity for any children not currently residing with the adults to return to the adults.
4. Unaccompanied Youth or Young Adults: *Anticipated Target: up to 45 additional units*  
Any adult or multi-person household that is comprised of all household members under the age of 25. Typically, this population needs increased services to exit and stabilize, as it is not uncommon for them to have no experience renting, working, or providing for all their own needs.
5. Chronically Homeless: *Anticipated Target: up to 200 additional units*  
Any person who meets the Dept. of Housing and Urban Development (HUD)'s definition of chronically homeless<sup>1</sup>. Due to the prevalence of mental health disabilities and long lengths of unsheltered homelessness common in this population, any projects targeting this population should have experienced staff and an array of services available, ideally including mental and behavioral health on-site.
6. Domestic Violence Survivors: *Anticipated Target: up to 50 additional units*  
This population includes individuals and families who are fleeing or attempting to flee domestic violence as defined by HUD<sup>2</sup>. respondents proposing to serve this population must have experience serving survivors of domestic violence and must demonstrate adequate safety protocols, including the protection of personally identifying information.

### **Anticipated Target Geographic Areas**

Based upon anticipated recommendations in the Plans, the County and its partners are interested in an array of projects in the following geographic areas:

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<sup>1</sup> See 24 CFR 91.5: [eCFR: 24 CFR 91.5 -- Definitions](#). Scroll down to "chronically homeless." More information about this definition and HUD resources for serving this population can be found here: [Chronic Homelessness - HUD Exchange](#)

<sup>2</sup> See 24 CFR 91.5: [eCFR: 24 CFR 91.5 -- Definitions](#). Scroll down to paragraph 4 under "homeless."

1. Tacoma: Anticipated Target: up to 645 additional units  
As the largest city in Pierce County, Tacoma already hosts the vast majority of shelter projects, as well as the largest population of unsheltered households.
2. Lakewood and South Pierce County: Anticipated Target: up to 455 additional units  
Comments
3. Fife and North Pierce County: Anticipated Target: up to 100 additional units  
Comments
4. Puyallup and East Pierce County: Anticipated Target: up to 450 additional units  
Comments
5. Gig Harbor and Key Peninsula: Anticipated Target: up to 50 additional units  
Comments

### **Anticipated Eligible Activities and Use of Funds**

It is anticipated that any funds subsequently made available will support activities detailed in the categories below. Once fund sources are identified, corresponding fund source policies will provide additional eligibility detail. For the purpose of this RFI, respondents are encouraged to **identify all necessary costs** to implement and operate the proposed project. The categories below should be used as a guideline, but if there are project costs that do not fall within the categories below, please disclose them in your response. The County and its partners are interested in obtaining an accurate cost projection to implement the desired 2300 new shelter units.

- **Anticipated Rental Assistance Activities**

<b>Rental Assistance Activities</b>
<b>Rent Payments</b>
Rental Assistance - for profit
Rental Assistance - non-profit, gov't
Landlord Incentive
Hotel/Motel
Parking Space Connected to Unit
Security Deposit
Last Month's Rent
<b>Other Costs Associated with Rent</b>
Credit Checks
Housing Proposal Fees
Legal fees and fines
Moving Costs
Storage Costs
Utility Assistance
Utility Deposits

- **Anticipated Facility Support Activities**

<b>Facility Support Activities</b>
<b>Lease/Rent on Building</b>
Lease/Rent on Building
<b>Program Operations Costs and Costs Other than Leasing</b>
Building Security/Janitorial
Building Utilities
Client Transportation (bus tokens, fuel for shelter van)
Essential Facility Equipment and Supplies (lease, buy)
Facility Specific Property Insurance
Food served in shelter
Hotel/Motel Expenses (Less than 90 Days) when no suitable shelter bed available
Maintenance/Repair
Marketing
Move In Costs to Permanent Housing
Off-Site and Residential Facility Management Fees

- **Anticipated Program Operations Activities**

<b>Program Operations Activities</b>
<b>Costs Associated with Payroll</b>
Case Management
Shelter Generalist
Data Collection and Entry
Housing Search and Placement
Outreach Services
Staff Issuance of Rental Assistance
<b>Other Program Costs</b>
General Liability Insurance
Office Internet
Office Space
Office Supplies
Office Utilities
Telephone
Staff Training/Conference/Per Diem
Staff Travel
<b>Supportive Service Costs</b>
Child Care
Client Transportation
Credit Repair - budgeting/money management
Education Services
Employment Assistance



Legal Services
Life Skills
Mediation
Mental Health Services
Outpatient Health Services
Substance Abuse Treatment Services

- **Anticipated Administrative Expenses Activities**

Administrative Expenses are typically limited to 10% of the total direct costs (Rental Assistance, Program Operations, and Facility Support combined). However, the County and its partners are interested in the true cost of implementing proposed projects, so Administrative Expenses will not be limited for this purpose of responding to this RFI.

Administrative Expense Activities
Advertising
Communications
Facilities Maintenance & Repairs
Insurance
Machinery & Equipment
Office & Operating Supplies
Personnel Salaries & Benefits
Professional Services (e.g. bookkeeping, audits)
Public Utilities
Washington State Quality Assurance

Indirect Costs:

Indirect costs are defined at [2 CFR 200.413](#) and [200.414](#). Actual indirect costs eligibility varies by funding source. Typically, projects may not apply indirect costs to rental assistance or leasing costs.

Respondents with an approved federally negotiated indirect cost rate that anticipate charging indirect costs to the project should include such costs in the budget proposal.

Respondents that do not have an approved federally negotiated indirect cost rate that anticipate charging indirect costs to the project should do so at a rate of 10% of modified total direct costs, per [2 CFR 200.414\(f\)](#).

## **ELIGIBLE RESPONDENTS**

The County and its partners require all respondents to have experience with assisting homeless households. The County and its partners may consider organizations without prior experience in the provision of services to homeless populations provided the organization demonstrates they have project leadership and staff with the expertise and capacity in serving households coming out of or avoiding homelessness; AND demonstrates that expansion into homeless services is within the organization's mission and an identified component of the organization's goals and objectives. Respondents must be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.

## **ANTICIPATED TIMELINE**

The following anticipated timeline is subject to change, at the discretion of the County and its partners:

**October 6, 2021:** RFI published in The News Tribune, the County's newspaper of record. RFI posted on the [Pierce County Human Services](#) website.

**October 18, 2021:** Proposal Workshop for all prospective respondents, 9:00 a.m. – 11:00 a.m., via Zoom.

Link to join the webinar:

<https://piercecountywa.zoom.us/j/94836995612>

Passcode: 612754

Join by Telephone: 253-215-8782 or 877-853-5247 (Toll Free)

Webinar ID: 948 3699 5612

**October 19, 2021:** Questions from prospective respondents are due by 4:30 p.m.

**October 20, 2021:** The County's written response to each question submitted, communicated to all known prospective respondents and posted on the [Pierce County Human Services](#) website.

**October 25, 2021:** **Response submission deadline;** responses are due to the County **ELECTRONICALLY** no later than 4:30 p.m. to [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@piercecountywa.gov).

## **PROPOSAL WORKSHOP**

There are no mandatory workshops associated with this RFI. However, County staff will conduct one proposal workshop. See Anticipated Timelines above for more information on the workshop time and location. Workshop attendance is highly encouraged for all respondents.

## **QUESTIONS FROM RESPONDENTS & RESPONSE BY PIERCE COUNTY**

Respondents are invited to submit questions to the County regarding the proposal process and/or the content of this RFI. Questions must be submitted in writing no later than the date and time indicated in the Anticipated Timeline. Inquiries must be submitted via e-mail [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@piercecountywa.gov).

The County will provide a response to all questions received no later than the date and time indicated in the Anticipated Timeline, and, as applicable, will issue any resulting amendments to this RFI. All responses will be posted on the Pierce County Human Services website at [Pierce County Human Services](#). Pierce County staff will not answer any questions posed, emailed or submitted by a respondent as it relates to the RFI after the deadline indicated in the Anticipated Timeline.

## **PROPOSAL DUE DATE AND INSTRUCTIONS FOR SUBMITTAL**

Respondents must follow the instructions below. Proposals which do not meet the submission requirements will not be considered.

Respondents must complete the appropriate Project Proposal package located on the Human Services website at [Pierce County Human Services](#). All proposals and required attachments submitted for each project must be submitted electronically by email to [PCHSCommunityPrograms@piercecountywa.gov](mailto:PCHSCommunityPrograms@piercecountywa.gov) no later than the time and date indicated in the

Anticipated Timelines section. These documents will be used by the Proposal Evaluation Committee to establish a project prioritization list.

Each page of the proposal must be numbered, and document footers must contain the name of the respondent organization and project name. Attachments may have separate page numbers. Documents generated by a third-party entity (e.g. audit) with pre-existing footers may be submitted with footers as is. Proposals and all forms requiring signature must be signed by a person authorized to bind the agency in a contract. Proposals must be completed in Arial font, size 11 and must not exceed the response limitations listed in the proposal.

The proposal document should be submitted as a pdf file with the following naming convention: 2021\_RFI\_Agency Name\_Project Name\_Proposal. (Example: 2021\_RFI\_Blue River Non-Profit\_Safe Home Shelter\_Proposal)

The proposal budget should be submitted as an Excel file with the following naming convention: 2021\_RFI\_Agency Name\_Project Name\_Budget. (Example: 2021\_RFI\_Blue River Non-Profit\_Safe Home Shelter\_Budget)

All other attachments should be submitted as separate pdf files with the following naming convention for each document: 2021\_RFI\_Agency Name\_Project Name\_Attachment Name (2021\_RFI\_Blue River Non-Profit\_Safe Home Shelter\_Audit)

In all instances above, "Agency Name" should be replaced with the actual Agency Name and "Project Name" should be replaced with the actual Project Name. Likewise, "attachment name" should be replaced with a succinct description of the document. For example, the naming convention for an audit would replace "Attachment Name" with "Audit".

**NOTE: Proposals for multiple projects MUST complete a separate proposal for each distinct project.**

## **UNACCEPTABLE PROPOSALS**

Proposals submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable proposals are those that are subject to at least one of the following shortcomings:

- Does not meet the deadline for submittal; or
- Is not eligible based on the criteria outlined in the RFI.

## **OWNERSHIP OF MATERIAL**

Proposals and other materials submitted in response to this request become the property of the County, are documents of public record, and will not be returned. By submitting a proposal, respondents acknowledge and agree that they and/or their organization claim no proprietary rights to the ideas or approaches contained in their proposals.

## **PROPOSAL COSTS AND PAYMENT OF CONTINGENT FEES**

The County is not liable for any costs incurred by a respondent. All costs incurred in response to this solicitation are the responsibility of the respondent, including travel costs to attend workshops, presentations, public meetings, and/or contract negotiation sessions.

In the event that an organization's proposal was developed with the assistance of other individuals (i.e., non-employees) and/or organizations, the respondent understands and agrees that no

contingent fees will be paid.

## **RIGHT TO REJECT**

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The County reserves the right to reject any or all responses, if such a rejection is in the County or its partners' best interest. This RFI is a solicitation for offers and shall not be construed as an offer, a guarantee, or a promise that the solicited services will be purchased by the County or its partners. The County or its partners may withdraw this notification at any time and for any reason without liability to respondents for damages, including, but not limited to, bid preparation costs.

Additionally, the County and its partners reserve the right to request additional information or modification from a respondent. When deemed advisable the County and its partners reserve the right to arrange an on-site visit/review to determine the respondent's ability to meet the terms and conditions described in this RFI.

## **RIGHT TO APPEAL**

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Respondents whose proposals are not accepted have the right to appeal the decision of the County and its partners, limited to procedural errors. In the event that no such procedural errors are found to have occurred, the decision of the County and its partners shall be final.

An aggrieved respondent may, within seven business days after notification, appeal in writing to the Director of Pierce County Human Services or their designee. The appeal must state all facts and arguments upon which the appeal is based. The Director for Pierce County Human Services or the appointed Designee will review the content of the County's solicitation document (RFI), the respondent's proposal and the facts which form the basis for the appeal. The Director or appointed Designee will render a written decision within 30 business days of the receipt of the appeal.

## **CANCELLATION OF LIST**

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The County reserves the right, with or without cause, to cancel any contract resulting from this RFI with a 30-calendar day written notice sent by certified mail, return receipt requested, to the respondent's address of record, as indicated the respondent's proposal to this RFI (or last known address on file).

## **CONTACT**

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