

**REQUEST FOR PROPOSALS**  
**FACILITATION & SUPPORT SERVICES FOR PLANNING AND FUNDING**  
**HOMELESS HOUSING & AFFORDABLE HOUSING PROGRAMS**

**DUE BY 4:30 PM APRIL 5, 2019**

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# REQUEST FOR PROPOSALS

## FACILITATION & SUPPORT SERVICES FOR PLANNING AND FUNDING HOMELESS HOUSING & AFFORDABLE HOUSING PROGRAMS

**DUE BY 4:30 PM APRIL 5, 2019**

### I. INTRODUCTION

Jefferson County (the County) seeks proposals from interested individuals and organizations that share a passion for helping to advance homeless housing and affordable housing in Jefferson County, to provide professional services in the form of Facilitation & Support services for planning and funding homeless housing and affordable housing programs that are funded from dedicated surcharges. The surcharges are collected by the Jefferson County Auditor pursuant to state law when people record documents.

As outlined in Section V. of this RFP, the minimum term for services is one year (12 months), however organizations can propose services for up to three years.

Representatives of the City of Port Townsend (the City) and the County acting jointly, will evaluate the proposals and recommend a Facilitator. The County will negotiate and administer a professional services contract with the Facilitator.

### II. GUIDELINES

Individuals or organizations wishing to be considered for this important project should submit **5 copies** of a written Proposal responsive to this RFP and deliver them to the Jefferson County Administrator's Office by the deadline below.

**Proposal Deadline: On or before 4:30 p.m. April 5, 2019** (received in County Administrator's Office, not postmarked).

**Address:** Jefferson County Administrator's Office  
1820 Jefferson Street  
P.O. Box 1220  
Port Townsend, WA 98368

### III. BACKGROUND

[RCW 36.22.178](#) authorizes surcharges on each recorded document to support Affordable Housing for extremely low and very low-income households, and [RCW 36.22.179](#) and [RCW 36.22.1791](#) authorize surcharges on each recorded document to support homeless housing programs and require local governments using those funds to comply with Chapter [43.185C](#) RCW: Homeless Housing And Assistance.

In November 2018 the City and the County signed an Interlocal Cooperation Agreement (the 2018 ILA) to provide joint oversight on how recording fees are administered to support local homeless housing services and local affordable housing services throughout the County and the City. Here is a link to the [2018 ILA](#) for reference.

Under the 2018 ILA, the City and the County have formed a Joint Oversight Board to discuss and make recommendations on a range of homeless and affordable housing topics, including: the expenditure recording fees revenues, a local five year homeless housing plan that is required by RCW [43.185C.050](#), the operations of the emergency shelter and other homeless housing programs in Jefferson County, and affordable housing goals of the City and County. The Joint Oversight Board will review documents prepared by the Facilitator and by a Local Homeless Housing Task Force, and will make recommendations to the County Commissioners about any local legislative actions that may be required by Chapter [43.185C](#) RCW. The Joint Oversight Board will also cooperate with service providers to establish and review county-wide housing needs and policy documents and will recommend a budget for services to the County Commissioners.

The 2018 ILA also authorized the County to enter into an Interim Homeless Shelter Service Agreement to fund the operation of homeless shelter services through April 30, 2020 using recording fee funds. The County contracted with Olympic Community Action Programs (OlyCAP) for the term to operate the facility and programs at the homeless shelter at the American Legion in Port Townsend, the Haines Street Cottages to transition homeless people into long-term housing, and a Housing Assistance Program. How those or similar services will be provided starting in May 2020 will be determined by the Joint Oversight Board potentially with the assistance of the Local Homeless Housing Task Force and the Facilitator.

By the end of 2019, the County projects there will be a total fund balance of approximately \$185,000 for affordable housing. In subsequent years, the County anticipates approximately \$48,000 of new revenue each year to be allocated for affordable housing services.

Also, in 2019, the County projects there will be a total fund balance of approximately \$330,000 for homeless housing services that are in addition to the Interim Homeless Shelter Service Agreement, including direct services, this Facilitation Services Agreement. There will be approximately \$305,000 of new revenue each year to be allocated for homeless housing services. For 2020, \$118,683 of that year's revenue has already been committed for Interim Shelter Services through April 30, 2020.

## IV. PROJECT OVERVIEW

The 2018 ILA calls for selecting a Facilitator to perform four main functions, described generally, below:

1. Convene a standing Local Homeless Housing Task Force pursuant to RCW 43.185C.160(1), RCW 43.185C.010(18) and the 2018 ILA, which shall also include representatives of affordable housing interests;
2. Provide facilitation and assistance to the Local Homeless Housing Task Force to recommend three members of the Task Force for potential appointment to also be members of the Joint Oversight Board;
3. Provide facilitation and assistance to the Local Homeless Housing Task Force to review and make updates to a Ten Year Plan to end homelessness to become a Local Five-Year Homeless Housing Plan that meets the requirements of RCW 43.185C.160 and RCW 43.185C.050 and recommend the updated Five-Year Plan to the Jefferson County Board of Commissioners by October 1, 2019. Under state law, the County must adopt a final Plan by December 1, 2019; and,
4. As may be necessary, provide facilitation and assistance to the Local Homeless Housing Task Force to establish any guidelines, if needed, on a variety of shelter and homeless housing needs and operations. However, none are anticipated at this time.

The Facilitator will be responsible for supporting the Local Homeless Housing Task Force to comply with Washington State's Open Public Meetings Act (Chapter 42.30 RCW) and Public Records Act (Chapter 42.56 RCW).

The Facilitator may perform other duties as delegated by the Joint Oversight Board, as time and budget allow.

## V. FACILITATOR SCOPE OF WORK

### Task

- 1. Required Services.** The Facilitator should propose a scope, approach and budget for performing the following elements for the first contract year :
  - 1.1. In collaboration with the Joint Oversight Board, convene a Local Homeless Housing Task Force with membership consistent with RCWs and the 2018 ILA. The Joint Oversight Board will recommend Task Force members for appointment by both the Board of County Commissioners and the Port Townsend City Council.
  - 1.2. Provide facilitation and assistance to the Task Force to recommend Task Force members to fill three appointments to the Joint Oversight Board.
  - 1.3. Provide facilitation and assistance to the Task Force to revise the existing [Ending Homelessness in Jefferson County WA: A Ten Year Plan](#) (click on link) and recommend revisions to the County by October 1, 2019 for adoption as a Local Five-Year Homeless Housing Plan that complies with state law.
  - 1.4. Provide facilitation and assistance to the Task Force to establish Guidelines that may be needed, consistent with state law and the state plan, if any.
  - 1.5. Coordinate preparation of the County's Annual Report, Required by RCW 43.185C.045(3).
  - 1.6. Provide administrative support to comply with Washington State's Open Public Meetings Act and Public Records Act, including but not limited to preparing public meeting notices of Task Force meetings and meeting minutes.
- 2. Optional or Added Services.** Upon consultation with the Joint Oversight Board, at the County's discretion, and as funded by this Agreement or subsequent amendment, the Facilitator may perform the following duties:
  - 2.1. Provide facilitation and assistance to the Task Force and to the Joint Oversight Board to review the 2006 Housing Action Plan, and develop an Affordable Housing Strategy and Priority Plan.
  - 2.2. Recommend the scope of a Homeless Shelter Service Agreement to replace the Interim Homeless Shelter Service Agreement, and if directed, conduct a process to solicit, evaluate and recommend one or more organizations to perform those services.
  - 2.3. Convene, facilitate and support a competitive process for inviting, evaluating and recommending allocations of recording fee revenues for affordable housing services as well as any remaining recording fee revenues for homeless housing services outside those dedicated for 2.2 above, including:
    - (a) Design a selection process
    - (b) Prepare and submit a solicitation for proposals
    - (c) Evaluate the proposals
    - (d) Make recommendations for funding awards
  - 2.4. Identify and pursue grants and other funding opportunities for Affordable Housing and/or Homeless Housing services.
  - 2.5. Prepare Other Reports as may be requested by the Joint Oversight Board, as funding and time allow.

**Scope of Work for Contract years one, two and three.** Proposals responding to this RFP:

- Must include Task 1 Required Services in the scope of work for the first full Contract year;
- May propose any of the Task 2 Optional or Added Services in the scope of work for the first full Contract year;
- May propose to provide Tasks 1.4, 1.5, 1.6 and/or any of the Task 2 Optional or Added Services in a scope of work for one or two subsequent year(s): the second full Contract year, and possibly also the third full Contract year.

## **VI. PROPOSAL ELEMENTS:**

Please organize the Proposal so that it contains the following five sections:

### **Introduction and Summary**

- Provide a brief introduction and summary of your proposal, up to 1 page long.

### **Qualifications**

- List your key person(s) who will work on this project, describe their role on the project, and attach a resume for each person working on this project.
- Describe your prior experience facilitating groups with diverse membership to successfully perform a task or to make recommendations, especially within a tight schedule. Provide one or more example(s) of approaches that you used that were successful in facilitating a group's work.
- Describe your prior experience preparing reports and other complex written documents. Cite some examples.
- Describe your knowledge and experience in homeless housing services and affordable housing services.
- Describe your knowledge, training and/or experience with Washington's Open Public Meetings Act and the Public Records Act. If this is a new area for you, how will you learn what is required to comply with each Act?
- When are you available to begin work on this project?

### **Scope and Approach**

- What services are you proposing to deliver (in the first year, the second, and possibly the third year)?
- Describe how you will approach the six elements in Task 1 in the first Contract year. In particular, how will you approach helping the Task Force to successfully prepare a Local Five Year Homeless Housing Plan that meets state requirements and local needs, for recommendation to the County Commissioners by October 1, 2019?
- Briefly, describe how you will approach any elements in Optional Task 2 that you might be proposing to provide in the first Contract year.
- Describe what Required or Optional Task elements, if any, you are proposing to perform in the second Contract year, and possibly in the third Contract year.

## Proposal Budget

- Propose a budget for the Required Services for the first Contract year.
  - Propose a budget for any Optional Services you are proposing for the first Contract year. Please show the cost for each Optional Service element you are proposing.
  - For the second and third Contract years, if any, propose a budget for each element you are proposing to provide.
  - If you have, or plan to obtain funding from other sources, or will provide in-kind services, to perform the scope of work, please identify the sources and amounts as part of your budget proposal.
- NOTE: Jefferson County can provide meeting space for the Local Homeless Housing Task Force, post meeting notices and materials on the County’s web page that are provided to the County by the Facilitator, and the County will pay for meeting notices published in County’s newspaper of record and reimburse the Facilitator for reasonable actual copying expenses.

## Professional References:

- Provide the names, organization, email and phone number of at least three professional references. Describe how each reference knows you and your work professionally.

## VII. RFP SCHEDULE

Activity	Estimated Date
RFP Issued	Mar. 6, 2019
Proposals Due	Apr. 5, 2019
Interview(s)	Apr. 10, 2019 10am-noon
Evaluation and Selection of a Facilitator	Apr. 12, 2019
Professional Services Agreement Negotiated and Executed	Apr. 29, 2019
Work Begins	May 1, 2019

Upon selection of a Facilitator, the County will negotiate a final scope of work and budget as part of a professional services agreement that will be executed by the Facilitator and the County.

## VIII. EVALUATION CRITERIA

The City and the County representatives will be evaluating the overall quality of proposals on the basis of the following:

- Qualifications, including experience, knowledge and availability.
- Quality of Scope and Approach for Required Services and any Optional Services, including demonstrated capacity to successfully facilitate and assist the Local Homeless Housing Task Force in preparing a Local Five Year Homeless Housing Plan that meets state requirements and local needs for recommendation by October 1, 2019.
- Reasonableness and cost of budgeted tasks.
- Clarity and quality of the proposal’s writing and presentation, completeness of Proposal.
- Quality of professional references.

## IX. CONTACT FOR MORE INFORMATION

If you have questions about this Request for Proposals and the Scope of Work, you can address questions to County Administrator Philip Morley, at [pmorley@co.jefferson.wa.us](mailto:pmorley@co.jefferson.wa.us), or call 360-385-9100.

## X. REFERENCE MATERIALS:

- [2018 ILA](#)
- RCW [36.22.178](#); RCW [36.22.179](#); RCW [36.22.1791](#)
- Chapter [43.185C](#) RCW: see especially 43.185C.160, 43.185C.050, 43.185C.045, and 43.185C.010(18)
- [WA Department of Commerce Local Plan Guidelines](#)
- [Ending Homelessness in Jefferson County WA: A Ten Year Plan](#)
- [2006 Housing Action Plan](#)

Remember to submit **5 copies** of your Proposal **by 4:30 p.m. April 5, 2019** (received, not postmarked), at:

Jefferson County Administrator's Office  
1820 Jefferson Street  
P.O. Box 1220  
Port Townsend, WA 98368