

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Authorize Request for
Qualifications for
Construction and Operation
of Low-Barrier Supportive
Housing in the Form
Generally As Provided

_____ Consent
5.11.16 Action
_____ First Reading
_____ Second Reading
_____ Third Reading
_____ Briefing

COUNCIL BILL #
Originating Department
Contact Person
Phone Number
FOR AGENDA OF

_____ Planning/Legal/Purchasing
Becky Abelman McCrary
David Hall
Clark Langstraat
_____ 425-257-7113
425-257-8624
425-257-8901
_____ May 11, 2016

Initialed by:
Department Head
CAA
Council President

_____  _____

<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u>	<u>Department(s) Approval</u>
Near Pecks Dr. & Evergreen Way	Streets Initiative	Draft RFQ	Planning, Legal, Admin

Amount Budgeted	TBD	
Expenditure Required	TBD	
Budget Remaining	-0-	
Additional Required	-0-	

DETAILED SUMMARY STATEMENT:

As part of the City's Safe Streets initiative, the City intends to facilitate the construction of a supportive low-barrier housing facility to house chronically homeless individuals. The preferred location is on property currently owned by the City near Reservoir 3, located near the intersection of Pecks Drive and Evergreen Way, subject to completion of environmental review required by state and federal law. The facility will include approximately 60 to 70 residential units, office space for on-site support services for the residents (for example, case management, chemical dependency counseling, mental health treatment, and medical care), and front-desk staff to provide 24 hour, seven-days-per-week secure access. A portion of the units will be reserved for individuals identified through the City's CHART (chronic utilizer alternative response team) program.

This RFQ is needed to select a provider with experience developing and operating such facilities. The RFQ asks for submittals no later than May 31, 2016. After the submittals are received, staff will recommend a selection to Council. The City will enter into contract negotiations, including a land transfer or lease agreement and an operations agreement, with the selected provider. Once that is completed, staff will return to Council with the agreements for Council to consider.

RECOMMENDATION: Authorize Request for Qualifications for Construction and Operation of Low-Barrier Supportive Housing in the Form Generally As Provided

City of Everett
Request for Qualifications



RFQ No. _____

Request for Qualifications
Construction and Operation
of Low-Barrier Supportive Housing Facility

City of Everett
Purchasing Division
3200 Cedar Street
Everett WA 98201
(425) 257-8840

City of Everett
REQUEST FOR QUALIFICATIONS

RFQ No. _____

Construction and Operation of Low-Barrier Supportive Housing Facility

INTRODUCTION

Statements of Qualifications will be received by the **City of Everett, City Clerk, 1st Floor, 2930 Wetmore Avenue, Everett, Washington 98201** until 2:00 p.m. on Tuesday, _____, 2016, for the Construction and Operation of a Low Barrier Supportive Housing Facility.

OBJECTIVE

The City of Everett is requesting statements of qualifications from parties with direct experience in the financing, development, construction, and operation of low-barrier supportive housing or similar services. The City is seeking a qualified developer-operator to obtain financing for, develop, construct, and operate an approximately 60-70 bed low barrier supportive housing facility on property currently owned by the City. The project facility will primarily serve the City's homeless population.

RFQ FORMAT

This RFQ contains three sections. Section one contains a description of the proposed project. Section two contains general information, including the RFQ schedule and contact information for the RFQ Coordinator. Section three contains submittal requirements and explains how the City will evaluate Statements of Qualifications.

SECTION ONE
PROPOSED PROJECT

Like many cities of similar size, the City of Everett has a homeless population. After extensive work by the City and community leaders through the City's Streets Initiative, the City has determined that a low-barrier supportive housing facility for some of Everett's homeless population would benefit the entire City.

The City owns vacant property located at _____, which may be developable for the construction and operation of a low-barrier supportive housing facility. In general, the City envisions the Project proceeding as follows:

1. RFQ PROCESS: SELECTION OF PREFERRED PROJECT DEVELOPER/OPERATOR

Selection of preferred Project Developer/Operator means the City will exclusively negotiate with that Project Developer/Operator with respect to the Project and the City property.

2. ACQUISITION OF FUNDING: CITY AND PROJECT DEVELOPER/OPERATOR COOPERATE TO SECURE GRANTS AND OTHER FUNDING FOR THE PROJECT

3. CONTRACT PREPARATION AND EXECUTION

Land Transfer Agreement. The City anticipates that the City will transfer the land to the selected developer/operator, by deed or ground lease or other mechanism. This transaction will include the design of the structure to be built or specific design parameters, so that the City and Project Developer/Operator clearly understand what will be built. The City anticipates that the exact mechanisms for accomplishing the land transfer will be negotiated and will be adjusted as necessary to meet project goals. However, if the land is transferred to the Project Developer/Operator in fee, the City will require that the land be subject to covenants perpetually binding the property to be exclusively used for low-barrier supportive housing and activities in support of low-barrier supportive housing, and the City will require that any deed of trust or other lien be expressly subordinated to those covenants.

Facility Operation Agreement. The City anticipates that the City and Project Developer/Operator will negotiate and execute an agreement for the operation of the Project Facility. This agreement will include the scope of services to be provided, the population to be served, and related matters. In addition, the City anticipates that the operation agreement will include a certain number of guaranteed beds in the facility for persons designated by the City. Obviously, the details of such an agreement will require considerable dedication to work out, but the goal will be to negotiate an agreement that allows the City to get the needed services from the Project, while at the same time preserving the Project's long-term financial feasibility for the Project Developer/Operator.

4. CONSTRUCTION OF PROJECT FACILITY

5. OPERATION OF PROJECT FACILITY

SECTION TWO
GENERAL INFORMATION

RFQ COORDINATOR

Upon release of this Request for Qualifications (RFQ), all communications concerning this process must be directed to the RFQ Coordinator listed below:

Clark Langstraat, CPPO
City of Everett Purchasing
3200 Cedar Street, Everett WA 98201
Phone: (425) 257-8901
Fax: (425) 257-8864
clangstraat@everettwa.gov

Unauthorized contact regarding the RFQ with other City of Everett employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Everett. Proposers must only rely on written statements issued by the RFQ Coordinator.

ADDENDA

Changes to this RFQ will be made only by formal written addenda issued by the RFQ Coordinator named above.

Respondents are responsible for checking the City of Everett website for the issuance of any addenda prior to submitting a Statement of Qualifications.

The address is <http://www.everettwa.gov/bidscontracts/bids.asp>.

STATEMENT RESPONSE DATE AND LOCATION

The City Clerk must receive the consultant's Statement of Qualifications in a sealed envelope, in its entirety, not later than the date and time, and at the location listed in the introduction paragraph at the beginning of this RFQ. Statements arriving after the deadline may be returned unopened to their senders. All statements and accompanying documentation will become the property of the City of Everett and may not be returned. Statements must be clearly marked:

Statement of Qualifications for RFQ _____ Construction and Operation of Low-Barrier Supportive Housing Facility
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Consultants assume the risk of the method of dispatch chosen. The City of Everett assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual statement receipt. Statements will not be accepted late nor will additional time be granted to any proposer. Statements may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

SCHEDULE

The following anticipated schedule contains major milestones and may be modified:

May 11, 2016	Council Authorization of RFP
May 31, 2016	Submittals Due
June 2016	Interviews
June 2016	Selection of Preferred Project Developer/Operator

NON-ENDORSEMENT

As a result of the selection of a proposer, the City of Everett is neither endorsing nor suggesting that the proposer's service is the best or only solution. The proposer agrees to make no reference to the City of Everett in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City of Everett.

PUBLIC DISCLOSURE

1. Property of the City of Everett

All materials (including, for example, proposals) submitted in response to this RFQ shall become the property of the City of Everett. Selection or rejection of a proposal does not affect this.

2. Proposals are Public Records

Pursuant to Chapter 42.56 RCW and other statutes regarding public agencies, all materials (including, for example, proposals) submitted under this RFQ shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and or federal laws, proposals shall be considered public documents and available for review and copying by the public.

3. Public Records Exemption

Trade secrets (as defined in RCW 19.108.010) or other proprietary information submitted by a Proposer in connection with this RFP might not be subject to public disclosure under chapter 42.56 RCW if the proposer specifically states in writing the reasons why protection from disclosure is necessary, and identifies the data or materials to be protected. Proposers shall specifically designate and clearly label as "CONFIDENTIAL" any and all such materials or portions thereof that they deem to contain trade secrets or other proprietary information. Proposers should carefully consider what is truly confidential and should not mark an entire proposal as confidential. The proposer shall provide the legal basis for the exemption to the City upon request. Proposers are advised that this exemption is subject to judicial review and the proposer's designation of confidential may or may not be upheld by a Court.

4. Proposals Not Marked as Confidential

If a proposal or other material does not clearly identify the "CONFIDENTIAL" portions, the City will not notify the proposer that its proposal will be made available for inspection and copying, and the City may publically disclose such non-clearly identified portion with no liability whatsoever to the proposer.

5. Process for Disclosing Information

If a request is made for disclosure of material or any portion marked "CONFIDENTIAL," the City will determine whether the material should be made available under the law. If the City determines that the material is subject to disclosure, the City will seek to notify the Proposer of the request and allow the proposer ten (10) business days after such notification to take appropriate legal action in Snohomish County Superior Court at the proposer's sole expense and liability. If the proposer does not within such ten (10) business days serve the Office of the City Attorney with a copy of an order entered by the Superior Court that expressly prohibits the City from disclosure of the material marked "CONFIDENTIAL," then the proposer will be deemed to have consented to the public disclosure of the material marked "Confidential" and the City may publically disclose such material without any liability whatsoever to proposer.

6. Indemnification by Proposer

To the extent that the City withholds from disclosure all or any portion of proposer's material marked "CONFIDENTIAL", the proposer, by submitting an proposal in response to this RFP, agrees to indemnify, defend and hold harmless the City of Everett from all lawsuits, liabilities, losses, damages, penalties, attorneys' fees and costs the City incurs arising from or relating to such withholding from disclosure.

7. Consent to Procedure

Proposers, by submission of materials marked "CONFIDENTIAL", acknowledge and agree that the City will have no obligation to advocate for nondisclosure in any forum and has no liability whatsoever to any proposer for the disclosure of any material or record of any kind when that disclosure is in accordance with applicable law or in accordance with an order applying applicable law entered by the Snohomish County Superior Court or a Washington appellate court. By submitting a proposal, the proposer consents to the procedure outlined in this Section as its sole remedy and waives and releases all claims against the City arising from the City's actions taken in accordance with this procedure.

NO OBLIGATION TO BUY

The City of Everett reserves the right to refrain from contracting with any proposer. The release of this RFQ does not compel the City of Everett to purchase.

COST OF PREPARING STATEMENTS

The City of Everett is not liable for any costs incurred by proposers in the preparation and presentation of statements and demonstrations submitted in response to this RFQ.

CONDITIONAL COMMITMENT OF FUNDS

Notwithstanding any provision of this RFQ, by submission of a proposal the proposer agrees and acknowledges that this RFQ does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by Snohomish County of a release of funds from the U.S Department of Housing and Urban Development under 24 CFR Part 58. The parties further agree that the provision of any funds to the project is conditioned on Snohomish County's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review.

SECTION THREE
STATEMENT OF QUALIFICATIONS
SUBMITTAL REQUIREMENTS AND EVALUATION

NUMBER OF COPIES REQUIRED

Proposers must submit one unbound original statement of qualifications, four bound copies and one electronic copy in Adobe Acrobat PDF file format.

SUBMITTAL INFORMATION

Respond to all sections in their entirety and submit your response on standard 8.5 x 11 paper.

Title each page with your name or company name and note the section number for each response.

Statements of Qualifications must include the Signed Authorization contained on the last page of this RFQ or they may be deemed non-responsive and may not be evaluated.

SUBMITTAL FORMAT

Statements of Qualification will be evaluated on the completeness of the information supplied in the submittal.

Submit Statements of Qualification with the following six-section format. Failure to clearly and completely provide all information below may result in rejection as non-responsive.

1. TEAM INFORMATION

Please provide a general overview of your organization. At a minimum, please answer the following questions:

- What are the primary areas of expertise of our organization?
- What are your key goals in the development and operation of the Project?
- Who are the persons outside of your organization that are likely to be included as part of the team?

2. RELEVANT DEVELOPMENT EXPERIENCE

Please provide specific examples of projects that demonstrate your development capabilities and describe the ultimate outcome of each development project. In addition to general descriptions of each project, please answer the following questions:

- What were the major issues associated with each project that would be especially relevant to development of the Project?
- Were any of the projects considered public/private partnerships or involve other forms of cooperation between the jurisdiction and you, including receiving land from a jurisdiction?
- What is the current status of the project? Do you still retain ownership?

3. RELEVANT OPERATIONS EXPERIENCE

Please provide specific examples of projects that demonstrate your capabilities to operate a low-barrier supportive housing facility. In addition to general descriptions of each project, please answer the following questions:

- What were the major issues associated with each project that would be especially relevant to operation of the Project?
- Were any of the projects considered public/private partnerships or involve other forms of cooperation between the jurisdiction and you?

4. ABILITY TO SECURE FUNDING FOR THE PROJECT

Provide a level of financial information that will allow the City to understand your ability to gather the funding to develop and operate the project. Potential information could include:

- Examples of your ability to apply for and receive grants for development and operation of projects like the Project.
- Composition of current real estate portfolio, listing for each project, its name, type location, date completed, rentable area or number of units, occupancy rate, current value, debt, and your ownership interest; and

5. UNDERSTANDING OF SERVICE AREA

Provide sufficient information to demonstrate your knowledge of the issues regarding the homelessness in the Everett area and Snohomish County.

6. DEVELOPMENT CONCEPTS

- Describe, in general terms, your development concept for the Project. What character and quality of development do you foresee?
- Describe what you perceive to be the strengths of the Project.
- Describe the major issues you see in developing the Project.
- Provide a sense for a timeline for the Project. When would you see development starting and finishing? When would the Project begin operation?
- Give your thoughts on the elements of a preferred land transaction structure.

EVALUATION

A numerical scale will be used to score each section for the written submittal. The total score for each section will not exceed the maximum number of points set for that section. Scoring will be as follows:

General Team Strength	10
Demonstrated Overall Development Experience	20
Demonstrated Overall Operations Experience in Low-Barrier Supportive Housing or Similar Services	30
Demonstrated Ability to Raise Funding	20
Understanding of Service Area	10
Development Concept- Fit with City Objectives	10
Total	<hr/> <u>100</u> <hr/>

Oral Interview: Subsequent to the City's review of written submittals, the City may do interviews. If the City opts to do this, identical questions will be prepared and distributed to each team to be interviewed, as well as questions that are customized for each team. Additional questions both for and to the team may be addressed during oral interviews. Each team's demonstrated experience, qualifications, completeness, clarity, and professionalism as demonstrated through its oral presentation and answers to questions will be used in ranking teams in order of preference.

City of Everett
REQUEST FOR QUALIFICATIONS
RFQ No. _____
Construction and Operation of Low-Barrier Supportive Housing Facility

The undersigned hereby declares that he or she is duly authorized to complete and submit this Statement of Qualifications and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information may be reason for a determination of non-responsibility by the City of Everett.

Dated this _____ day of _____, 2016

By: _____
(Signature of authorized representative)

Name: _____
(Please print)

Title: _____

For: _____



