

REQUEST FOR PROPOSALS (RFP) NO. P21002
Transitional and Permanent Supportive Housing Units
Continuum of Care
for the
Bremerton Housing Authority (BHA)

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ATTACHMENTS:

	Return	Read-only
Attachment A Form of Proposal	<input checked="" type="checkbox"/>	
Attachment B Application Package	<input checked="" type="checkbox"/>	
Attachment C Form HUD-5369C: Certifications and Representations of Offerors, Non-construction Contract (8/93)	<input checked="" type="checkbox"/>	
Attachment D Form HUD-5369B: Instructions to Offerors, Non-construction (8/93)		<input checked="" type="checkbox"/>
Attachment E W-9: Request for Taxpayer and Identification Number	<input checked="" type="checkbox"/>	
Attachment F Sample Subrecipient Agreement and MOU		<input checked="" type="checkbox"/>

RFP Issued:	Questions Due:	Submittals Due:
5/28/21, FRI	06/09/2021, WED by 2:00 PM	06/18/2021, FRI by 2:00 PM

1.0 RFP INFORMATION AT-A-GLANCE:

OBTAIN THE RFP AND ATTACHMENTS:	<ul style="list-style-type: none"> ➡ Go to: www.bremertonhousing.org ➡ Click on: "Doing Business with BHA" ➡ Click on: "Current Opportunities" ➡ Click on: RFP: P21002 Transitional and Permanent Supportive Housing Units
ASKING QUESTIONS: No Phone Calls	<p>*06/09/2021, WED 2:00 PM: Q&A DEADLINE</p> <p>Questions or requests for more information must be in writing by the Q&A deadline and sent to:</p> <p>To: Andi Reed, Contracts & Risk Manager Via email at: areed@bremertonhousing.org</p> <p>Sarah Van Cleve, Housing Programs Director Via email at: svancleve@bremertonhousing.org</p>

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<p>Proposal DEADLINE: ➡</p> <p>HOW TO SUBMIT A RESPONSIVE PROPOSAL: ➡</p>	<p>DEADLINE: 06/18/2021, FRI by 2:00 PM</p> <p>Must be emailed to areed@bremertonhousing.org</p> <p>Place “RFP: #P21002” in the subject line</p> <p>All proposals must be complete, compliant with instructions, and include executed documents where appropriate.</p>
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2.0 INTRODUCTION AND BACKGROUND OVERVIEW:

The Housing Authority of the City of Bremerton (BHA) was formed on July 17, 1940 under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). BHA is governed by a six (6) member Board of Commissioners appointed by the Mayor of the City of Bremerton. BHA is a public corporation that contracts with the U.S. Department of Housing and Urban Development (HUD) to provide low rent public housing and Section 8 assistance payments for the communities it serves. BHA administers a broad range of federally and locally financed housing programs within the limits of the City of Bremerton. BHA owns or manages 573 units of housing and provides rental subsidies to 1,654 additional households. BHA is a performance-based contract administrator (“PBCA”) for Washington State, Utah and Nebraska. BHA also holds a subcontract and performs many of these same PBCA duties for the state of Hawaii.

3.0 PROJECT BACKGROUND:

3.1 Overview: The McKinney-Vento homeless assistance programs refer to a set of federal programs created by the McKinney-Vento Homeless Assistance Act. Congress passed the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH), which significantly improves HUD’s McKinney-Vento homeless assistance programs.

3.2 History and Purpose: Congress enacted the Stewart B. McKinney Homeless Assistance Act in 1987 in response to the homelessness crisis that had emerged in the 1980s. In 2000, the act was renamed the McKinney-Vento Homeless Assistance Act. For many years, these programs received no comprehensive overhaul, despite advancing understanding of homelessness, its causes, and its solutions. HUD has issued a series of implementing regulations. McKinney-Vento programs provide outreach, shelter, transitional housing, supportive services, short and medium-term rent subsidies, and permanent housing for people experiencing homelessness, and in some cases for people at risk of homelessness.

3.3 Continuum of Care Program: The Continuum of Care (CoC) program is HUD’s largest program targeted to adults and children experiencing homelessness. Funds are awarded to nearly 6,800 projects through a national competition. CoC program funds can be used for:

- rapid re-housing to provide time-limited permanent housing and stabilization services
- permanent supportive housing for homeless people with disabilities
- transitional housing to help individuals and families move to stability within two years
- support services to help identify and maintain permanent housing
- planning to improve program monitoring, collaboration, and data collection to drive higher performance at the local level.

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- 3.4 Scope of Work:** The Bremerton Housing Authority (BHA) has been renewed under the Supportive Housing Program for 2021-2022 in the amount of \$402,685 for the 3 programs.

BHA is looking for housing providers with hard units who are willing to use those units as transitional units for participants until suitable housing can be found. Transitional housing allows a family to be housed and receive needed services until permanent housing units become available; once the family moves on, the transitional unit is freed up to house and support another family and/or individuals.

BHA is looking for 8 transitional units and 11 permanent supportive housing units. These units would be under contract through a subrecipient agreement and would receive operational costs for each unit.

Operational Costs are based on the following definition:

Operating costs are eligible under the PH, TH, and HMIS program components. Funds may be used to pay the day-to-day operating costs in a single structure or individual housing units, including maintenance (such as scheduled replacement of major systems), repair, building security (when CoC Program funds pay for more than 50 percent of the facility by unit or area), electricity, gas, water, furniture, equipment, property insurance, and taxes. These costs may not be combined with rental assistance costs within the same unit or structure, and operating costs are not eligible under the SSO program component.

- 3.4 CONTRACT PERIOD**
The contract term will be one year.#

4.0 INFORMATION TO BE PROVIDED IN EMAILED SUBMITTALS

- 4.1 Tabs:** Proposers will submit their proposals with divider pages showing the numbered TABS.
- 4.2 Order:** So BHA can efficiently evaluate all responses, proposals must be ASSEMBLED IN THE ORDER GIVEN BELOW, with numbered tabs indicated.
- 4.3 Quantity:** [Email the full proposal to areed@bremertonhousing.org](mailto:areed@bremertonhousing.org).

Tab No.	Description
1	Completed and, as applicable, signed Attachments A: Form of Proposal HUD Form 5369C W-9 State of Washington Business License City of Bremerton Business License
2	Completed and signed Attachment B - SHP Application

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3	<p>Submit Budget Document (No Form Provided) Showing:</p> <ul style="list-style-type: none"> • The number of units and the day-to-day operational costs. • Amount requested to address capital needs. Please provide detail about capital need items and cost per item. • Requests for reserves as well as the maintenance schedule to support the need of capital expense.
4	<p>Submit Maintenance Plan and Schedule (No Form Provided)</p> <p>Please show how capital needs will be addressed and on what timeline.</p>
5	<p>Submit Letter of Commitment for “In-Kind” Services or Match Funds for no less than \$5,000 or 25% of requested funding</p> <p>These funds can come in the form of services, cash donations for resident activities, and/or documentation that supports more expenses than covered by funding.</p>
6	<p>Equal Employment Opportunity: Submit a copy of the firm’s Equal Opportunity Employment policy.</p>
7	<p>Optional: Subcontractor/Joint Venture Information: Identify whether there will be any subcontractors contracted for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.</p>
8	<p>Optional: Other Information: Include any other general information that is appropriate to assist BHA in its evaluation.</p>

5.4 If no information is being placed under any of the tabs, please insert a statement that says, “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.

5.5 Please keep submittals concise.

5.6 The person signing the proposal must be authorized to commit the proposing firm and to conduct negotiations or discussions if requested or required, or both.

5.7 None of the proposed services may conflict with any requirement BHA has published herein or has issued by addendum.

5.8 Omission of any of the aforementioned documents or certifications will render the proposal non-responsive.

5.0 PROPOSAL SUBMISSION:

5.1 Quantities: The number of units funded is subject to funding availability. BHA does not guarantee that any minimum or maximum number of units will be funded from this RFP.

5.2 Submission Conditions: Do not alter the attachments or proposal requirements in any way unless approval has been received in writing and in advance from BHA.

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5.2.1 By accessing the BHA website and/or receiving the RFP and its attachments, each prospective proposer agrees to confirm all notices that BHA posts and/or delivers as instructed. By submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addenda pertaining to this RFP.

5.3 **Submission Responsibilities:** It is each proposer’s responsibility to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by BHA, including the RFP, Attachments, and any addenda. By completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all the conditions and requirements set forth within those documents.

5.4 **Proposer’s Responsibilities-Contact with BHA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the BHA Contacts as noted on [page 1](#). Proposers must not communicate with any other staff member or official (including members of the Board of Commissioners) about this RFP. Failure to abide by this requirement may be cause for BHA to deem the proposal nonresponsive.

5.5 **Addenda:** All questions and requests for information must be received in writing to the BHA representative as directed on [page 1](#). Responses to all such inquiries will be in writing via email or fax and the response posted on the BHA website for review by all prospective proposers. During the RFP solicitation process, BHA will not conduct any *ex parte* conversations (a substantive conversation – “substantive” meaning, when decisions pertaining to the RFQ are made – between BHA and a prospective proposer when other prospective proposers are not present) that may give one prospective proposer an advantage over other prospective proposers.

7.0 PROPOSAL EVALUATION:

7.1 **Evaluation Factors:** The following factors will be utilized by BHA to evaluate each proposal submittal received. Award of points for each listed factor will be based upon the submitted proposal.

No.	Evaluation Factors	Factor Type	Max Point Value
1	Proposed Budget	Objective	10
2	Description of Units (from application) and Suitability for Purpose	Subjective (Technical)	60
3	Maintenance Plan and Schedule	Subjective (Technical)	15
4	Letter of Commitment for “In-Kind” Services/Funds	Subjective (Technical)	10
5	Overall Quality and Appearance of Proposal and Evidence of Directions Followed	Subjective (Technical)	5
Maximum Points			100

7.1 **Evaluation Method:**

7.1.1 **Submittal Receipt:** All submittals received by the deadline will be opened by BHA Contracts & Risk Manager or his/her designee and screened for eligibility.

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- 7.1.2 Evaluation Committee:** BHA shall select a minimum of three people to form the committee to evaluate each of the responsive proposals submitted. The committee will be comprised of BHA staff and other experienced persons, if needed.
- 7.1.3 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded as a member of the BHA evaluation committee. Similarly, all persons having ownership interest in and/or a contract with a proposer entity will be excluded from participation on the BHA evaluation committee.
- 7.1.4 PLEASE REMEMBER:** No proposer shall be informed at any time during or after the RFP process of the identity of any evaluation committee member. If a proposer does become aware of such, s/he SHALL NOT make any attempt to contact or discuss anything related to this RFP with that person. The BHA CO is the only person at the BHA that the proposers shall contact after the RFP has closed. Failure to abide by this requirement may (and most likely will) cause such proposer to be eliminated from consideration for award.
- 7.1.5 Evaluation:** The appointed evaluation committee will evaluate the responsive proposals and award points based on the Evaluation Factors. Upon completing the evaluation process, the committee will forward the completed evaluations to the BHA Contracts & Risk Manager.
- 7.1.6 Determination of Top-ranked Proposer:** The points awarded by the evaluation committee will be tallied to determine the final rankings. The results will then be forwarded to the BHA Executive Director for approval. More than one proposer may be awarded funding from this RFP.
- 7.1.7** BHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of BHA, that method will provide the greatest benefit to BHA.
- 7.1.8 Notice of Award:** If an award is made, notification of the awarded firm shall be sent to all proposers via e-mail.
- 7.1.9 Minimum Evaluation Results:** To be considered for a contract award, a proposer must receive a total calculated average **of at least 70 percent**.

8.0 CONTRACT AWARD:

- 8.1 Contract Award Procedure:** If a contract is awarded from this RFP, the following detailed procedures will be followed:

Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the BHA Contracts & Risk Manager. S/he will formulate the award recommendation and forward it in writing to the ED for approval. The ED will review the recommendation and, if in agreement, approve the start of contract negotiations with the awarded entity.

- 8.2 Contract Conditions:** ➡ **IMPORTANT: Please review.** The following provisions are considered mandatory conditions of any contract award made by BHA pursuant to this RFP:

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- 8.2.1 Contract Form and Clauses:** BHA and selected provider will execute a sub-recipient grant agreement for this funding.
- 8.2.2 Assignment of Personnel:** BHA shall retain the right to demand and receive a change in personnel assigned to the work if BHA believes that such change is in the best interest of BHA and the completion of the contracted work.
- 8.2.3 Sub-Contracting:** The successful proposer shall not assign or attempt to assign any part of the federal funding associated with this award (including, but not limited to, selling or transferring the contract) without the prior written consent of HUD. Any purported assignment of interest or delegation of duty without the prior written consent of BHA shall be void and may result in the cancellation of the contract with BHA or in the full or partial forfeiture of funds already paid to the successful proposer.
- 8.2.4 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

9.0 INSURANCE & LICENSING REQUIREMENTS:

- 9.1 Required Insurance Coverage:** Prior to award (*but not as a part of the proposal submission*) the successful bidder will be required to provide BHA with evidence of insurance coverage. The following are the types and amounts of insurance coverage required. Acceptable evidence of such coverage must be provided prior to beginning work under this contract. Evidence shall be in the **form of a certificate with an endorsement** as described below:

Commercial General Liability Insurance:

An original certificate evidencing General Liability coverage, naming BHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Bremerton Housing Authority as an additional insured under said policy noting the limits below (together with damage to premises and fire damage of \$50,000 and medical expenses for any one person of \$5,000).

The following minimum coverage is required:

- ☞ \$1 million each occurrence, and
- ☞ \$2 million aggregate

Fidelity Crime Insurance:

An endorsement to said policy reflecting the addition of the Bremerton Housing Authority as an additional insured under said policy noting the limits below.

The following minimum coverage is required specifically for this contract award:

- ☞ \$100,000.00 per occurrence policy limit

Policy terms must cover Computer Crime and Electronic Transfer of Funds.

Additionally, because employees may change often, a Blanket Position Fidelity form is required as opposed to a Scheduled Employee Fidelity form.

Workers Compensation Coverage: Unless the proposer is registered and files taxes as a sole proprietorship, provide an original certificate evidencing the proposer's current industrial (workers compensation) insurance carrier and coverage amount.

- ☞ Upon contract award the successful respondent shall forward the above to:

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Andi Reed
BHA Contracts & Risk Manager
Bremerton Housing Authority
600 Park Avenue
Bremerton, WA 98337
Email Preferred: areed@bremertonhousing.org
(360) 616-2909 Fax (Desktop)

9.2 Licensing Requirements: Copies of the following license(s) shall be provided under the specified TAB #.

- City of Bremerton:** If the respondent and project are in the City limits of Bremerton.

A copy of the awarded firm's business license allowing that entity to provide such services within the City of Bremerton.

- State of Washington:**

The awarded firm must submit a copy of the its license issued by the State of Washington licensing authority allowing the awarded firm to provide the services detailed herein. As of December 2008, all contracted businesses must have a State of Washington business license regardless of their origin.

- ➡ If the license(s) has been applied for, but not yet received, the successful bidder shall forward a copy upon receipt to:

Andi Reed
BHA Contracts & Risk Manager
Bremerton Housing Authority
600 Park Avenue
Bremerton, WA 98337
Email Preferred: areed@bremertonhousing.org
(360) 616-2909 Fax (Desktop)

10.0 ADMINISTRATIVE INFORMATION

10.1 **BHA's Reservation of Rights:**

- 10.1.1** While HUD Handbook No. 7460.8 REV 2 is not law, it is intended to and will serve as guidance for BHA's procurement activities as required for federally assisted projects.
- 10.1.2** BHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BHA to be in its best interests.
- 10.1.3** BHA reserves the right not to award any contracts pursuant to this RFP.
- 10.1.4** BHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience, upon ten (10) days written notice to the successful proposer(s).
- 10.1.5** BHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

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- 10.1.6** BHA reserves the right to retain and not permit withdrawal of all proposals submitted for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the BHA Contracts & Risk Manager.
- 10.1.7** BHA reserves the right to negotiate the fees proposed by the successful proposer.
- 10.1.8** BHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
- 10.1.9** BHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 10.1.10** BHA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP” as issued by BHA, either in hard copy or on the BHA website. Prospective proposers further agree that they will inform BHA in writing within five (5) days of the discovery of any item listed herein or of any item that is issued thereafter by BHA that they believe should be addressed. Failure to abide by this timeframe shall relieve BHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 10.1.11** BHA reserves the right to review and inspect the awarded company’s activities throughout the contract term.
- 10.2** **Equal Opportunity Employment:** BHA will not discriminate on the basis of race, color, gender, sexual preference, religion, age, disability, national origin, marital or familial status, or any other legally protected status.
- 10.3** **Basic Eligibility:** The successful respondent must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. They must not be debarred, suspended, or otherwise ineligible to contract with BHA, and must not be included on the General Services Administration’s “List of Parties Excluded From Federal Procurement and Non-d Programs” or HUD’s “Limited Denial of Participation” list. In addition, they must be in good standing with HUD’s “Fair Housing” and the local jurisdiction.
- 10.4** **Payment Requirements:** Respondents should be aware that BHA will only make payments on the contract issued under this RFP after the work being billed has been completed and will pay reimbursable expenses (if applicable to the particular contract) to the respondent only upon receipt of an invoice for the reimbursable expenses. *No advance payments will be made* to the selected respondent, who must have the capacity to meet all project expenses in advance of payments by BHA.
- 10.5** **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, BHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting similar or related services as described in this RFP. BHA may award contracts to other vendors such as designers, consultants, or contractors.

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10.6 **Funding Availability:** By responding to this RFP, the respondent acknowledges that, for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.

10.7 **Acronyms:**

A.M. Best	Alfred M. Best (<i>founder</i>) Insurance Rating Guide
BHA	Bremerton Housing Authority
CO	Contract Officer
HUD	(U.S. Department of) Housing and Urban Development
PH	Public Housing
PM	Project Manager
RFP	Request for Proposal
SOW	Scope of Work