Pierce County procurement and Contract Services

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| **black logo** | Pierce County Community First Village Notice of Funding Availability (NOFA)Number: 22-070 |

**NOFA Issued By:**

Pierce County Procurement and Contract Services

Attention: Procurement Specialist, Kristy Lysell

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**Proposal and Required Attachments due by 4 PM, April 15, 2022, via ProcureWare**

(Instructions for uploading submittal packet located under ‘DOCUMENTS’ tab in ProcureWare)

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# PROPOSAL INFORMATION

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| **Timeline for Selection** | NOFA Released  Question and Answer Period  Bid Closes  Proposal Review/Evaluation Period  NOFA Award Notification  Contract Negotiation and Execution | March 21, 2022  March 22-April 8, 2022  April 15, 2022  April 16-21, 2022  April 22, 2022  April 23-May 6, 2022 |
| **Submittal Due Date** | To be eligible for consideration, the Bidder’s response to this Notice of Funding Availability (hereafter called "NOFA") must be submitted per the Timeline above to ProcureWare. Hard copies will not be accepted. | |
| **NOFA Exhibits** | 1. Sample ARPA Subrecipient Agreement | |
| **Proposal Materials** | To obtain a copy of all NOFA materials, please download all materials from ProcureWare under the “Documents” tab. | |
| **NOFA Amendments** | The County may, at any time before execution of a contract, add or delete all or any portion of this NOFA. The County will post any NOFA addenda which will be available to each Bidder. If there is any conflict between addenda or between an addendum and the NOFA, whichever document was issued last in time shall be controlling. | |
| **Retraction to NOFA** | Pierce County is not obligated to contract for the services specified in this NOFA. The County reserves the right to retract this NOFA in whole, or in part, and at any time without penalty. | |
| **Ineligible Proposals** | Proposals submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable proposals are those which are subject to at least one (1) of the following shortcomings:   1. The Bidder failed to submit the response by the required deadline. 2. The proposal does not clearly demonstrate it meets all eligibility requirements. 3. The proposal is not submitted according to the instructions contained within this NOFA. 4. The proposal does not include the required attachments and/or signatures. 5. The Bidder’s prior contracting history with Pierce County, other government agencies, or another entity demonstrates that the Bidder and/or the organization failed to meet the obligations of the prior contract. This would also include terminations for cause. | |
| **Proposal Clarification** | Please send questions and any requests for clarification regarding this NOFA through the “Clarifications” tab in ProcureWare. Questions will be answered within 24 hours during normal business hours. The deadline for submitting such questions/clarifications is **April 8, 2022.**  An addendum will be issued no later than **April 11, 2022,** through ProcureWare if a substantive clarification is in order. The addendum will be available under the “Documents” tab in ProcureWare. | |

## PROCUREMENT DOCUMENTS & NOFA HOLDER’S LIST

BIDDERS WHO **REGISTER** AND DOWNLOAD BID DOCUMENTS will be automatically added to the bidder’s list in the [ProcureWare Bidding Software](https://piercecountywa.procureware.com/home). Notifications for bid updates, addendum and other bid information will be sent to all bidders who **register** with Pierce County ProcureWare and are a ‘Bidder’ under this bid number. Instructions to register as a bidder are available [here](https://www.piercecountywa.gov/DocumentCenter/View/78324/ProcureWare-Vendor-Registration-Instructions2).

# GENERAL INFORMATION

## BACKGROUND AND PURPOSE

Pierce County Procurement and Contract Services (hereafter known as “the County”) is releasing a NOFA seeking proposals for two deliverables, one which addresses the feasibility of a microhome village for long-term supportive housing for the chronically homeless residents of Pierce County, and the second which addresses the development, construction, and operation of a such a village as identified in the County’s 2022-2023 biennial budget.

## FUNDING AVAILABLE and ELIGIBLE COSTS

The Pierce County Council has made up to $400,000 available for preparation of these deliverables. Only prospective bidders willing to develop and operate the microhome village for long-term supportive housing for the chronically homeless residents of Pierce County will be considered, and a Bidder’s ability to demonstrate cost effectiveness while providing comprehensive and effective outcomes will be part of the selection process. The Apparently Successful Bidder must be able to demonstrate that any funds awarded under this NOFA were spent solely on this project.

## Eligible Applicants

The County is soliciting applications from nonprofit entities strongly interested in operating and owning the microhome village. The County believes that prospective operator-owners of the village will be best able to prepare comprehensive, practical, and potentially successful proposals.

1. At minimum, eligible applicants must meet the following requirements:
   1. Prior to the effective date of the resulting contract, the selected vendor must be eligible to conduct business in Washington State; such eligibility must remain in effect for the duration of the contract.
   2. Have five (5) or more years of experience related to the activities and deliverables described in the Project Scope.
   3. The ability to engage in virtual collaborations on platforms like Zoom or Microsoft Teams.
   4. The Bidder and/or a subcontractor providing services under this contract must have expertise in the development and operation of similar projects and program models, including the appropriate licensed/credentialed staffing for those performing services.
   5. The Bidder’s prior contracting history with Pierce County, other government agencies, or another entity must demonstrate that the Bidder and/or his or her organization met the obligations of the prior contract and/or current contract(s) must be in good standing and not under any performance improvement or corrective action plan in order to submit a proposal.

## PROJECT SCOPE

Successful proposals in response to this NOFA will incorporate features similar to those of the Community First Village (CFV) near Austin, Texas. Specifically:

1. Supportive long-term housing for chronically homeless people who resided in Pierce County prior to becoming homeless.
2. Living units that are primarily purpose-built microhomes but may include other types of living units.
3. A design, layout, and programming to foster creation of a community environment for residents and staff.
4. Integration of physical, mental health, and addiction recovery services co-located onsite.
5. Microenterprises and vocational training opportunities for residents.
6. Accessible transportation to connect residents with services.
7. Residential rent payments or services to the village in lieu of rent, and draft of “village rules” for residents to support and follow.
8. An outline of “recovery plans” for residents to work toward as appropriate.
9. Proposed staffing (or volunteers) to reside onsite.

**First Deliverable: Preliminary Proposal.**

The Preliminary Proposal should include the following elements:

1. Regulatory, zoning, and permitting requirements to effect development for representative sites within Pierce County.
2. Transportation analysis for each such site.
3. The number of potential living units feasible for each such site.
4. Likely capital and operating costs, including land acquisition and construction.
5. A development plan to fund them.

The deadline for submittal of the Preliminary Proposal to Human Services is **June 10, 2022.**

**Second Deliverable: Full Proposal.**

The Full Proposal shall include a detailed workplan that addresses all of the following:

1. A development plan that includes a timeline and costs for a minimum of 150 living units.
2. Project location(s) and a plan to acquire such location(s).
3. Land acquisition costs.
4. Regulatory, zoning, and permitting requirements to effect development.
5. Draft purchase and sale agreement.
6. An identified owner, operator-provider, and developer.
7. Operating pro forma showing a credible plan to pay for operating costs, which may include letters of support from additional funders.
8. A development plan for funding capital and operating expenses for at least a 7-year period.
9. A transportation plan to address the needs of residents.

The deadline for submittal of the Full Proposal to Human Services is **August 26, 2022**. The Full Proposal may, at the sole discretion of Human Services, be submitted to the County Council pursuant to Ordinance 2021-100s2 for the Council’s funding authorization for a microhome village project(s).

# GENERAL TERMS AND CONDITIONS

## EXHIBIT A: ARPA SUBRECIPIENT AGREEMENT GENERAL TERMS AND CONDITIONS

All or parts of this contract agreement shall be funded with American Recovery Plan Act (ARPA) funding and is subject to federal general terms and conditions. Bidders must comply with the general terms and conditions as provided in Exhibit A: ARPA Subrecipient Contract. These terms are generally non-negotiable, so please reach out immediately with any questions or concerns.

## NOFA GENERAL TERMS AND CONDITIONS

Reserved Rights and Procedures:

1. Pierce County expressly reserves the following rights:
   1. To waive any and/or all irregularities in the proposals submitted.
   2. To reject any or all proposals or portions thereof.
   3. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
   4. To make the award to any Bidder or combination of Bidders whose proposal(s), in the opinion of the County, is in the best interest of the County.
   5. Pierce County may return unopened any proposal or modification received after the hour and date specified.
2. Reimbursement: The County will not reimburse proposers for any costs involved in the preparation and submission of responses to this NOFA or in the preparation for and attendance at subsequent interviews, when applicable.
3. Public Records and Proprietary Material
   1. Proposers should be aware that any records they submit to the County or that are used by the County even if the proposers possess the records may be public records under the Washington Public Records Act (RCW 42.56). The County must promptly disclose public records upon request unless a statute exempts them from disclosure. Proposers should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions are narrow and specific.
   2. Proposers should clearly mark any record they believe is exempt from disclosure.
4. Title VI Compliance

Pierce County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

# REVIEW AND SELECTION CRITERIA

## SCORING

All proposals will be reviewed by County staff for completeness and compliance with the Exhibits, questions specified in this NOFA, and technical requirements. Responses that pass the initial eligibility requirements will be evaluated and scored based upon Bidder’s answers to the specific questions in the NOFA, community need and, where applicable, interviews.

Independent evaluators will review and score each proposal. After scoring, the evaluators will convene as a group and prioritize eligible proposals and make recommendations. Evaluators will not have a conflict of interest with any proposal they score.

The County instructs all evaluators to review and score proposals based only upon the response and not upon the evaluator’s external experience with, or perception of, the Bidder. All proposals will be evaluated strictly in accordance with the requirements set forth in this NOFA and any amendments thereto. For privacy purposes, evaluators’ names are not subject to public disclosure by the County.

The scoring method for this NOFA will be ranked scoring where each category is assigned a point value. Each proposal will be scored based on the responses to questions found in the Proposal and Technical Requirements section of this document and rated from highest to lowest score.

## INTERVIEWS

The County reserves the right to conduct interviews with the top qualified Bidders and make a final selection when a determination for award must be made beyond proposal score such as in the event of a tie.

## SELECTION AND CONTRACT EXECUTION

One Apparently Successful Bidder will be selected for award and negotiation of a contract agreement. Should the County not reach a favorable contract agreement with the Bidder, the County shall terminate negotiations and commence negotiations with the next qualified Bidder and so on until a favorable contract agreement is reached. The County will not award a contract agreement if no proposals are considered sufficiently responsive.

In some cases, the County may elect to assign only specific portions of a project, or in other cases, the entire project including auxiliary associated work to the Bidder.

All Bidders will be notified by email as to the decision regarding their proposal. Apparently Successful Bidders will work with Pierce County Procurement and Contract Services to negotiate and execute a contract.

The public may view proposal documents after contract execution. At this time, Bidders not awarded a contract agreement may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized.

For a complete list of dates and deadlines please see the timeline in Section I of this document.

# PROPOSAL AND TECHNICAL REQUIREMENTS

Proposals must be clear and concise, and the proposal format/content should adhere to the following guidelines:

* **Proposals must be 20 pages or less, not including attachments.**
* Word or PDF file types. Excel accepted for budgets only.
* Minimum of 12 pt. font
* Single spaced, with a minimum of .75-inch margins
* Include a table of contents
* Number each page and document footers must contain agency name and project name
* Include a cover page listing Agency Name, Proposal Title, NOFA #, Date and Contact Name and Information.

Proposals must not exceed the response limitations listed in this NOFA. Proposals exceeding the limitation shall be found non-responsive and shall not move to the scoring process.

All proposals are evaluated on the completeness and quality of the content. Only those Bidders providing complete information as required will be considered for evaluation. The County will not contact the Bidder for correction to proposals and Bidders are strongly encouraged to carefully review their proposals for completeness and accuracy before sending. The ability to follow these instructions demonstrates attention to detail.

1. **QUALIFICATIONS (25 Points)**
2. Briefly describe your organization and the characteristics that set your organization apart from your competitors. Be sure to include:
3. How many years of experience does your organization have in developing and constructing housing for the homeless?
4. Your expertise in operating facilities and providing services to the homeless and, separately, chronically homeless, particularly within Pierce County.
5. How many years of experience addressing the specific needs of the chronically homeless in Pierce County?
6. A description of your organization’s experience developing long-range plans and engaging diverse stakeholders, including private donors, in Pierce County.
7. Provide a minimum of one (1) and a maximum of three (3) examples of prior work that is comparable in nature to the development and operation of the project described in this NOFA. Submit the following information for each example:
   1. Project summary
   2. Project duration
   3. Description of services provided
   4. Include outcome of project
   5. Contact information for reference
8. **PROPOSAL REQUIREMENTS and WORKPLAN (30 Points)**

Explain how your organization proposes to complete the Preliminary and Full Proposals required by this NOFA. Include your organization’s philosophy or approach to designing and delivering services to the homeless, especially the chronic homeless, in Pierce County. Explain why this philosophy or approach is best suited to operating successful, long term housing and co-located services for the homeless in the microhome village setting described in the Scope of Work.

1. **BUDGET (10 Points)**

Provide a detailed budget narrative for the preparation of the Preliminary Proposal and the Full Proposal that explains and justifies each cost and explains how the amount for each line item was determined. The Bidder’s fixed prices and/or hourly rate must be reasonable and competitive with other proposals. Include a project payment schedule.