

RFP #

DRAFT

## **SECTION 1: GENERAL INFORMATION**

### **1. INTRODUCTION**

The City of Denton (City) is issuing this Request for Proposal (RFP) regarding the development of a Transitional Housing Project to provide housing for people experiencing literal homelessness and living unsheltered as a part of the City's overall Housing Crisis Response System (HCRS).

The City has prioritized investment in the HCRS as a collaborative and coordinated system response to address the complex issue of homelessness in our community. The HCRS is designed to achieve the community's shared goal of Making Homelessness Rare, Brief, and Nonrecurring. The HCRS is built on a continuum of services working together on multiple fronts to meet the diverse set of needs in our community. This includes:

- **Street Outreach:** Street Outreach (SO) ensures that people living on the street are provided information and referrals, have access to housing (when available) through the Coordinated Entry (CE) assessment process for housing placement, crisis intervention, and follow-up supportive services.
- **Coordinated Entry (CE) and the Housing Priority List (HPL):** Denton has adopted and implemented a uniform process that is designed to quickly identify, assess, refer, and connect people in crisis to housing assistance and services. Households that complete the CE assessment process are then included in the Housing Priority List (HPL) and referred to the most appropriate housing solution. Households are pulled off the HPL in order of priority status as housing assistance becomes available.
- **Diversion and Prevention:** Diversion and prevention are key components of our HCRS by reducing the number of those who become homeless. Homelessness prevention helps households stay in their current housing situation while diversion prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, when necessary, connecting them with services.
- **Emergency Shelters and Temporary Housing:** Emergency shelter and temporary housing connects people experiencing a housing crisis or fleeing an unsafe situation to a safe place to stay. Emergency and temporary housing are on a continuum of service provision that align with the long-term goal of moving people from homelessness to permanent housing.
- **Permanent Housing:** Without permanent housing, there is constant housing instability. Our HCRS includes a goal to increase our capacity to connect people experiencing homelessness with permanent housing, such as Rapid Re-Housing (RRH) rental assistance, Permanent Supportive Housing (PSH), and other forms of stable, permanent housing. Permanent housing solutions support housing relocation and stabilization services and assistance as necessary to help an individual or family experiencing homelessness obtain and maintain permanent housing as quickly as possible.

## **2. PURPOSE**

The City seeks to further reduce gaps in housing units for people experiencing homelessness by increasing available and accessible housing options for people living unsheltered. This RFP is a response to the emergent need for a safe, sanitary, and legal place for individuals or families to stay while they search for permanent housing. The purpose of the project is to offer year-round, temporary alternatives to sleeping in vehicles or camping outdoors while offering services that will move residents into permanent housing as quickly as possible. The City request proposals for projects that meet the following objectives:

1. Develop housing structures (can be small scale tiny structures) and built specifically for the purpose of housing people living unsheltered or in other places not fit for human habitation; and
2. Connect individuals who have been living unsheltered with a safe, habitable housing solution; and
3. Offer professional case management and housing placement services that will move residents into permanent housing as quickly as possible; and
4. Increase non-congregate housing options for those experiencing unsheltered homelessness that reduce the risk of infection from contagious disease such as COVID-19; and
5. Overcome barriers to housing for individuals with higher behavioral health and physical health needs who frequently engage with crisis systems (e.g., emergency rooms, shelters, or jail) by providing supportive housing and services to reduce length of homelessness.

## **SECTION 2: PROJECT REQUIREMENTS**

Submissions will be evaluated and reviewed based on the ability to comply with City development standards as well as other agency standards for the type of development and the proposed project's alignment with the Housing Crisis Response System described in Section 1. The lists provided below are examples of the types of requirements any proposed project would have to meet and is not meant to be exhaustive.

A project may propose to provide:

- Tiny structures, the new term introduced to define a structure that provides a unit for sleeping/living that may or may not contain sanitary and cooking facilities.
- Tiny homes that are a fully self-contained dwelling unit that complies with building codes and has all the amenities you would expect in a rental or homeownership unit, including utilities (water, heat, air), kitchen, and bath (i.e. complies with the Denton Development Code and International Residential Code as adopted, including minimum 300 and maximum 500 square feet of area). Or
- Any other type of unit that that complies with building codes and has all the amenities you would expect in a rental or homeownership unit including existing structures such as existing hotel/motel, single or multi-family.

*Due to the complexity of this project, work may include all or some of the items listed above. There is no guarantee as to the amount or extent of work under this RFP.*

- A. RESOURCES AND LEVERAGING. The City has not yet allocated land or funding to the project. Funding could include construction, furnishings, equipment, permitting, design, and any other services, fees, and costs. Before seeking budget approval, the City will select a qualified operator and begin negotiations with the selected operator. If negotiations are successful between operator and the City, budget approval will be sought. Contract execution is contingent upon Council approval. If construction funding is sought from the City on a non-City owned site, the City may enter into a funding agreement that includes a deed restriction and covenant to ensure the benefits paid for by the City benefit project residents for the duration of the project commitment.
- B. LAND USE AND DEVELOPMENT REQUIREMENTS. Any operator wishing to develop land, offer housing, and provide onsite services in connection with this RFP shall comply with the following land use and development requirements:
1. Compliance with the Denton Development Code requirements related to zoning, land use, subdivision, and development and design standards
    - Note, depending on the nature of the proposal zoning change procedures may be required before a property can be platted and developed
  2. Compliance with the City's Criteria Manuals, including but not limited to Transportation, Stormwater, Solid Waste, Water/Wastewater, Construction, and Site Design
  3. Compliance with the City's adopted building, fire, health, and other life safety codes, including but not limited to the International Building Code and International Fire Code
  4. Compliance with the City's development review and permitting processes. Further information regarding this can be found on the Land Development webpage
- C. UTILITY AND DEVELOPMENT REQUIREMENTS. Any operator wishing to develop land, offer housing and provide onsite services in connection with this RFP shall comply with the following utility and development requirements:
1. Water & Wastewater - Current standards prescribed by all state and federal laws.
    - Texas Administrative Code (TAC) Title 30, Part 1, Texas Commission on Environmental Quality (TCEQ) - Rules, Ch. 290: Public Drinking Water; and Ch. 217: Design Criteria for Domestic Wastewater Systems.
    - City of Denton Code of Ordinances, Chapter 26, Articles I, II, IV, and VI
    - The Water and Wastewater Design Criteria Manual, City Standard Specifications for Construction, and the City's Standard Details.
    - North Central Texas Council of Governments (NCTCOG) Standard Specifications for Public Works Construction ("COG Specs"), as amended by the City of Denton.
    - City of Denton Water and Wastewater Master Plans.
    - In accordance with adopted Fire Code.
    - In accordance with adopted National Electric Code 70
    - American Water Works Association (AWWA) Standards; and
    - All applicable local ordinances.

2. Electric - Respondents must follow the requirements of Denton Municipal Electric's current Electric Service Standards as approved by the City Council (ID 21-2632) on December 14, 2021.
  3. Solid Waste and Recycling - Any operator providing housing shall comply with the following requirements and other, as applicable, related to solid waste and recycling in the City of Denton:
    - Texas Health and Safety Code Chapter 361 Section 24-3
    - Texas Health and Safety Code Chapter 363
    - Texas Health and Safety Code Chapter 365
    - 30 TAC 330.103(a)
    - City of Denton Code of Ordinances – Chapter 24 Article I, Article III, and Article IV
- D. PROJECT. Any operator wishing to develop land, offer housing, and provide onsite services in connection with this RFP shall comply with the following expectations for the key tasks associated with this project:
- Provide structures which can provide running water, mechanical heating and cooling as well as ventilation to all units sufficient to endure year-round weather conditions;
  - Provide food service or food storage/preparation facilities adequate for the planned number of residents;
  - Provide access to sanitation, including toilets, sinks, and garbage collection;
  - Provide access to basic hygiene including shower and laundry facilities adequate for the planned number of residents;
  - Provide project management, construction management, and maintenance of site amenities as described above;
  - Obtain a permit, and adhere to all permit requirements in the Denton Development Code;
  - Have a plan to manage the registration and screening of residents;
  - Provide on-site supervision at all times that residents are present;
  - Provide 24-hour on-site security, lighting, and fencing;
  - Coordinate the delivery of human services and housing focused case management to residents and provide access to service providers on site;
  - Purchase and maintain liability insurance;
  - To ensure accessibility, meet the requirements of the Americans with Disabilities Act (ADA), federal Fair Housing requirements, the City's Non-Discrimination Ordinance and any other applicable protections related to housing and human services;
  - Accommodate participants with pets;
  - Any other best practices determined by the expertise of the Operator; and
  - Contingent on use of City resources on the project (land, funding, etc.):
    - Participate in the Housing Crisis Response System including tracking resident status through the Homeless Management Intake System (HMIS), either directly, or in partnership with another agency, following best practices and standards set by the HMIS Administrator;
    - Track resident income, race, and ethnicity;

- Prepare and submit monthly, quarterly and/or annual reports, as requested by the City including performance and outcome such as numbers (number) temporarily, reports on utilization, # of days stayed (length), # of participants exiting to permanent housing (housing), Location where the individual/household became homeless before this incident, etc.; and
- E. MINIMUM QUALIFICATIONS. Any operator wishing to develop land, offer housing, and provide onsite services in connection with this RFP shall meet the following minimum qualifications:
- A proven track record of moving unsheltered residents into stable and appropriate housing, and tracking performance in doing so;
  - Familiarity with relevant ADA and non-discrimination requirements;
  - Experience with public outreach and neighborhood engagement;
  - Demonstrated capacity to create and execute a funding and resource development plan, and maintain high fiscal accountability standards;
  - Experience coordinating work with other social service providers; and
  - Willingness and ability to abide by all permit requirements in the Denton Development Code
- F. PREFERRED QUALIFICATIONS. Any operator wishing to develop land, offer housing, and provide onsite services in connection with this RFP *may also* meet the following preferred qualifications:
- At least two years of experience operating temporary or transitional shelters, or low-income or permanent supportive housing;
  - Site planning, design, and construction of housing units;
  - Experience permitting similar projects;

## **SECTION 3: SUBMISSION INSTRUCTIONS**

### **A. SUBMISSION FORMAT**

The intent of this RFP is to obtain professional services from a qualified operator who can meet all of the qualifications outlined in Section 2. Respondents are asked to organize their qualification submittals in the manner specified below.

Submissions to this RFP must be in Portable Document Format (PDF) file. Documents shall be limited to a maximum of ten (10) 8.5" by 11" pages (10 single-sided or 5 double-sided pages), not including the cover page (limited to one page) and references. The minimum font size is 12 pt. with margins of no less than 1" on all sides. The format must be "reader friendly" to facilitate easy review. Paragraphs must be clearly distinguishable using headers as provided in Section 3C. Each page of the PDF, including exhibits, must include the respondent's legal name and be numbered sequentially at the bottom of the page to indicate "Page\_ of \_". Submittals over the maximum page size limit will not be considered.

## **B. COVER LETTER (ATTACHMENT A)**

Briefly describe the operator's understanding of the services to be performed and commitment to provide the services as specified.

Give the name of project manager, the name(s) of the person(s) who are authorized to make representations for your organization, their titles, address, e-mail address, and telephone numbers. The letter must be signed by authorized representative(s) of the organization who have legal authority to enter into a binding contract agreement.

## **C. PROPOSAL STATEMENT (SCOPE OF WORK)**

Qualification submittals should contain a narrative that addresses all, but not necessarily be limited to, the following scope questions. Respondents are encouraged to demonstrate their specific knowledge of these areas such as minimum and preferred qualifications described in Section 2 and to include any additional issues/ideas that may be appropriate to successful development of this project.

1. **Legal Name and Legal Structure of a Business:** Please title the submission with the respondent's legal name. Please attach the organizations legal forming documents (certificate of incorporation, certificate of registration, articles of incorporation, certificate of formation, certificate of partnership, partnership agreement or equivalent document).
2. **Qualifications:** Describe the operator's qualifications (knowledge) as they relate to operating a housing program. Do members of the local project team have experience in moving unsheltered people into housing; delivering social services; public outreach and neighborhood engagement; coordinating with other social service providers; funding and resource development systems (i.e., grant writing, budget management, record retention, bookkeeping); building and construction management; etc.?
3. **Experience:** Describe the operator's direct experience (practice) providing 1) transitional housing and 2) homeless services. Include descriptions of similar previous experience in developing projects of similar size and scope.
4. **Project Team:** Show the organization of the proposed project team. Include any proposed partner organizations, team members' names, city of residence, qualifications, certifications, etc. Include technical knowledge of site set-up, construction, operations, and housing services. This should include both project management during site set-up, and the management of ongoing operations. Who are the individuals that will be providing oversight and management of this program, and what will their various roles be? Who will be present on the site managing operations on an on-going and continuous basis, including recruiting and supervising volunteers? Provide their background and

expertise related to their role and this program. Include any roles that you intend to recruit or hire, what the roles, responsibilities, and minimum qualifications will be.

5. **Project Approach:** Describe the operator's understanding of the project and the specific approach the applicant will use to achieve successful outcomes. Provide a statement of intent explaining why the operator is interested in the project. The Project Approach should address all the following:

- ***Clientele:*** Describe the procedures for screening and admitting residents. Explain any eligibility requirements that the operator would use to select residents (for example, length of time in Denton, family composition, criminal conviction, substance use disorder).
- ***Site Management:*** Describe the management philosophy associated with the operation of the site. Describe the proposed role and extent of involvement of the residents in the management and daily operation of the site. Please describe the role (if any) site residents will have in the selection of new residents.
- ***HCRS Participation:*** Provide plan for how the proposed program project will collaborate with the Housing Crisis Response System including HMIS participation. Please include how your referral process will involve working within the Housing Priority List.
- ***Project Outcomes:*** Please provide estimates for the expected numbers (number) housed in the project, the bed utilization, average # of days a resident will stay before exiting to permanent housing (length), # of participants exiting to permanent housing (housing).
- ***Relationship to the City:*** Describe the operator's availability to the City in terms of communication, conducting meetings and field work.

6. **Project Site and Units:** The location must be within the City of Denton's city limits. The operator must have secured a suitable site or communicate that the operator wishes to utilize/lease a city-owned property. If the operator has secured a site, please include the address and arrangement with property owner (lease, agreement, etc.). If the operator seeks approval to use City property, describe location criteria (i.e. zoning, proximity to certain neighborhoods, transit access), site criteria (i.e. size, topography, utilities), and unit criteria (i.e. type, amenities).

- ***Site Design:*** Include a site design or example of a site design for a similar project. Site design should be to scale, with all amenities clearly labeled.
- ***Site or Site Criteria:*** Describe the proposed location for this project. If the respondent intends to apply to use a City-owned site, describe the location criteria (i.e. proximity to services, transit access) and site criteria (i.e. size, topography, utilities). The location must be within the City of Denton's city limits.
- ***Unit Design.*** Please describe the type of 'structure' and its basic infrastructure Include how the units be constructed ie. pre-fab unit, site build? For site build,



please describe the process including construction materials and construction team such as professional contractor, volunteers, participants, etc.

- **Housing Quality Standards.** Please describe how units will meet basic housing quality standards (water, sewer, and electric for heating and cooling). Include:
  - What utilities are provided directly to each individual unit (water, sewer, electricity, and HVAC including heating and cooling).
  - What basic amenities will be provided in each unit (restroom, shower, means of cooking, heating and cooling)
  - For any item not provided directly to the individual unit include how it will be provided in other ways i.e. hygiene stations and mobile units for restrooms and showers
- **Number of Units.** How many housing units are planned (include phasing if applicable)? In addition to units, please include the projected number of people/households served.
- **Health and Sanitation.** How will the site include regular trash collection, hazardous waste removal and vector control measures (method to limit or eradicate the mammals, birds, insects or other arthropods which transmit disease pathogens)?
- **Additional Amenities.** Describe any additional amenities to be provided. Include laundry facilities, storage for personal belongings, and transportation supports.

7. **Budget & Management Schedule:** Outline the budget and project management schedule that shows how the project will be funded and how the project team will meet all expectations and requirements of this project, while meeting any other current commitments.

- **Project Funding:** Provide accurate estimates of Pre-Development, Construction & Infrastructure, and ongoing Operational Costs and funding sources. Please include if the project will be requesting City funding where applicable. Please describe the resources required from the City, and all other resources (including sources and amounts) anticipated to be requested and utilized for this project.
  - Pre-Development: Planning, Design, Survey, Platts, Permits, Site-Prep, Utility fees, etc.
  - Construction & Infrastructure: Construction Design, Water (site), Water (Fire), Sewer (site), Sewer (Street), Electrical, Switch Gear, Transformer, General Conditions (Construction), Grading/Paving, Foundation, Pet Area, Landscaping, Fencing, Gates, Lighting, Internet & Security Conduits, Smoke and Fire Alarm, and Site Furnishings (FF&E).
  - Units (Construction site-build or Pre-Fab Modular): Housing Unit and as applicable Restroom/Shower Facility, Cooking Facility, Laundry Facility, Program/Administrative Office(s), Guard Booth.

- **Management and Operations:** Staffing (paid and/or volunteer) plan w/Org Chart, Security, Food, Utilities, Insurance, Maintenance/Repair/Custodian, Internet, Transportation, Care Supplies, Office Supplies, Indirect Costs.
  - **Schedule:** Provide an estimated timeline for commencement of the project, including planning, permitting, construction, completion and timeline for the project to be operational. A refined timeline will be negotiated as part of the scope of work during the contracting process.
8. **Community Engagement & Responsiveness:** Explain how the operator would conduct outreach and notifications to the surrounding community and within the site. Describe your communication and outreach strategy, to both the surrounding neighborhood and community, and residents. This should include an initial notification process as well as opportunities for ongoing communication. Describe the grievance procedure for the program. The grievance procedure should outline the processes for residents and community members to submit and address concerns.
9. **References:** Provide a list of references (including contact name and telephone number) of at least two (2) references who can speak to operator's experience with complete or current projects of similar size and nature within the last four (4) years. Briefly describe each project and the role the respondent played in the delivery of the project. The City reserves the right to contact references without prior notification.

#### D. SUBMISSION INSTRUCTIONS

Procurement

## **SECTION 4 – EVALUATION AND SELECTION PROCESS**

### **A. EVALUATION CRITERIA**

The City intends to enter into a contract with the respondent whose qualifications, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest evaluated score) as determined by a selection committee formed by the City.

<b>Selection Criteria</b>	<b>Weight</b>
1. Legal Structure. Is the operator a Legal Organization?	YES/NO
2. Qualifications. Has the operator demonstrated qualifications (experience and reputation) relate to operating a housing program?	15 pts
Minimum Qualifications - Does the operator meet the Minimum Qualifications?	YES/NO
<b>QUALIFICATIONS BONUS</b>	<b>BONUS</b>
• Has at least two years of experience operating temporary or transitional shelters, or low-income or permanent supportive housing;	+5 Bonus
• Has prior experiencing in site planning, design, and construction of housing units;	+5 Bonus
3. Experience. Does the operator have direct experience providing 1) transitional housing and 2) homeless services?	15 pts
4. Project Team. Does the project team have the qualifications, experience, technical knowledge of site set-up, construction, operations, and housing services to successfully deliver the project?	10 pts
5. Project Approach. Does the operator's understanding of the project and the specific approach demonstrate the ability to achieve successful outcomes (organizational commitment, clientele served, site management, timeline, etc.)?	10 pts
<b>HCRS BONUS</b>	<b>BONUS</b>
• Project is in alignment with the Housing Crisis Response System	+10 Bonus
6. Project site. Has the operator demonstrated it can meet development and code requirements or understands if amending DDC or other approvals will be required?	20 pts
<b>SITE &amp; UNIT BONUS</b>	<b>BONUS</b>
• Project has LAND commitment (will not need City Land)	+10 Bonus
• Project site has appropriate ZONING for use and housing unit type	+5 Bonus
7. Budget, Schedule & Management. Does the budget outline and a project management schedule show how the project will be funded and how the project team will meet all expectations and requirements of this project including the ability to fund and complete work?	20 pts
<b>BUDGET, SCHEDULE &amp; MANAGEMENT BONUS</b>	<b>BONUS</b>
• Project has at least 25% of funding committed (25% not from City in funding request)	+10 Bonus
• Project includes on-site paid staff in daily project operations	+5 Bonus

8. Community engagement & responsiveness. Has the operator demonstrated availability to the City and the community in terms of communication, communications plan, and providing timely response to community and residents' concerns?	5 pts
9. References. Are the references from projects of similar size and nature?	5 pts
<b>Subtotal</b>	<b>100 pts</b>
Bonus	+50
<b>Total</b>	<b>150 pts</b>

## B. EVALUATION PROCESS

A selection committee of individuals representing the City with the option to include others with experience in homeless services. The committee will evaluate the qualification submittals as submitted. The City reserves the right to award a contract solely on the written submittal. The City also reserves the right to request oral interviews and/or site visits with the highest ranked organizations. The purpose of the interviews and/or site visits is to allow the operator to expand upon the written responses. The same evaluation criteria will be used for the interviews. The final selection will be based on the total of all evaluators' scores. The highest ranked operator(s) after scoring may be invited to enter final negotiations with the City for purposes of contract award.

The City has final decision-making authority and reserves the right to reject any and all proposals, and/or to withdraw or subsequently modify or review the terms contained within this RFP. Contracts are subject to negotiation between parties and budget authority from the City Council. By issuing this RFP, the City does not guarantee that funding will be available or that a permit will be issued.

## C. Selection Process

The organization with the highest total evaluation points may be invited to enter into contract negotiation with the City. If an agreement cannot be reached, the second highest ranked submitter may be contacted for negotiations. Upon approval by the City Council, the successful applicant and the City will begin the permitting process and contract execution. If the parties are not able to agree upon and execute an agreement within 60 calendar days, the City reserves the right to select an alternate provider or no provider at all.

Procurement rules...

## ATTACHMENT A

### **Sample Proposal Cover Letter**

Letterhead or operators' name and address

Date

Subject: Request for Proposal RFP# Transitional Housing Project

The enclosed is submitted in response to the above-referenced Request for Qualifications (RFP). Through submission of this proposal we agree to all the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing this submittal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Yours truly,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Type or print

Title: \_\_\_\_\_

Legal name of operator: \_\_\_\_\_

Date: \_\_\_\_\_