



Grays Harbor County Public Health

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5.15.24

Request for Proposals for “Tiny Home” Prototype and Exhibition Services

Introduction

Grays Harbor County (“County”) has issued a Request for Proposals (“RFP”) to interested and qualified agencies to provide a prototype of a “tiny home”, commonly understood to be an independent, small-footprint dwelling, usually under 400 square feet, often on wheels.¹ It is the intent of the County via this request and subsequent agreement to share the selected prototype with members of the public through a variety of public events at which the successful bidder will show and respond to questions about the prototype. The scope of this project includes a “tiny home” prototype that could accommodate a single individual and does not necessarily include sanitation, cooking, or laundry facilities for the completed prototype. The County is interested in reviewing options for additional amenities (such as restroom facilities) onto the base model prototype. The prototype must be mobile/able to be transported to a variety of locations throughout the County during the contract period to be made available to the public. The County expects the prototype would have a useful life at least five years from date of purchase. With this project, the County aims to strengthen communities by investing in a continuum of housing options including emergency shelter, transitional housing, and permanent supportive housing. The resulting tiny home prototype purchased will be the property of Grays Harbor County.

Eligible applicants must submit a narrative response to the questions at the end of this RFP, a new project application, and budget.

This RFP is intended for entities with the ability, capacity and experience to successfully show a variety of model prototypes for consideration and subsequent purchase of one model, and make available to the public the exhibition of a model/prototype “tiny home”.

¹ [PowerPoint Presentation \(housingsolutionsnetwork.org\)](http://www.housingsolutionsnetwork.org)

The RFP will open **May 15, 2024, and all proposals are due by 4:30 p.m. June 14, 2024.**

The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their proposal. Furthermore, this RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with County staff to negotiate formal contracts with specific deliverables, timelines, and outcomes. The County will be responsible for contract compliance and monitoring all recipients of housing funds during purchase and performance by the successful bidder to ensure alignment with fund requirements and contract deliverables.

Estimated Calendar/Timeline*:

Application Process	Date
Issue RFP	May 15, 2024
Questions Due	June 3, 2024
Proposals Due	June 14, 2024
Proposal Subcommittee Review (if applicable)	June 2024
Recommendations provided to BOCC	June 2024
Agency Contract Development Process	June/July 2024
Project Start Date	July 1, 2024
Contract period	July 1, 2024 – December 31, 2024

**Timeline is approximate and subject to change without notice.*

Applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health
Attn: Alex Blumenthal
2109 Sumner Avenue
Aberdeen, WA 98520
ablumenthal@graysharbor.us

Applications and related materials must be received no later than **Friday, June 14th at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with TINY HOME PROTOTYPE APPLICATION.

Any questions related to this application may be directed to:

Alex Blumenthal, Housing Program Coordinator

E-mail: ablumenthal@graysharbor.us
 Phone: 360-500-4064

All questions must be submitted in writing prior to June 3rd, 2024, and questions and responses will be posted at www.healthygh.org/directory/housing.

Existing Services- Community Priorities			
Programming Description	Estimated Funding Available	Specific Considerations	Deliverable(s)
Make available to the public a “tiny home” prototype	\$40,000	<ul style="list-style-type: none"> • Prototype will be designed to provide permanent, safe, affordable housing to vulnerable populations in Grays Harbor County. • Project will be funded using affordable housing funds. • Asset purchased will be and remain property of Grays Harbor County following project completion. 	<ul style="list-style-type: none"> • Provide “tiny home” prototype selected in the contract award phase • Completed units will meet state and local habitability standards. • Adhere to strict budget oversight and proposed timelines. • Asset should have a useful life of at least five (5) years. • Prototype will be purchased by July 31, 2024 • Successful bidder will transport the prototype to at least one public event each month from August – December at the County’s request. Agency staff’s attendance/availability at the events is preferred to answer questions and provide information to the public.

*Maximum budget per program area is an estimate only. The County reserves the right to reject any and all submittals or to recommend contract amounts less than the maximum budget.

Application process and instructions:

The County is requesting proposals from eligible entities to provide options for, and make available for purchase, a “tiny home” prototype for the purposes of affordable housing for low-moderate income residents in Grays Harbor County for the contract period **July 1, 2024 –December 31, 2024**. Please respond to the following areas of interest and submit to Grays Harbor County Housing staff to be considered. The County

will require, when applicable, all subrecipients and vendors to certify they either meet or do not meet the Uniform Administrative Requirements, Cost Principles, and Audit Requirements. If the applicant indicates they do not meet or exceed the audit threshold, a copy of their single audit is required to be sent to County staff. Audit verification, risk assessment (if applicable), contract execution, and contract orientation must be completed prior to distribution of any funds.

Part 1 – Threshold Criteria (Submit a letter attesting provider meets Threshold Criteria)

- Bidder has read and understands the RFP in full and agrees to comply with the terms of the RFP;
- Bidder is not debarred;
- Be in good standing with all of its grantors/funders and demonstrate sound financial practices;
- Eligible entities are those with capacity, licensing and experience in selling tiny homes or similar projects;
- Capacity to operate the project on a cost-reimbursement basis;
- May be subject to provide the necessary personnel, equipment, and resources to begin project and demonstration of the selected “tiny home” prototype immediately upon execution of funding agreement;
- May be subject to ensure adherence to all fair labor standards, prevailing wage and reporting requirements as applicable;
- Fiscal management system compliant with government accounting systems;
- Ability to comply with any applicable insurance and bond requirements including, but not limited to:
 - Professional Liability Errors, and Omissions Insurance (minimum \$3 million policy)
 - Worker’s Compensation Coverage
 - Payment and Performance Bonds
 - General Commercial Liability Insurance (minimum \$3 million policy)
 - Business Automobile Liability Insurance (minimum \$1 million policy)
 - Cyber Liability Insurance (minimum \$1 million policy)
 - The County reserves the right in its sole discretion to increase the insurance amounts in this RFP during the contract negotiation process

Part 2 – Scoring Criteria

All proposals will be evaluated based on the following criteria:

(1) Readiness (20 points)

Applicants will receive points based upon the extent of the project’s readiness to proceed. The score will be based on the following.

- Narrative describing the actions taken and actions to be taken, including but not limited to identifying potential designs of subject Tiny Home models– to prepare for an early and successful start of the project.

- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a County contract to beginning services.

(2) Leveraging (10 points)

Applicants may receive points based on the extent to which the project will leverage additional resources and funding to maximize the cost to public funds. Priority will be given to applicants who can demonstrate clear cost-effectiveness for the prototype and demonstration component of the project.

(3) Capacity (20 points)

Applicants will receive points based on the extent to which the applicant's experience is relevant to the type of project proposed. If the applicant does not have current capacity for its proposed project but expects to gain that capacity by the project's start date, it must clearly demonstrate how it will achieve the capacity in its application. Capacity includes:

- Overall experience of the organization.
- Experience of the organization in undertaking similar activities – including experience with the “tiny home” model and/or specific housing needs of low to moderate income residents.
- Experience of staff proposed to coordinate and manage the project OR the standards the organization will use in recruiting/hiring for positions to execute the project.
- Positive track record for collaborative negotiations with public agencies (as demonstrated by references).
- Proven track record of implementing strict budget oversight and adherence to project timelines.

(4) Soundness of Approach (30 points)

Applications will be scored based upon the description of the project and its proposed outcomes.

- Description of project models available to purchase – dimensions, floor plan, weatherization, potential to add non-standard amenities (bathroom, laundry, kitchen, etc.).
- Description of major steps that will be taken to achieve the proposed timeline.
- Description of transport and staffing plan for monthly public events.
- Description of scalability considerations including benefits, drawbacks, considerations, etc.

(5) Budget (20 points)

Applicant will submit a detailed proposed budget that includes:

- Administrative
- Operations
 - Staffing
 - Transportation of prototype
- Development of asset/tiny home prototype (be as detailed as possible about how estimation was determined and if it is scalable/would have efficiency of scale)
- Any other relevant budget expenses

Part 3: Proposal Components

The following are the required documents for proposals to be submitted to Alex Blumenthal, Housing Program Coordinator.

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria (Page 3)
2. A completed proposal including narrative response to “Scoring Criteria” and Project Budget with expenses clearly categorized and clear time period of budget
3. The Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified. If your agency has not completed an independent audit please provide information as to why that is not applicable.
4. Applicants who currently have County funded contracts must send a copy of the latest County monitoring report and, if appropriate, evidence of actions to clear findings (or evidence the County has cleared the findings).