

Acquisition Partner Request for Qualifications (RFQ) # HOST-52-2022

Schedule of Events:

- RFQ Issued – March 24, 2023, at 10:00 AM MST
- Virtual Pre-Application Meeting – March 31, 2023, at 11:00 AM MST
- Deadline to Submit Additional Questions – April 7, 2023, at 5:00 PM MST
- Response to Written Questions/Addendum – April 11, 2023, at 5:00 PM MST
- Proposal Due Date – April 21, 2023, at 5:00 PM MST
- Evaluation Period – April 24 – May 8, 2023 (Tentative)
- Anticipated Award Date – May 15, 2023(Tentative)

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I. Background and Vision

A. HOST General Background

1. HOST BACKGROUND/VISION

The Department of Housing Stability (HOST) builds a healthy, housed, and connected Denver. HOST invests resources, creates policy, and partners with organizations to keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities.

2. FIVE-YEAR STRATEGIC PLAN

HOST's Five-Year Strategic Plan sets the direction for our work over the next five years, from 2022 to 2026. We encourage Respondents to review the plan, and to explicitly address how your proposal contributes to achieving our strategic goals and targets.

Please see Five-Year Strategic Plan here:
[HOST 5-Year Strategic Plan](#)

3. RACIAL EQUITY

The Department of Housing Stability, in alignment with the Mayor's Office of Social Equity and Innovation, prioritizes racial equity and inclusiveness and seeks to reflect this value in our funding practices. Our commitment to producing racially equitable housing outcomes is paramount to HOST's overall mission of Denver residents being healthy, housed and connected.

To further our commitment, HOST leadership and staff have completed a racial representation audit of our department as well as an internal organizational racial equity self-assessment (ORESAs). The Department of Housing Stability has created a brief write-up sharing the results of the internal ORESA survey. The write-up provides HOST's average scores on the ORESA survey disaggregated by race and level of employment. See results of survey here: [[HOST ORESA Survey Results](http://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-internal-oresa-survey-results.pdf)] (<http://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/host-internal-oresa-survey-results.pdf>)

HOST leadership fully acknowledges the department has more work to do in racial, cultural and linguistic representation and feel that work is best done by acknowledging where we currently stand. HOST is committed to working with the Mayor's Office of Social Equity and Innovation to meet our goals and the Mayor's Equity Platform as we serve the community's most vulnerable and underrepresented residents

B. RFQ Purpose

The purpose of this Request for Qualifications ("RFQ") is to identify and connect qualified partner(s) to acquisition opportunities that would support the Department of Housing Stability's strategic plan to house those experiencing

homelessness, specifically targeting those experiencing unsheltered homelessness.

The City is in process of identifying a short-list of available properties of interest (each a “Property” and collectively the “Properties”) and intends to negotiate and execute letters of intent or purchase and sale agreements (collectively “Agreement”) which may be assigned to a qualified nonprofit partner(s) to complete financial closing on purchase costs, own and operate. After the City enters into an Agreement with the respective sellers of the Properties, qualified partners identified by this RFQ in the order of deemed qualification may be offered the opportunity to be assigned the Agreement or relayed negotiations for the acquisition of a Property.

The expectation is that the selected partner(s) will complete financial closing with their own equity and bridge financing and be reimbursed for most acquisition costs. The selected partner(s) will maintain and operate the Properties in accordance with terms agreed upon by the City. The lead Respondent and future property ownership entity must be a nonprofit organization per the CDOH NOFA requirements (described below). Qualified respondent teams may also include development consultants, if applicable, and supportive housing or Bridge Housing service providers, which may be for-profit or nonprofit organizations. A partnership team, comprising a nonprofit owner, operators, and service providers may apply for one or multiple property types.

In the event that the City acquires one of the properties prior to a partner(s) selection, the partner(s), at the determination of the City, will either enter into an Agreement with the City with terms and applicable restrictive use covenants. The type of contract will vary, based on the Property in question.

The four Property use types will be: 1) Supportive Housing for Families, 2) Supportive Housing for Individuals/Couples, 3) Bridge Housing and Rehousing Services for Families, or 4) Bridge Housing and Rehousing Services for-Individuals/Couples. Note that individual properties may include a mix of Bridge Housing and Supportive Housing. The intent of these Properties is to serve households experiencing homelessness including unsheltered households, targeting to provide up to 600 units of Bridge Housing and Supportive Housing, combined with rehousing and supportive services.

The focus of this solicitation is to support homelessness resolution, including encampment resolution for those currently unsheltered. Therefore, the priority population the City intends to serve with these investments is unsheltered households. To support connectivity and tenant selection between unsheltered households and available units, specific housing-focused outreach team(s) will be working with the people who are unsheltered at encampments to prepare them for Bridge Housing and Supportive Housing. The outreach teams will be well versed in trauma-informed approaches, motivational interviewing and

progressive engagement. With this effort being collaborative in nature, the selected team for these projects will be expected to work directly with the assigned outreach team(s) for these projects.

C. Funding

The City and County of Denver (“City”) has allocated \$43.25 million in 2023 budget of American Rescue Plan Act (“ARPA”) funds toward the acquisition and rehabilitation of Properties located within the City and County of Denver, intended to rapidly deliver Supportive Housing units, and Bridge Housing units and rehousing services to Denver residents experiencing homelessness. Further, the State of Colorado Division of Housing (“CDOH”) has issued two paired Notices of Funding Availability (“CDOH NOFA”), NOFA 1: Transformational Affordable Housing, Homeownership, and Workforce Housing Grant Program and NOFA 2: Transformational Homelessness Response Grant Program. Also available is the CDOH RFA for the Creation of Supportive Housing.

Respondents to this RFQ will also be expected to apply for funds made available through the Denver Metro Regional Navigation Center RFA, which is expected in the coming months. Solicitation information for each of these NOFAs and RFAs are available [here](#). It is anticipated that respondents will utilize ARPA funds and other funds from these four sources to partially reimburse acquisition costs and rehabilitation costs, and fund project-based vouchers and services for Supportive Housing and Bridge Housing with rehousing services at the Properties.

II. Requirements and Minimum Qualifications

A. Scope of Work

Respondents must provide evidence of and respond to inquiry about their expertise in the delivery of Supportive Housing and/or Bridge Housing and services to high acuity unsheltered homeless individuals and families. Respondent teams must also have experience owning and developing real estate and delivering services. The lead Respondent and future property ownership entity must be a nonprofit organization per the CDOH NOFA requirements. Qualified respondent teams may also include development consultants, if applicable, and Supportive Housing or Bridge Housing service providers, which may be for-profit or nonprofit organizations. If responding to multiple locations, the Respondent must provide a detailed description of their capacity to operate multiple locations and properties with a mix of Supportive Housing and Bridge Housing. The intended ownership and development team must submit a MOU describing the relationship between the respective partners.

The City does not intend to maintain any ownership interest in the Properties but will require the recordation of a restrictive covenant restricting uses on the Properties for 99 years. For Bridge Housing with rehousing services, this

restriction will allow for future conversion of units to permanent housing with HOST approval.

The City will respond to applications with letters of award detailing acceptance or non-acceptance, and if accepted, the order of ranking of rights of refusal for Agreement assignment or assignment of negotiations. Once the City agrees to an Agreement with a seller, the partners will be offered, in order of qualification, the right of acceptance of the Agreement assignment or further negotiations. This offer will at a minimum include the following information:

- Address and name of the property and basic property information
- Due diligence performed by the City, which may include a survey, a Phase 1 and full Authorization to Use Grant Funds (“AUGF”) signifying completion of a HUD environmental review, as well as a facility conditions assessment or physical conditions needs assessment
- Copy of the partially executed Agreement

The Respondent may be offered an opportunity to tour the offered Property and will be expected to respond with acceptance or refusal within **10 business days**. If accepted, the Respondent will be expected to complete additional due diligence and close with the use of a bridge loan and partner equity within **three months** of the Accepted Date.

Once the Respondent becomes aware of the address, location, or any other identifying information related to the Property, Respondent is prohibited from disclosing that information to any party or in any manner that is not strictly limited to its ability to perform under this project. Any disclosure to a third party, inadvertently or otherwise could result in Respondent’s disqualification and the City may withhold funding to Respondent.

For bridge loan takeout, the Respondent is expected to apply for ARPA funds from the City using the standard HOST Development Project Application, available [here](#), and the CDOH NOFA. Please note that the maximum CDOH application amount per project under NOFA 1: [Transformational Affordable Housing, Homeownership, and Workforce Housing Grant Program](#) is \$10,000,000 and under NOFA 2: Transformational Homelessness Response Grant Program is \$5,000,000. It is expected that the Respondent will receive a conditional approval of credit letter (“CAC”) from the City affirming conditional commitment of City funds and a CDOH award letter to the Respondent for the Offered Property within three months. To obtain the CAC, the Respondent will submit a full application for HOST underwriting within 14 calendar days of the Accepted Date.

Respondent(s) are requested to take ownership of the Properties before December 31, 2023 to ensure access to funding from HOST and CDOH.

B. Program Service Requirements

1. Data System Requirements for all Programs

a) Regular Reporting in Homeless Management Information System (HMIS)

Operator must report data and information on Supportive Housing and Bridge Housing and outcomes in the Homeless Management Information System (“HMIS”). HOST may modify the data reporting requirements that Operator must submit into the HMIS. HOST will provide Operator with written notice at least thirty (30) days prior to modifying any HMIS reporting requirements.

It is HOST’s policy, in alignment with adopted plans, to require the use of the HMIS and OneHome (see additional information below) for all federally and locally funded projects that have a goal of addressing the needs of residents experiencing homelessness. Metro Denver Homeless Initiative (“MDHI”) is the implementing organization for the HMIS.

Operator agrees to fully comply with the rules and regulations, as may be amended, required by the U.S. Department of Housing and Urban Development (“HUD”) which govern the HMIS.

Operator, in addition to the HUD requirements, must conform to the HMIS policies and procedures established and adopted, and as may be amended or updated, by the MDHI Continuum of Care. The current policies and procedures are outlined in the COHMIS Policies and Procedures, and the COHMIS Security, Privacy and Data Quality Plan.

Operator’s aggregate HMIS data may be shared with HOST and the community to improve system performance and assist with monitoring. MDHI will monitor HMIS related compliance and performance on an annual basis through a site visit. HOST will monitor program performance and contract compliance on an annual basis.

Technical assistance and training resources for the HMIS are available to the Operator via the [COHMIS Helpdesk](#).

Any Agreement entered into with HOST on the Properties will require HMIS data to monitor compliance. HMIS reports may be sent to HOST directly from MDHI. Operator will also have access to all reports generated for this Agreement. HOST may request aggregate data from MDHI for City-related reporting needs.

2. Supportive Housing Program Standards & Requirements

a) City Supportive Housing Definitions

i. Definition of Supportive Housing

Supportive Housing (“SH”), commonly known outside of Denver as permanent supportive housing (“PSH”), is a subset of affordable housing that targets those

experiencing homelessness and provides residents with non-time-limited affordable housing and the rights and responsibilities of tenancy using the Housing First model. Supportive Housing is an evidence-based housing model with a primary focus on resident stability in housing. The Supportive Housing model has achieved well-documented success in helping individuals and families stay housed after experiencing homelessness. In addition, Supportive Housing provides residents with access to an array of intensive supportive services tailored to the prospective needs of the resident population. At least 40% of a building's units must be Supportive Housing units to be considered a Supportive Housing project. Most projects are 100% Supportive Housing units to provide efficiencies in service provision.

ii. Eligible Participants:

Eligible tenants are defined as extremely low-income individuals/households that are experiencing homelessness (maximum 30% AMI) or would be experiencing homelessness upon discharge/release from an institutional setting, and have disabling conditions, disabilities, or special needs. Tenants may have multiple barriers to obtaining and maintaining housing, including chronic or persistent mental illness, alcohol and/or substance abuse, and/or health issues. At all times, a minimum of 50% of all tenants residing in the SH units at the property must have been sourced from OneHome.

iii. OneHome:

OneHome is the Denver Metro Region's coordinated entry system, which utilizes a process designed to assess the needs of individuals experiencing homelessness and match them to appropriate housing interventions. OneHome is a client-centered system that enables our community to assess and identify the housing and support needs of individuals experiencing homelessness. OneHome helps target mobile outreach and housing navigation (meaning assistance with finding available housing) for people with the greatest needs. OneHome also matches the right level of service and housing intervention as quickly and efficiently as possible, while being respectful of client choice and local providers. The system is managed by the Metro Denver Homeless Initiative (MHDI). You can learn more about OneHome at <https://www.onehomeco.org>. The City allows the owner/service provider to source 50% of the tenants by their chosen method, but 50% of the tenants must be sourced from OneHome to ensure that those in greatest need are connected with housing and intensive services.

iv. Housing First:

Housing First is a homeless assistance approach that prioritizes providing non-time-limited housing to people experiencing homelessness, thus ending their homelessness. It is guided by the belief that people need basic necessities, including food and housing, before attending to other goals of self-sufficiency, such as employment, budgeting, or substance abuse treatment. Every effort must be taken to avoid eviction, and substance use is not an acceptable condition alone for eviction.

v. Harm Reduction:

Harm Reduction is a set of practical approaches aimed to reduce the harm associated with substance use, rather than prevent substance use itself. Harm reduction approaches recognize that individuals can be at different stages of recovery and that effective interventions should be tailored to each individual's stage.

vi. Trauma-Informed Care:

Trauma-informed care ("TIC") is an approach to behavioral health service delivery that incorporates an understanding of past trauma and the impact it can have across settings, services, and populations. A trauma-informed approach recognizes the widespread impact of trauma, understands potential paths for healing, incorporates knowledge of trauma into policies and practices, and seeks actively to prevent re-traumatization.

vii. Commitment to Quality:

The Contractor is required to commit to the provision of high-quality supportive housing, as described in the [Corporation for Supportive Housing \("CSH"\) Dimensions of Quality Supportive Housing Guidebook](#). The CSH Dimensions of Quality establish five key indicators of quality for supportive housing projects. All successful supportive housing projects include the following dimensions and are:

- 1) *Tenant-centered*: Tenants play an active role in planning the supportive housing project, and all partners share a common commitment to helping tenants thrive
- 2) *Accessible*: Housing is affordable, in a location that meets tenants' needs, and accommodates persons with special needs
- 3) *Coordinated*: Roles, responsibilities and communication strategies are clearly established among the supportive housing partners, codified in written agreements and revisited regularly
- 4) *Integrated*: The project meets or exceeds community standards, and the partners actively engage in community dialogue
- 5) *Sustainable*: The project has funding that is adequate for its ongoing operations and allows it to target its intended tenants

b) City Supportive Housing Minimum Service Qualifications:

Contractor must have a staff-to-client ratio of no less than one (1) staff person to every fifteen (15) SH units, per best practices published by the Corporation for Supportive Housing ("CSH"). Staff must have the relevant education and experience needed to implement supportive services. Services must be offered on a volunteer basis to tenants. In addition, services are expected to be implemented in a manner reliant on current best practice models including providing trauma informed care, implement harm reduction and housing first approaches, with a commitment to quality.

c) City Supportive Housing Benchmark Outcomes, Data, and Reporting Requirements:

All tenant outcomes must be reported in HMIS per the City's requirement for all homeless resolution-related outcome reporting. Reporting through this online system reduces overhead for both the reporter and the City and facilitates online comparisons in performance over time.

The following are the standard measures we employ to track success of each funded SH program. Contractors with HOST must meet the following measures annually in order to receive funding for the subsequent year.

i. Income Benchmarks For Current Participants.

80% of Current Participants must increase or maintain income (earned and unearned) and non-cash benefits. Income includes, but is not limited to, mainstream financial benefits (i.e. SSI, SSDI, TANF, AND), income from employment, and non-cash benefits such as SNAP. This will be measured as the percentage of households who increase or maintain total income from program entry to most recent assessment.

Using HMIS, the following Measures are associated with this benchmark:

- 1) Number and percentage of Current Participants who increased or maintained total income from program entry to most recent assessment.
- 2) Average and median income at program entry and at most recent assessment for all Current Participants.
- 3) Number and percentage of Current Participants who had each benefit or income type as defined in HMIS at program entry compared to at the most recent assessment.

ii. Income Benchmarks For Exiting Participants.

80% of Exiting Participants must have increased or maintained income (earned and unearned) and non-cash benefits. Income includes, but is not limited to, mainstream financial benefits (i.e. SSI, SSDI, TANF, AND), income from employment, and non-cash benefits such as SNAP. This will be measured as the percentage of Exiting Participants who increase total income from program entry to program exit.

Using HMIS, the following Measures are associated with this benchmark:

- 1) Number and percentage of Exiting Participants who increased or maintained total income from program entry to program exit.
- 2) Number and percentage of Exiting Participants who had a reduction in total income from program entry to program exit.
- 3) Average and median income for all Exiting Participants at program entry and program exit.

- 4) Number and percentage of Exiting Participants who had each benefit or income type at program entry compared to program exit.

iii. Program Retention and Housing Attainment Benchmarks for Current Participants.

Using HMIS the following Measures are tracked:

- 1) Average and median length of Program Enrollment Period, measured in terms of days.
- 2) Number and percentage of Current Participants enrolled in the program for: less than 3 months, 3 to 12 months, and longer than 12 months.

iv. Program Retention and Housing Attainment Benchmarks for Exiting Participants.

70% of Exiting Participants must exit the program into a Permanent Housing outcome.

Using HMIS, the following Measures are associated with this benchmark:

- 1) Number and percent of Exiting Participants by Destination at Exit. Destinations at Exit are defined as: Permanent Housing (Rental, owned by client, permanent reunification), other stable housing outcomes (hotel/motel, temporary reunification, safe haven, institution, transitional housing, death), and outcomes to other locations (e.g., nightly shelter, street, jail, or unknown destinations).
- 2) Length of stay for Exiting Participants
 - Average and median length of Program Enrollment Period, measured in terms of days.
 - Number and percentage of Exiting Participants that were enrolled in the program for: less than 3 months, 3 to 12 months, and longer than 12 months.

v. Households Served and Household Characteristics

Using HMIS, the following data must be tracked and reported:

- 1) Households served:
 - Number of households served each reporting period.
 - Number of Exiting Participants within the reporting period.
- 2) Household characteristics:
 - Number and percent of heads of household by race, ethnicity, and income level at entry (if reported in HMIS for program type).
 - AMIs of each assisted household.

3. City Bridge Housing Program Standards and Requirements

Such Properties may comprise Supportive Housing or Bridge Housing. The following standards apply to Bridge Housing:

a) City Bridge-Housing Minimum Service Qualifications:

i. Availability of Bridge Housing Units

Operator must make a minimum of eighty percent (80%) of the beds at the Bridge Housing available at any given time for Bridge Housing guests. "Available" means that a bed can be occupied by a guest and is not otherwise unavailable for occupancy due to cleaning, turnover, maintenance, or similar activities. Units that are being cleaned or turned over when a guest(s) vacates the Bridge Housing or is moved to another bed will be considered "available" so long as the beds being cleaned or turned over can be occupied by another guest(s) within twenty-four (24) hours.

Operator must obtain the written approval from the Executive Director of the City's Department of Housing Stability (**HOST**), or any successor agency or department of the City, prior to converting any room or area being used as Bridge Housing to another use. Use must comply with zoning requirements.

ii. Staffing Requirements for the Bridge Housing.

Operator must have a minimum of three (3) staff members on site and working at the Bridge Housing at all times.

Operator must employ staff that assists Bridge Housing guests with rehousing. Staff satisfying this requirement may include case managers, housing advocates, or other similar positions so long as the staff member's responsibilities include assisting Bridge Housing guests with rehousing. Operator must have a minimum ratio of staff focusing on rehousing at the Bridge Housing as follows: if the Bridge Housing serves individuals (singles or adult couples), there must be a minimum of 1:50 staff-to-guest ratio; if the Bridge Housing serves families, there must be a minimum of 1:40 staff-to-guest ratio; and if the Bridge Housing serves minors and transitional aged youth, there must be a minimum of 1:30 staff-to-guest ratio.

b) City Bridge Housing Outcomes, Data, and Reporting Requirements:

i. Quarterly and Annual Reports to HOST.

Operator must submit a quarterly and annual report to HOST on forms provide by HOST. Annual reports are due by January 31, and quarterly reports are due the 15th of the month following the end of the quarter of each year this Agreement is in effect. The submission must contain a detailed report containing the following:

- Campus status report;
- Compliance reports; and
- Any other documentation or information required by the City.

Operator must submit to HOST by June 30th of each year this Agreement is in effect an audited financial report for the Operator and an audited financial report for the Campus. The financial reports must be in a form satisfactory to the City.

Operator acknowledges that untimely submissions of annual reports to HOST will cause the City to incur costs not contemplated by an Agreement. Such costs include, but are not limited to, additional staff time for the administration of any Agreement with HOST and to ensure compliance with such Agreement requirements.

ii. Maintenance of Property; Inspections

Operator must maintain the Property and the Campus in accordance with the Covenant and in a manner such that all Bridge Housing units are suitable for occupancy, taking into account applicable safety and building codes, and otherwise in a manner reasonably satisfactory to HOST.

For the purpose of ensuring compliance and the Covenant, HOST shall have the reasonable right of access to the Property, without charges or fees, to conduct an inspection to ensure minimum health and safety standards are being met. Operator must remediate any issues or deficiencies identified by HOST within thirty (30) days of receiving written notice.

C. Minimum Qualifications

1. Minimum Qualifications for Acquisition Partner(s)

The Respondent nonprofit ownership entity must meet minimum balance sheet requirements necessary to support acquisition of a bridge loan and demonstrate organizational financial health for long-term operations. Specifically, Respondents must have a positive or stable/consistent 3-year trailing trend of income, or a reasonable one-time event(s) interrupting this trend and must have a reasonable amount of contingent liabilities, with a low history of payout on construction guarantees. The City may consider balance sheet commitments from other Respondent Team members, depending on the partnership structure detailed in the submitted MOU.

The Respondent Team owner, operator, and service providers must have experience closing financing and managing at least one comparable project in the State of Colorado serving the desired target population (or have experience with two comparable projects elsewhere in the United States outside of Colorado). This experience will be evaluated by individual entity. The past experience must not necessarily be as part of the same team composition.

The Respondent Team is expected to commit to minimizing barriers to accessing Bridge Housing, and Supportive Housing in their policies and procedures and is barred from discriminating based on race, ethnicity, family composition or marriage status, gender identity, sexual orientation, or religious affiliation.

The Respondent Team must also have a willingness to serve unsheltered households.

D. Technical Requirements

1. Diversity and Inclusiveness – Executive Order #101

Diversity and Inclusiveness in City Solicitations Information Request Form

The Respondent is required to complete the Diversity and Inclusiveness Form (link below) and must be submitted electronically. The information provided on this form will provide an opportunity for Respondents to describe their own diversity and inclusiveness practices. Respondents are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the Respondent's current practices, if any. Using the link below, please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form. Respondents that do not complete this form prior to the RFP submission will be rejected.

Link to the Diversity and Inclusiveness Form:

<https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

Diversity and Inclusiveness information provided to the City will be collated, analyzed, and made available in reports consistent with City Executive Order Number 101 ("XO 101"). However, no personally identifiable information provided by or obtained from Respondents will be in such reports.

Diversity: Diversity refers to the extent to which a Respondent has people from diverse backgrounds or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of XO 101, includes the extent to which a Respondent invites values, perspectives, and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization's workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sectors.

2. Suspension and Debarment

Respondents debarred, suspended, or proposed for debarment are excluded from receiving contracts with the City and County of Denver. Respondents are required to provide SAM certificates.

3. Certificate of Insurance (“COI”)

Certificates of Insurance evidencing the following coverage are required of all City Contractors:

- Where loan proceeds are disbursed for construction, Builders Risk Insurance or an Installation Floater in the amount of the value of the Property as improved and renovated, with the City and County of Denver named as loss payee.
- Commercial General Liability Insurance covering all operations by or on behalf of Borrower, on an occurrence basis with limits not less than \$1,000,000 per occurrence, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate. Borrower’s contractor shall include all subcontractors as insureds under its policy or shall furnish separate certificates of insurance for each subcontractor.
- Worker’s Compensation and Employer’s Liability Insurance at statutory limits and otherwise sufficient to ensure the responsibilities of Borrower and its contractor under Colorado law.
- Property insurance in the amount of the value of the property subject to the Deed of Trust and Covenant, with the City named as loss payee.
- Certificates of Insurance evidencing the above shall be submitted prior to the disbursement of funds hereunder. Policies shall include a waiver of subrogation and rights of recovery against the City. Insurance companies providing the above referenced coverage must be authorized and licensed to issue insurance in Colorado and be otherwise acceptable to the Risk Management Office.
- Upon discretion of the City, additional coverage or changes to the above coverage languagemay be required upon award if needed.
- The City and County of Denver, its officers, its elected and appointed officials, employees and volunteers are included as Additional Insured.

Note: Certificate of Insurance (“COI”) example is provided below. It is not necessary to submit the COI with proposal. However, prior to finalizing a contract this will be required.

Link to sample COI:

<https://denvergov.org/files/assets/public/housing-stability/documents/rfp-files/certificates-of-insurance-example.pdf>

4. Proof of Registration with SOS

All contractors must be registered with the Colorado Secretary of State and have an active Certificate of Good Standing prior to submitting an application. See (<https://www.sos.state.co.us/>) for more information.

5. Accounting and Audits

Applicants/Respondents must provide the most recent three years audited or pro-forma financial statements. Organizations that expended \$750K or more in U.S. federal funds in the prior year are required to provide a Single Audit Report.

Awardees will be required to provide accounting system and audit-related information based upon the amount of the HOST grant.

6. Required Terms of Assignment

Any assignment of an Agreement will require the assignee to record a restrictive covenant in a form approved by the City at the time of closing on the Property.

Respondents will be presumed to have submitted their applications based upon the requirement that a restrictive covenant be a requirement of the assignment. If the City is unable to reach an agreement as to final terms of an assignment with any selected contractor, the City expressly reserves the right to terminate negotiations and enter into negotiations with one or more of the other Respondents. As the best interests of the City may appear in the City’s sole judgment, the City reserves the right to reject any or all applications at anytime during this selection process or terminate, cancel or modify this selection process.

7. Conditions and Provisions

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Department of Housing Stability on or before the time and date of the deadline shown on page one.

*This proposal MUST be submitted electronically through Zengine at https://webportalapp.com/sp/acquisition_partner_rfq

All participating Respondents, by their acknowledgement hereunder, shall agree to comply with all the conditions, requirements and instructions of this RFQ as stated or implied herein. Any alteration, erasure or interlineation by the Respondent in this proposal shall constitute cause for rejection by the Executive Director of HOST. Exceptions or deviations to this proposal must not be added to the proposal pages but must be on Respondent's letterhead and accompany proposal. Should the City omit anything from this RFQ which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Respondent shall secure written instructions from HOST at least forty-eight (48) hours prior to the time and date shown in page one. Typographical errors in entering quotations on your proposal may result in loss of award of this proposal. All Respondents are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal. The City reserves the right to postpone or cancel this RFQ, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so. The Executive Director of HOST reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if the Executive Director deems it to be in the best interests of the City to do so.

The successful Respondent shall be in complete compliance with all the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Respondent to ensure such compliance. The City shall not be liable for any costs incurred by Respondent in the preparation of proposals or for any work performed in connection therein.

8. Gratuities and Kickbacks

It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order. In the event

that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

9. Environmental

Applications for funding may be subject to an Environmental Review if the U.S. Department of Urban Housing (HUD) provides assistance, as required by the National Environmental Policy Act of 1969 (NEPA). Applications for funding may also be subject to the Uniform Relocation Act of 1970, National Historic Preservation Act of 1966, and related laws, as stated in HUD's regulations at 24 CFR parts 50 and 58. The project's scope of work and the proposed project's site existing environmental conditions contribute to the complexity of each review. The Environmental Review is subject to public notice dissemination in accordance with 24 CFR § 58.21 and may require solicitation of comments from outside agencies. Estimated review time for the most common projects undertaken by the City and County of Denver, including acquisition, rehabilitation, demolition, and new construction, may range from 3 to 6 months. However, project schedules should incorporate sufficient time for consultation by outside agencies, including State, Local and Tribal consultation under Section 106 of the National Historic Preservation Act. Applications subject to NEPA review will be subject to limitations on actions pending clearance in accordance with 24 CFR 58.22.

E. Evaluation and Awards

Proposals will be scored and ranked based upon the information contained in the application itself and uploaded attachments. The criteria to be used for the proposal evaluation include but are not limited to:

- Respondent team capacity & experience
- Diversity and Equity
- Response to the City's proposed questions
- Technical review of proposal requirements
- Past and current financials
- Other Requirements (as applicable)

*No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Respondents.

Before an application is awarded, a Respondent may be invited to a meeting with HOST staff to discuss the proposed program or service, and to review compliance requirements associated with applicable regulations. The City may choose to award multiple awards or to reject all proposals. An invitation to a meeting does not constitute an award.

Any award as a result of this proposal shall be contingent upon the execution of an appropriate contract. Performance outcomes of prior contracts with HOST may be considered in the overall rating of proposals submitted by Respondents who currently have, or have previously had, contracts with HOST. Application evaluation and awards are also contingent upon Respondents being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

F. Decisions and Acceptance Period

Based upon the information provided by the Respondents, an evaluation team will evaluate proposals. The evaluations will be ranked, and recommendations to offer an assignment of an Agreement will be forwarded to HOST Senior Management as property acquisition opportunities become available.

Applications that meet all the RFQ's general guidelines and requirements may not necessarily receive an award. HOST may recommend contracting with multiple Respondents. The City reserves the right to postpone or cancel this request, if it deems it to be in the best interests of the City to do so. The City reserves the right to waive any technical or formal errors or omissions, and to reject any and all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of the City.

Subsequent funding opportunities are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

Successful Respondents shall be in complete compliance with all the specifications, terms, and conditions of the proposal. The City shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein. **Proposals submitted under this solicitation remain valid for up to 365 days after the close date, in the event that new sites, funding and resources become available for the same Statement of Work. Proposals received through this RFP process could be utilized and awards may be made at the discretion of the City.**

G. CORA

(CORA) (C.R.S. 24-72-200.1 to 24-72-205.5). All proposals become a matter of public record and shall be regarded as Public Records. Inspection of the proposals shall be allowed ONLY after an award has been made and in compliance with CORA requirements. CORA provides that the City shall deny the right of inspection of public records that contain trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data. Offerors must designate specific elements in each proposal that the offeror believes are within this CORA exception. If such items are request under CORA, the City will use reasonable efforts to notify the offeror, and it will be the

responsibility of the offeror to seek a court order protecting the records and to defend, indemnify, and hold harmless the City from any claim or action related to the City's non-disclosure of such information.

III. Instructions

A. Questions and Answers

The City shall not be bound by and the Respondent shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and should be submitted in writing by email to:

E-Mail: HOSTProcurements@denvergov.org

B. Pre-Proposal Meeting

A pre-proposal conference will be conducted the date and time listed in the Schedule of Events, front page. This meeting will be conducted using the City's Zoom meeting platform. This will be the only meeting to discuss this proposal request.

Topic: Acquisition Partner Request for Qualifications (RFQ) # HOST-52-2022
Pre-Application Meeting

Time: Mar 31, 2023 11:00 AM Mountain Time (US and Canada)

Join Zoom Meeting

<https://denvergov-org.zoom.us/j/82546250654?pwd=enFDeUhNcUU1WUdPaGVmWk5WTXRUQT09>

Meeting ID: 825 4625 0654

Passcode: 278615

One tap mobile

+17209289299,,82546250654# US (Denver)

Dial by your location

+1 720 928 9299 US (Denver)

Meeting ID: 825 4625 0654

Find your local number: <https://denvergov-org.zoom.us/u/keoZIO94M8>

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Respondent will be provided to all Respondents. All communications regarding this proposal shall only be through the email listed above. No communication is to be directed to any other City personnel.

C. Zengine Instructions

Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at: https://webportalapp.com/sp/acquisition_partner_rfq no later than the date and time indicated in the proposal Schedule of Events.

Proposers who feel they are unable to prepare and submit an electronic submittal should submit a request in writing to **HOSTProcurements@denvergov.org**, no later than the Question due date, for permission and instructions for submitting a hardcopy proposal. Your proposal shall consist of the following section IV responses and required uploads to be completed below.

IV. Application

A. Respondent Information (please provide information for the intended nonprofit ownership entity, the primary Respondent)

Business Name *

Business Address *

City *

State *

Zip *

Is the order address different from above?

*Yes No

Remittance Name *

Remittance Address *

City *

State *

Zip *

Tax ID # (TIN or SSN) *

Telephone Number (Ex: xxx-xxx-xxxx) *

Fax Number

Email *

Ordering Email (If different from above)

Respondent Entity Type (check one) *

SAM Unique Identifier *

SIC Code and/or NAICS Code *

Disadvantaged Business Enterprise (DBE)? *

B. Qualifications

1. Organization's Experience and Capacity

- a) Introduce the project team members, including examples of projects completed, length of organization's time in existence, nature of past services provided, and populations served. Please attach an organizational chart and MOU template (signed or unsigned) for the Property ownership entity laying out respective roles and responsibilities and resumes of key team members.
- b) Describe your team's balance sheet capacity and experience closing on past property acquisitions. Please include three years of financial statements (preferably audited) for review.
- c) Describe your team's experience working with municipalities on acquisitions, gap financing loans/grants, HMIS system reporting, and compliance.
- d) What equity contributions is the team willing to make to the acquisition/operation of the project? Are equity funds currently on your balance sheet. If not, please state your strategy for equity contributions, including expected timelines for availability in relation to closing.
- e) Do you have any concerns meeting the turnaround times listed in this RFQ, including closing on acquisitions before December 31, 2023? Please describe any anticipated challenges.
- f) Please provide the active project pipelines and capacities of the project team members. How many staff, if any, must be hired by the organizations to complete the above requirements?

2. Project Vision

- a) Choose which of the following Property uses you are interested in (Respondent may choose all that apply):
 - i. Bridge Housing – Families
 - ii. Bridge Housing – Individuals/Couples
 - iii. Supportive Housing – Families

iv.Supportive Housing – Individuals/Couples

- b) IF CHOSE BRIDGE HOUSING (i. or ii.)
 - a. What is your vision for the composition of the Bridge Housing and how services will be provided?
 - b. How do you intend to source residents of units provided?
 - c. What best practices do you wish to employ on the Bridge Housing to transition individuals and/or families to stable housing?
 - d. How do you propose to partner with Supportive Housing or rapid rehousing providers to move individuals and families to stable housing, in addition to sourcing from OneHome? Please provide a draft tenant selection plan, including intended collaboration with the City’s outreach teams.
 - e. Do you have any concerns with the requirements, vision, and best practices detailed above?

- c) IF CHOSE SUPPORTIVE HOUSING (iii. or iv.)
 - a. What is your vision for the composition of units in a prospective property? Please provide rationale.
 - b. How do you intend to source residents of units provided? The standard is to source 50% of unit tenants from OneHome but this project team should plan to partner with HOST to house unsheltered households who may not be in OneHome. Please detail your desired engagement with HOST and external partners to house guests of the Bridge Housing units.
 - c. What services do you intend to provide to residents?
 - d. How do you propose to partner with Bridge Housing or shelter/service providers to provide a path for individuals and families to move to stable housing?
 - e. Do you have any concerns with the requirements, vision, and best practices detailed above?

3. Fiscal Accountability

- a) The intended ownership nonprofit entity must submit the most recent three years of audited financial statements.

Please upload financial statements here:

4. References – Please provide three professional references below.

Reference 1: Agency *

Reference 1: Contact Person *

Reference 1: Contact Email *

Reference 2

Reference 2: Agency *

Reference 2: Contact Person *

Reference 2: Contact Email *

Reference 3

Reference 3: Agency *

Reference 3: Contact Person *

Reference 3: Contact Email *

C. Other Required Uploads

1. Diversity and Inclusiveness

Diversity & Inclusiveness Form: <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

. Optional toupload here, if not submitting electronically.

Upload XO 101 Diversity & Inclusiveness Form (if not submitting electronically)

Choose File

2. SAM Certification

Upload a copy of SAM certificate here:

3. Audit/Financial Statements

Provide the most recent audited or pro-forma financial statements or provide your most recent annual and single audit if you expended more than \$750,000 in Federal awards.

4. Secretary of State Good Standing Certification

Please upload Certificate of Good Standing here:

D. Optional Uploads

1. Community Support & Additional Materials

Optional Uploads: Please upload all letters, notes, marketing materials, etc. as one document for each of their respective sections.

Upload Community Support Letters

Choose File

Upload Additional Community Support Letters (If Desired)
Choose File

Upload Additional Community Support Letters (If Desired)
Choose File

Upload Additional Materials (If Desired)
Choose File

Upload Additional Respondent notes and comments
Select a file

Upload Program Brochures, marketing materials etc.
Select a file

Upload Any additional information in support of your proposal
Select a file