



**Request for Proposals:
Outreach and Engagement Services to support
Planning for Middle Housing**

On Behalf of the Cities of Bellevue, Bothell, Kenmore, Newcastle and Redmond

Background

A Regional Coalition for Housing (ARCH) is a partnership of the County and East King County Cities working to preserve and increase the supply of housing for low and moderate income households in the region. In 2022, five of ARCH’s member cities (Bellevue, Bothell, Kenmore, Newcastle and Redmond, the “Partner Cities”) initiated a series of planning processes to consider expanding the types of housing that may be built in neighborhoods that currently allow only single family or low density residential housing types. Housing types under consideration, known as “**Middle Housing**”, could include accessory dwelling units, duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing and stacked flats. At the same time, each city will be undertaking a racial equity analysis to address displacement of very low, low or moderate-income households, and/or individuals from racial, ethnic and religious communities which have been subject to discriminatory housing policies in the past.

As a part of these planning processes, the Partner Cities have agreed to **provide up to \$100,000** in funding through ARCH to contract with one or more Community-Based Organizations (CBOs) to assist with engaging underrepresented populations whose voices and perspectives haven’t historically been a part of public planning processes in East King County. Such populations may include, but are not limited to:

- Renters
- BIPOC individuals, families and communities;
- Immigrant and non-English-speaking communities, including cultural communities from the top-spoken languages in East King County (Spanish, Mandarin, Cantonese, Russian, Vietnamese, Korean, Hindi)
- Low, very low and moderate-income persons, including people who work in East King County but live elsewhere
- Disabled/disability communities
- Religious minority communities
- People experiencing housing instability and homelessness

Selected partner CBOs will join a collaborative team that consists of City staff from all the Partner cities. The combined team will be expected to meet at least twice a month throughout the project duration. All activities and deliverables funded under this contract must be complete no later than June 15, 2023.

Scope of Work

On behalf of the Partner Cities, ARCH is inviting responses from CBOs interested in contracting to provide support for this critical public engagement. Responses should present a proposal for any of the following services:

1. **Serve as a lead Community-Based Organization** responsible for assisting with the scoping and designing the engagement process, and coordinating involvement and subcontracts with other CBOs. Lead CBOs would be eligible to be reimbursed for their time administering subcontracts with other CBOs.
2. **Provide direct input on proposed city policies or code changes**, including identifying displacement or affordability concerns, preferred housing types/locations/designs, or other input. Example discussion questions include:
 - a. Who needs middle housing? Who could be helped by allowing middle housing types in single family areas?
 - b. What housing types are most in need?
 - c. Are the housing prices expected from the types under consideration attainable?
 - d. What design goals should cities have to create housing that meets people's needs?
 - e. Where should cities allow more housing types? Are there locations where housing should be preserved to avoid displacement?
 - f. What other policies should cities consider to provide for people's housing needs?
3. **Support engagement by underrepresented communities and individuals** through various activities, including but not limited to:
 - a. Host multiple small focus groups, community conversations or individual interviews
 - b. Help to review and curate information for community members to respond to, providing feedback on what will make discussions meaningful and accessible for community members
 - c. Implement stipends to compensate time spent by individual community members, as needed
 - d. Produce a summary report(s) that documents engagement results, including developing narrative stories, key themes and any specific recommendations
 - e. Vet the translation of a various materials into other languages
 - f. Assist with developing and publicizing larger events/open house opportunities
4. **Provide iterative feedback to ARCH and Partner City staff** on the process, helping to lay the groundwork for future planning processes.

Desired Qualifications

For organizations interested in serving as the lead CBO, we are seeking applicants who have existing community relationships and can demonstrate a commitment to plan and execute the project within the limited project timeline.

Strong applications will demonstrate the following qualifications:

- Knowledge of community perspectives and specific experience working with one or more underrepresented populations, as identified above
- Experience conducting community outreach and engagement, and communication skills/cultural competence to engage diverse populations
- Experience documenting and summarizing community stories and voices
- Knowledge of housing issues and racial equity principles

Submittal Requirements

Interested applicants should submit the following items by email to lmasters@bellevuewa.gov and rrodriguez@bellevuewa.gov no later than 5pm on **February 10th, 2023**:

1. Description of what tasks applicant is interested in taking on from the list above, the populations that would be included in the process, and outline of your proposed approach to the tasks
2. Resume and general description of qualifications of the specific personnel who would be assigned to the contract, including:
 - Experience working with specific underserved populations
 - Experience working in the East King County region
3. Estimated budget with number of hours and hourly rates for key individuals, and any other expenses to complete the proposed services
4. ARCH encourages CBOs to work together on joint applications with one CBO designated as the lead. If applicant is interested in serving as a lead CBO, please provide the following:
 - Describe the extent of the role you would be willing to take on
 - Indicate capacity and experience to handle subcontractors and billing on behalf of other CBOs
 - Provide a list of any other CBOs who are potential or confirmed subcontractors

If applicant is applying alone and is not interested in serving as a lead CBO, please indicate your willingness to join as a subcontractor to another organization serving as a lead CBO.

Evaluation Process and Schedule

ARCH and partner City staff will evaluate responses based on the Submittal Requirements above. ARCH may follow up with respondents to discuss a potential structure with some CBOs serving as subcontractors under one or more lead CBOs in order to create efficiencies in contracting.

The anticipated schedule for the RFP and subsequent project as follows:

RFP Schedule

Q&A Session	February 6 th (10am-11am)
Responses due to ARCH	February 10 th (by 5pm)
Follow-up interviews (if needed)	Week of February 13 th
Goal for Award notifications	February 17 th

Project Schedule

Project planning	March
Outreach and Engagement	March, April, May
Final deliverables due	June 15*

Please be advised that the schedule is subject to change, but the deadline for deliverables may not be adjusted.

Q&A Session

City and ARCH staff will be available to answer questions about the opportunity at a Q&A Session on **February 6th from 10-11am**. For those unable to join, a written summary of the Q&A will be posted on ARCH's website and distributed to anyone who requests it.

A Teams meeting link is provided below, as well as phone instructions:

Meeting Time: February 6th from 10-11am
Meeting Link: [Click to Join](#)
Phone: Dial [+1 206-452-7011](tel:+12064527011), conference ID [264212178#](#)

Contracting Process

ARCH utilizes the [City of Bellevue](#) to enter into contracts. The City's [standard form of contract](#) is available online. Before entering into a contract, respondents must [register as a vendor](#) on the City's Public Purchase website.

Applicants should also review the city's standard insurance requirements (see Attachment "B" of the City's [standard contract](#)). Exceptions may be considered on a case by case basis, if insurance requirements present a barrier to participation.