

**City of Poulsbo Request for Proposals (RFP)**  
**NOTICE TO CONSULTANTS**  
**STEP Housing Needs Assessment and Prioritization Plan**  
**Housing Health and Human Services Response Deadline:**  
**February 14, 2025 at 4:00pm.**

**Introduction**

The City of Poulsbo, Washington, is seeking proposals from qualified consultants or research firms to conduct a needs assessment and prioritization plan related to shelter, emergency housing, transitional housing, and permanent supportive housing (“STEP” housing) within North Kitsap County including Bainbridge Island.<sup>1</sup> Shelter and low-income housing serving individuals with drug and alcohol disorders will be a part of this analysis. This study will identify STEP housing projects in other Washington jurisdictions that may serve as models for projects our area and suggest a methodology for prioritizing STEP housing based on local needs, land availability, availability of County and State grant funds, projects already being considered, and opportunities presented by intergovernmental partnerships in our area.

The proposed budget for this study is \$25,000.

**Background**

Poulsbo is a small, growing city in Kitsap County, Washington. While it has experienced beneficial population and economic growth in recent years, the area is also facing challenges related to homelessness and housing insecurity. The City, like other cities in Washington State, is required to plan and accommodate low and very low income housing (HB 1220), including shelter, transitional, emergency, and permanent supportive housing--and plan for numerical targets in these categories. The Poulsbo City Council has shown strong interest in using local affordable housing funds for STEP projects but has requested a needs assessment of current STEP inventory and a clear methodology for prioritizing funding before making spending decisions.

In a related effort, the City of Poulsbo, along with the neighboring City of Bainbridge Island and Kitsap County government, received Department of Commerce Coordinating Low Income Housing Planning (CHLIP) funds to plan for drug and alcohol recovery housing in North Kitsap County. This group has asked for additional information on the current availability of STEP housing, unmet needs relating to recovery housing, promising shelter and housing models, and a plan for prioritizing projects before making recommendations. This RFP reflects both the City of Poulsbo's priorities and those of the intergovernmental collaboration.

---

<sup>1</sup> We our study area as communities served by Poulsbo Fire, Bainbridge Fire, and North Kitsap Fire Districts.

## Objectives of the Study

The primary objectives of this study are to:

- **Assess the Need for STEP and Recovery Housing:** Evaluate the current demand for shelter, emergency housing, transitional housing, and permanent supportive housing in North Kitsap County including population trends and risk factors. Shelter and housing for individuals seeking help with drug and alcohol disorders should be included in the analysis, along with the needs of older adults who are at risk of losing housing because of rising costs and support needs. New research is not expected as a part of this needs assessment; a synthesis of previously collected data is preferred along with at least fifteen (15) stakeholder interviews.
- **Examine Opportunities for Creating STEP Housing** such as grant opportunities, tax incentive programs, voucher programs, land availability, and projects that have already been proposed that may be appropriate for North Kitsap County.
- **Examine Challenges to Creating STEP Housing** such as costs and regulations, provider shortages, collective action challenges, and siting limitations.
- **Provide Actionable Recommendations:** Offer actionable recommendations to expand STEP housing options in light of HB 1220 targets and local needs, opportunities and challenges-along with a methodology for prioritizing options based on factors such as cost, time, and effectiveness.

## Deliverables

- A draft needs assessment with analysis, findings, and recommendations related to STEP housing and housing that serves individuals with drug and alcohol disorders in North Kitsap County (no later than April 2025).
- A final needs assessment with analysis, findings, and recommendations related to STEP housing and housing that serves individuals with drug and alcohol disorders in North Kitsap County (no later than May 2025).
- An executive summary of the report suitable for public dissemination that includes legal requirements and definitions.
- Presentation materials for public meetings, including slides or handouts.
- A compiled data set of key statistics related to homelessness, housing insecurity, and demographics in the greater Poulsbo area.

## Submittal Requirements

The proposal should include the following:

1. Cover Letter. Summarize the project approach and the key attributes that the consultant/firm will bring to the project. Provide the name and contact information for all project team members (include address, telephone numbers and email addresses).

2. **Qualifications.** Provide a general description of the expertise of the individuals who will prepare the report with a description of their qualifications, credentials, and related experience along with details regarding their specific role proposed for the project.
3. **Project Approach.** Describe the proposal to complete the scope of work, including the techniques, approaches and methods to be used in completing the project. (Applicants proposing the use of existing information about housing needs will be favored, and we will also favor applicants who plan on interviewing local subject matter experts about shelter and housing needs.) An outline of the proposed work plan should accompany the narrative, and any recommended revisions to the scope of work described above should be identified.
4. **Schedule.** Present an initial project schedule for identifying project tasks to be performed, including a timeline with milestones and deadlines for each task. Indicate the total time required to implement the tasks and submit the final report.
5. **Budget Proposal.**

### **Submittal Process and Deadline**

An electronic version of a proposal response to this RFQ must be received at [kimberlyh@cityofpoulsbo.com](mailto:kimberlyh@cityofpoulsbo.com) no later than 4:00 p.m. (PST) on February 14, 2025.

Responders are solely responsible for ensuring their proposal is delivered on time. Responses received after the due date and time may be returned unopened. Fax and In person submissions will not be accepted.

### **Criteria for Selection**

A selection committee consisting of representatives from the City of Poulsbo, the City of Bainbridge and Kitsap County will review the submitted proposals.

The City will use the following criteria for selection of consultant:

- Demonstrated success producing similar studies (50 points)
- Organization and approach (20 points)
- Timeline (20 points)
- Budget (10 points)

## Questions

Questions can be directed to Kim Hendrickson via email to [kimberlyh@cityofpoulsbo.com](mailto:kimberlyh@cityofpoulsbo.com).  
Questions must be submitted by 2/1/25.