



KCRHA
King County Regional Homelessness Authority

2024 Master Lease Request for Information

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I. Introduction

To assist the King County Regional Homelessness Authority (KCRHA) with plans for providing scattered-site and site-based permanent supportive housing (PSH), the KCRHA invites interested property owners and authorized representatives to submit information to assist KCRHA in identifying suitable properties for the possible master leasing of PSH sites to house people who are currently experiencing homelessness. This Request for Information (RFI) seeks to gather information about properties available for master leasing to confirm KCRHA's understanding of the current rental environment, including leasing costs and the characteristics and types of units available for master leasing. KCRHA's domain of interest is limited to apartment blocks ranging from at least five units up to entire buildings that are currently available or will be available before July 1, 2024 and have an in-unit bathroom and either a kitchenette or full kitchen. Responses should envision initial lease terms of three years with the option of renewing for an additional five to ten years. Information is only sought regarding the cost and description of the apartments. A service provider has already been identified to provide the supportive services for clients placed in any master-leased unit.

Please note that this RFI is for informational purposes only, and KCRHA does not commit to entering into a contract as a result of responses.

II. Background

King County is one of five counties across the state selected to receive funds to resolve homelessness encampments on state-owned property (the State Rights of Way Initiative or ROW), and the information received is to inform continuing work as part of that initiative. A substantial impediment to the resolution of encampments is the availability of supportive housing to offer to encampment residents. To address this shortage, KCRHA has master-leased apartments and contracted with homelessness services agencies to provide supportive services, including case management and behavioral health supports, to the former encampment residents placed into the master-leased units. This approach has made it possible to quickly create permanent housing that matches the service needs of people who have experienced homelessness, frequently chronic homelessness.

This approach to resolving encampments aligns with KCRHA's goals of creating a unified, streamlined, and coordinated system that is built on equity and social justice principles. This process will center the voices of those most affected, as articulated in [KCRHA's Theory of](#)



[Change](#). To find out more about the ROW Initiative, visit the [Washing State Department of Commerce ROW Initiative webpage](#).

III. Goals & Outcome

KCRHA is issuing this Request for Information (RFI) to gather information about properties that *are potentially available* for master leasing, confirm current costs of master leasing similar units, and to meet the general criteria specified within this RFI. This is not a request for formal purchase or master leasing offers, nor is it a solicitation from KCRHA to purchase or master lease any property.

If funding resources become available, KCRHA may expand its current PSH portfolio through the master leasing of sites. KCRHA may choose to contract with an entity that did not respond to this RFI. An entity or organization's response to the RFI, or failure to respond, will have no impact on the evaluation of responses to any subsequent funding opportunities.

KCRHA hopes to use the information received to inform upcoming negotiations for master leases. KCRHA has already entered into two master leases and anticipates entering into one or two additional contracts in 2024. However, please note that this RFI is for informational purposes only, and KCRHA does not commit to entering into a contract as a result of responses.

IV. Timeline

Action	Date
RFI Released	Tuesday April 2, 2024
Information Session Webinar <i>Participation is highly suggested but not required</i>	Friday April 5, 2024 at 12:00 PM PST Zoom Link <i>Registering in advance for this meeting is suggested. Afterwards, you will receive a confirmation email containing information about joining the meeting.</i>
Last Day to Submit Questions to RFP@kcrha.org	Friday April 12, 2024 at 5:00 PM PST <i>Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu</i>
RFI Deadline to Submit to RFP@kcrha.org	Monday April 22, 2024 at 11:59 PM PST

* KCRHA reserves the right to change any dates in the RFI timeline. Any updates, including responses to questions, will be posted on the KCRHA website under, 'Updates.'

** Please contact the Procurement Coordinator for accommodation requests at RFP@kcrha.org.



V. Information Requested

i. Submission Instructions

Packets will be accepted on an ongoing basis through **Monday, April 22, 2024 at 11:59 PM PST**. Responses should be sent by email to the Procurement Coordinator via email at RFP@KCRHA.org. Email PDFs with the subject line: Info Packet Submission – 2024 Master Lease RFI. The cover form and packet outline are included at the end of this RFI.

An Information Session will be held to review the RFI and answer questions. Organization representatives should plan to attend the Information Session. Questions and answers elicited during the Information Session, and questions otherwise answered by the Procurement Coordinator, will be posted online on KCRHA's [Funding Opportunities](#) webpage.

Questions submitted outside of the Information Session should be submitted to the Procurement Coordinator via email at RFP@KCRHA.org; agencies will receive a response via email. The final day to ask questions related to this funding opportunity is Friday April 5, 2024, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

ii. Submission Criteria

Any property owner, or authorized representative or agent, of a specific property that might be available for master leasing now or in the near future is encouraged to submit information. KCRHA is not soliciting professional services, brokerage services, or other operating services at this time. Currently, KCRHA is seeking information about the cost of solely leasing or contracting rooms long-term (e.g. master lease housing).

KCRHA issues this RFI without creating any liability or making any promise. All respondents will bear their own costs in responding to this RFI, without reimbursement. KCRHA does not guarantee that it will enter into any negotiations or any contracts. Note that due to the Public Records Act (PRA), any documents submitted to KCRHA that are subject to the PRA may be subjected to Public Records Requests by the public.

KCRHA conducts a screening after information packets are submitted to verify completeness. Packets should be no longer than 5 pages. Please submit the following in a PDF by email to the Procurement Coordinator for a completed information packet:

1. RFI Cover Sheet – Appendix i.
2. RFI Submission Form – Appendix ii.



iii. Information Requested

KCRHA is especially interested in feedback from property owners, authorized representatives for property owners, property management companies, landlords, and real estate developers.

Respondents are invited to provide information on apartment blocks ranging from at least five units up to entire buildings that are currently available or will be available before July 1, 2024.

KCRHA is primarily interested in information on studio, one-bedroom, or efficiency apartments that have an in-unit bathroom and either a kitchenette or full kitchen, not blocks of apartments that are predominantly multi-bedroom units or units that have shared bathrooms. KCRHA envisions an initial master-lease term of at least three years, with the option for renewing for an additional five to ten years. It is expected the lease would cover rental costs and repairs but not property taxes or insurance. The particular information that is sought out includes:

- Rental rate;
- Number of units;
- Location of building(s);
- Description of unit (number of rooms, laundry access, ADA accessibility, etc.);
- Square footage of units;
- Proximity to public transportation;
- Initial lease duration;
- Renewal terms after the first three years;
- Date units would be available, if not currently available;
- Community and outdoor spaces;
- Example floor plan (if available); and
- Other terms or conditions that may be relevant.

The residents placed into these master-leased units would be coming from homeless encampments on State-owned property, though some may have temporarily entered emergency shelter beforehand. A homelessness services agency has already been identified to provide stabilization support, case management, and other supportive services to individuals placed as tenants in these units.

Respondents should complete the submission cover form and provide the requested additional information (see below).



Submission Forms

Word versions of the forms will be made available on KCRHA's [Funding Opportunities](#) webpage.

i. RFI Cover Sheet

Please complete a unique cover sheet and the additional information requested for each property/site you are providing information for.

RFI	2024 Apartment/Master Lease RFI
Apartment Type, Number, and Rate (All listed units should have an in-unit bathroom and either a kitchen or kitchenette in unit)	
# Micro Units:	Unit Sq footage: Annual rent per unit:
# Studio Units:	Unit Sq footage: Annual rent per unit:
# 1-bedroom Units:	Unit Sq footage: Annual rent per unit:
# Other Units (add description):	Unit Sq footage: Annual rent per unit:
Property Address	
Property Name	
Organization	
Org CEO/Executive Director	
Organization Primary Contact Name: Title: Address: Email: Phone:	
Organization Type <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):	
Federal Tax ID or EIN (Employer Identification Number):	
Unique Entity Identifier (UEI) #	
WA Business License #	
Authorized physical signature of applicant/lead agency <i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant.</i> Name and Title of Authorized Representative: Signature of Authorize Representative: _____ Date: _____	



ii. Additional Information to Provide

In addition to the cover form, responses should provide the following information. Complete a unique form for each property/ site you are providing information.

1. Master Leasing of Property

Are you willing to consider the eventual master leasing of this Property?

Yes Possibly No/Not Applicable

2. Master Leasing Cost

This RFI is for rental costs and repairs, not property taxes, insurance, or supportive services. Please provide any other relevant information about rental rates or other costs.

3. Building Specific Information

Number of Floors:

of Units/Rooms in the building (not just those described as available for master-lease):

Access Type: Elevator Walk-Up

of Existing Tenants (if only a portion of an existing building is available):

4. Amenities

List any unit and property amenities.

5. Information on Units

- In-Unit Bathrooms (should be yes for all units)
- In-Unit Kitchens/Kitchenettes (should be yes for all units)
- Describe laundry facilities

6. Additional Property Information

- Parking Spaces # of Spaces:
- # of ADA Accessible Units
- Administrative and/or Office Space
- Retail Space
- Access to public transportation
- Example floor plan (if available)
- Other:

7. Availability of Property and Potential Lease Terms

Please indicate whether you are interested in master leasing the property. Also, explain your desired timeline, including the soonest you'd be willing to finalize the transaction and the initial lease term and renewal terms that you would be willing to consider.

8. Suitability for Housing



Please describe attributes about the Property, including recent renovations, other facilities (seismic upgrades, laundry, commercial space, additional detail on units/rooms, elevator) etc.:

9. Additional Information/Other

Respondents may, but are not required, to include additional information in their packet that may be relevant to understand the units that are available or the conditions or terms that you would be willing to consider. In addition, please share any other information you feel we should be aware of.

