



## REQUEST FOR PROPOSAL

- DATE:** February 26, 2024
- TO:** Non-Profit Housing Development Organizations
- RE:** Acquisition of three (3) single family home through a qualified Housing Development Organization (HDO) and subsequent renovation for the purpose of developing two (2) Enhanced Behavioral Support Home (EBSH) and one (1) Adult Residential Facility for Person with Special Health Needs with behaviors (ARFPSHN-B).
- SUMMARY:** Primary goal is to locate, acquire, and renovate there (3) single family homes within the County of Orange to utilize as two (2) EBSHs and one (1) ARFPSHN-B home. The properties to be purchased will have a minimum of four (4) bedrooms, ample common areas, backyard and outdoor space, off street parking access, and be located close to restaurants, shopping, medical services and other community amenities. The homes will be identified and selected in partnership with the Regional Center of Orange County (RCOC) and a service provider to be selected by RCOC.

Access California Code of Regulations (CCR), Title 17 via [www.dds.ca.gov](http://www.dds.ca.gov)

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The Regional Center of Orange County (RCOC) appreciates your interest in responding to the Request for Proposal (RFP) # **HDOEBSH/ARFPSHNB2324**. The specific information that is required in the submission of this request is detailed below. Please read all of the materials and follow the guideline accordingly. RCOC reserves the right to eliminate proposals which do not meet the minimum standards described in the proposal or those which deviate from the requested format. Start-up funding is available and will be negotiated between RCOC and successful applicant.

**RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.**

**RCOC may elect to fund all, part, or none of the project, dependent upon funding availability as approved by the Department of Developmental Services (DDS), and the quality of the proposals received.**

We thank you in advance for your willingness to serve persons with disabilities.

## APPLICANT QUALIFICATIONS

The HDO's primary mission is to develop and manage accessible homes to meet the needs of individuals with developmental disabilities. For the purpose of this project, the applicant must be a non-profit HDO with tax exempt status as a 501(c)(3) corporation. The HDO will be required to receive and retain an Organizational Clearance Certificate for the project from the California Board of Equalization in order to be exempt from property taxes. **Only applicants who have acquired, constructed or renovated property for the use of Regional Center population for a minimum of three (3) years, or have team members with at least four (4) years of relevant experience, will be considered.** Strong consideration will be given to applicants who demonstrate current and past experience within Orange County, California. Applicants must possess qualifications as specified in this RFP. Proposals will be considered from affordable housing providers who retain development team members with documented experience in real estate purchase, financing and renovation.

Deed restrictions must specify that the property will be held and be available for services to persons referred by RCOC in perpetuity. Renovation of the property must be supervised by, and is the responsibility of the HDO. Renovation plans must be developed for the HDO by a licensed architect and approved in partnership with RCOC and potential service provider, if applicable, prior to the application of appropriate construction permits. All renovations must be implemented by a licensed, bonded contractor within the State of California. The property will be leased to a residential service provider selected by RCOC at RCOC's sole discretion, who will provide care and supervision to the residents. The selected residential service provider as well as regional center staff will be available to the HDO/architect/building contractor for development team meetings and technical assistance regarding the needs of the individuals referred as well as the requirements of Community Care Licensing (CCL). The properties will be licensed as an Enhanced Behavioral Support Home (EBSH) for two (2) properties and as an Adult Residential Facility for Person with Special Health Needs with behaviors (ARFPSHN-B) for one (1) property, specifically to serve ambulatory and non-ambulatory residents in the community.

## APPLICANT INELIGIBILITY

Refer to California Code of Regulations (CCR), Title 17 Section 54314 for individuals who are not eligible for regional center vendorization.

## START-UP FUNDING

RCOC is able to offer start-up funds through the Community Resource Development Plan (CRDP) approved for fiscal year 2023-24. This will include start-up funding for acquisition and a separate amount for renovation of the selected property. A contractual agreement will be entered into between the HDO and RCOC, which will indicate specific milestones to be achieved and the funds to be released based upon the completion of each milestone. The amount of start-up funding will be negotiated, but shall not exceed Three Hundred Fifty Thousand Dollars (\$350,000) for acquisition of each EBSH single family home and Three Hundred Thousand Dollars (\$300,000) for the ARFPSHN-B single family home. Start-up funding for the subsequent renovation of the two (2) EBSH single family homes will be determined at a later date and for the ARFPSHN-B

single family home shall not exceed Four Hundred Thousand Dollars (\$400,000). These funds are contingent upon DDS providing the agreed upon amount to RCOC for this specific project and are subject to change without notice by DDS.

## **APPLICATION PROCESS**

- Step 1: RFP application must be submitted to Regional Center of Orange County (RCOC) no later than **4:00 p.m. on March 29, 2024**.
- Step 2: Applications will first be screened for eligibility based on RFP requirements. It is anticipated that this process will take place immediately following the application due date.
- Step 3: Applications meeting the eligibility criteria will be reviewed by a RFP Review Committee.
- Step 4: Following evaluation of applications, all eligible applicants will be asked to attend an interview with the RFP Review Committee. The RFP Review Committee will have the opportunity to modify their scoring sheets following the interviews.
- Step 5: Final scores will be tallied and presented to RCOC's Executive Director for approval within one (1) week of completion of interviews.
- Step 6: The proposed start-up contract with the recommended applicant, if it is over Two Hundred Fifty Thousand Dollars (\$250,000), will be presented to RCOC's Board of Directors for approval at the next regularly scheduled Board meeting.
- Step 7: The successful HDO will be required to submit a full housing development plan. RCOC will collaborate with the HDO to achieve an acceptable plan to best meet the needs of the project.
- Step 8: Following approval of the vendor application and approval of the housing plan, a vendor number will be assigned.

## **APPLICATION AND CONTRACT REQUIREMENTS**

Each proposal must include the information and documents identified below, in order.

### **1. Face Sheet (Must serve as the Face Sheet of Proposal)**

Complete the attached Face Sheet with Applicant name and contact information.

## **2. Proposal Section I – Experience and Background**

- a.** Describe or provide materials that clarify the HDO’s mission and development and management experience of the HDO, any developer retained by the HDO and other development team members.
- b.** At a minimum the proposal should include names of partners, staff or consultants, if known, who will be involved in the implementation of the project if awarded, resumes, a summary of past projects and a narrative of proposed property ownership from acquisition to conversion to permanent financing.
- c.** List of all projects with other regional centers and the current status of each project.

## **3. Proposal Section II - Implementation Plan**

- a.** A narrative proposal of the project that includes the proposed properties ownership structure.
- b.** The plan must specify a process that ensures compliance with all state and local building requirements, including the regional center’s receipt of verification that the project has received all applicable required permits prior to the start of any demolition, constructions or renovation/rehabilitation.
- c.** Include a sequence of activities necessary to complete the project and specific to the proposed properties. The project objective should be realistically achievable within the time frame. The timeline of project activities must reflect a date for the properties to be acquired and leased to a service provider within 180 days of contract execution by all parties. The activities should cover each major step of the project and should include but not be limited to:
  - i.** Provision of funding commitment letters
  - ii.** Provision of evidence of property site control
  - iii.** Loan closing and property acquisition
  - iv.** Provision of evidence of property purchase, including an executed, recorded deed of trust and regulatory agreement
  - v.** Provision of final sources and uses (budget)
  - vi.** Certificate of Occupancy (notice of completion, if renovation)
  - vii.** Executed long-term lease agreement between HDO and service provider
  - viii.** Executed property management agreement
  - ix.** Evidence of property insurance (flood insurance if applicable)

## **4. Proposal Section III – Proposed Sources and Uses**

Allowable costs include pre-development costs (e.g., closing and escrow, due diligence costs, environmental impact report, if indicated, survey and soil analysis), acquisition costs (e.g., funds to option, purchase or acquire properties), development costs (e.g., architectural and engineering, permits and fees, appraisal cost, construction, legal, accounting, consultant and project management fees, if necessary).

- a.** For property acquisition, start-up funding will not exceed Three Hundred Fifty Thousand Dollars (\$350,000) for each EBSH and Three Hundred Thousand Dollars (\$300,000) for the ARFPSHN-B. The total acquisition amount required must show

a one to three (1:3) leveraging of awarded funds with hard (dollars) an/or soft (in-kind) commitments; identify sources for leveraged funds, e.g. private parties, bank loans, foundation; include documentation of available funding, such as letters of commitment, memoranda of understanding that specify a financial commitment to the proposed project, etc.

- b. For property renovation, start-up funding will not exceed Four Hundred Thousand Dollars (\$400,000) for the ARFPSHN-B. Given that start-up funding for the EBSHs have yet to be determined, please provide an estimate based on previous projects of a similar nature. Please provide a list of anticipated costs (e.g., architectural fees, building permits/planning, contractor fees). Describe the process for securing bids from architects, property management (if outsourced) and construction services.

## **5. Proposal Section IV – Leasing Structure**

- a. Describe how the lease to a service provider will be structured by defining what items will be paid by the lessee, and what will be paid by the HDO. At a minimum address:
  - i. Property taxes
  - ii. Insurance
  - iii. Building maintenance
- b. Describe the leasing structure to address:
  - i. Typical length of lease agreement
  - ii. Whether the budget is structured such that no rent increases will be passed to the lessee, or an anticipated timeline with the amounts of rent increases.

## **6. Attachments**

### **Attachment #1: References**

The proposal must include a list of at least three (3) references with addresses, email, and telephone numbers. Applicants should be aware that the selection committee will contact references. References should be able to discuss the applicant's strength within the context of the proposed project. References shall not include current or former employees of RCOC.

### **Attachment #2: Organizational Structure**

An organizational chart for the project must be included (full names), identification of the governing or advisory board, administrative and supervisory hierarchy. In addition, include copies of the following:

- a. IRS approval of 501(c)(3) status
- b. Articles of Incorporation
- c. Bylaws
- d. A list of current officers and board members

### **Attachment #3: Financial Statement**

Applicant must demonstrate fiscal responsibility by submitting current audited financial statements that include current and fixed assets, current and long-term liabilities.

## FORMATTING REQUIREMENTS

Proposal must meet the following formatting requirements:

- Standard size (8 ½ x 11) white paper
- Typed, using a standard font (12), single-spaced pages with one (1) inch margins
- Table of Contents indicating each of the Sections and Attachments to be evaluated
- Each page must be numbered in consecutive order for each Section and Attachments
- Clearly label each Section
- Clearly label each Attachment
- **Do NOT place in ring binders or folder; but, rather use binder clips or compressor clips**

**A completed RFP response must contain the following:**

- Face Sheet
- Proposal
  - Section I through IV identified above
- Attachments:
  - #1 References
  - #2 Organizational Structure
  - #3 Financial Statements

**Applicants MUST submit an ORIGINAL proposal and two (2) copies to RCOC.**

## EVALUATION CRITERIA

Applicants will be evaluated based on the following criteria:

- Applicant demonstrates an understanding of the needs of individuals to be served and the issues involved in providing quality services.
- Proposal outcomes are realistically attainable and can be expected to produce desired outcomes and a higher quality of life for individuals receiving services.
- The applicant's philosophy and values are consistent with RCOC's mission, vision, and guiding principles.
- Applicant has the necessary experience in acquiring, developing and renovating properties for the purpose of licensed, residential homes.
- Applicant demonstrates the financial resources necessary for completion of the project.

In addition to the proposal and interview, RCOC will consider prior dealings with the applicant. Input from stakeholders, including RCOC and other regional centers, for the past two (2) years may be reviewed and considered.

## ADDITIONAL PROVISIONS

- Applicants intending to submit a proposal **must register with RCOC no later than March 15, 2024** by sending an email to [slomeli@rcocdd.com](mailto:slomeli@rcocdd.com), which includes name, email address

and telephone number. This will allow RCOC to provide any updated information to all applicants.

- An Information Conference will be held at 9:00 a.m. on March 21, 2024, via Zoom conferencing. All interested applicants are encouraged to attend. A link will be provided upon registering with RCOC with the intent to submit a proposal.
- Questions regarding this RFP may also be submitted via email to [slomeli@rcocdd.com](mailto:slomeli@rcocdd.com). Questions must be submitted no later than March 22, 2024. Answers to questions will be distributed to all registered applicants via email.
- **RCOC reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. If negotiations fail with the selected applicant, RCOC reserves the right to re-open negotiations with the next qualified applicant or to re-post the RFP.**
- **Completed proposal for this RFP must be submitted to RCOC no later than 4:00 p.m. on March 29, 2024. Proposal received after 4:00 p.m. on the due date will be returned unopened.**

Proposal may be sent via U.S. Mail to the following address:

Jack Stanton, Associate Director of Housing  
Regional Center of Orange County  
P.O. Box 22010  
Santa Ana, CA 92702-2010

The proposal may also be **hand delivered** to the following address:

Jack Stanton, Associate Director of Housing  
Regional Center of Orange County  
1525 North Tustin Ave.  
Santa Ana, CA 92705

**FACE SHEET**

**(Must be used as the cover page for the proposal)**

<b>RFP#: HDOEBSH/ARFPSHNB2324</b>	<b>RFP Due Date: 4:00 p.m. on March 29, 2024</b>
Applicant (Agency) Name (If the applicant is a corporation, list the principle members of the corporation.)	
Contact Person:	
Contact Phone Number:	
Mailing Address:	
Site Address	
List name of consultant and/or individuals involved in writing the program design: Any proposal written by a consultant or grant writer must demonstrate a commitment by the writer to provide ongoing technical assistance during the implementation stage, which should be reflected in the budget.	
List any and all vendor number(s) and the vendoring regional center. Use additional sheets if needed.	
Vendor number: Regional Center	Vendor Number: Regional Center:
Vendor number: Regional Center	Vendor Number: Regional Center:



