

REQUEST FOR PROPOSALS

Redwood Coast Regional Center *Respecting Choice in the Redwood Community*

Community Resource and Development Plan FY 2023-2024

Housing Development Organization Small Multi-Family Home To be located in Humboldt County

We envision a system of services and supports that acknowledge the person's age, lifestyle preferences and culture, and which is fluid and ever changing... We envision strong, healthy individuals and families whose emotional resources are renewed and supported by community and regional center. ” —From RCRC Vision

Redwood Coast Regional Center is one of 21 locally-based nonprofit private corporations that contract with the State of California to develop and coordinate community resources and supports for people with developmental disabilities and their families. Redwood Coast Regional Center serves Californians who reside in Del Norte, Humboldt, Lake, and Mendocino Counties.

Redwood Coast Regional Center (RCRC) is seeking proposals for a Housing Development Organization (HDO), which can be either for profit or non-profit, to acquire and renovate a small multi-family home for use by adults who receive Family Teaching Home services in Humboldt County. Funding for this project is provided by RCRC's Community Resource and Development Plan (CRDP) budget. Projects developed with these funds will support the following goals:

- *Expand the availability, accessibility and types of services and supports to meet current and future needs of individuals and their families in the community.*
- *Develop systems to ensure that quality services and supports in the least restrictive environment are provided to individuals in the community.*
- *Develop services that are person-centered and represent the diversity of the regional center's catchment area.*

HOUSING DEVELOPMENT ORGANIZATION

A need has been established to acquire and renovate a small multi-family home, to be developed as a Family Teaching Home. A "Family Teaching Home" means a home that has been approved by an Adult Family Home Agency (AFHA), wherein the family home provider and the client(s) have independent residences, either contiguous or attached, and in which services and supports are provided to a maximum of three clients regardless of their degree of disability, except for those clients who require continuous skilled nursing care as defined by California Code of Regulations, Title 17, Section 56076, subsection (e)(3).

The successful applicant for this project will acquire one (1) small multi-family property to be purchased and renovated to RCRC specifications. The unit will be owned and maintained by a Housing Development Organization (HDO) for restricted use as housing for individuals served by RCRC. The selected HDO will lease the acquired home to the AFHA service provider (selected by RCRC through a separate RFP process).

APPLICANT ELIGIBILITY:

Proposals may be submitted by housing development organizations that are authorized to conduct business within the state of California. Only applicants who have acquired, constructed, or renovated property for the use of special needs population for a minimum of two years, or have team members with at least 4 years of relevant experience, will be considered. Proposals will be considered from affordable housing providers who retain development team members with documented experience in real estate purchase, financing, and renovation. The ideal candidate will have previous knowledge and experience following the *Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing*. Board members of Redwood Coast Regional Center and employees of RCRC are prohibited from submitting proposals.

ELEMENTS OF HDO SMALL MULTI-FAMILY HOME:

The housing development may require environmental modifications specific to regulations and/or to reduce health and safety risks for the individuals living in the home. The HDO will work closely with RCRC on the location and development/modification of the home. The home should be located within a town or city with easy access to community resources such as organized sports and social events, parks, educational facilities, and healthcare. Regional Center and DDS approval will be required before the site is to be secured. During development of the home and ongoing, the HDO will need to work closely with the selected service provider and RCRC to meet DDS and RCRC requirements. The HDO will work closely with RCRC in meeting the DDS *Community Placement Plan Guidelines for Purchasing and Developing Permanent Housing*.

Prospective General Property Features Should Include:

- A duplex or Triplex (service provider lives in separate unit of duplex or triplex);
- Three private client bedrooms.
- Widening of hallways and doors.
- Flooring throughout the units should be easy to clean.
- Client units will feature a universal design to easily adapt based on individual need.
- Proximity to public transportation.
- Proximity to parks or walking/biking trails.
- Nearby medical facilities.
- A den or second common area preferred in the client unit.
- A private bathroom in each client bedroom is preferred.

Prohibited Property Features:

- Ancillary improvements, e.g., pools, barns, or other structures except garage.

The chosen applicant will be responsible for the long-term management and maintenance of the home. To ensure that this home is available for use by people served by Redwood Coast Regional Center, real estate deeds restrictions or restrictive covenants are required for the property purchased with these funds by the HDO. The deed restrictions or restrictive covenants must place specific limitations on the use of the property and guidelines set by the State of California, Department of Developmental Services. The acquisition of the home will be developed in accordance with *Community Placement Plan Housing Guidelines* issued by the State of California, Department of Developmental Services.

Organizations must submit resumes of the development team, previous projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, HDO organization and financial documents, an implementation and financing plan, and a sample reporting format must also be included.

GOAL:

The goal of this project is for an HDO to acquire and renovate a small multi-family home in Humboldt County, which will be leased to an Adult Family Home Agency to serve 3 adults.

KEY OBJECTIVES OF THIS PROJECT:

1. Collaborate with RCRC to ensure that the requirements of the *2017-2018 CPP Housing Guidelines for Start-Up Funding* are met.
2. Obtain control of the site for the home.
3. Retrofit the home with any adaptations needed for the individuals who are targeted to reside there.
4. Execute a recorded Regulatory Agreement which stipulates the restrictive use of the home to regional center clients in perpetuity.
5. Establish a Long-Term Lease Agreement and a Property Management Agreement with the selected service provider for the regional center clients who are targeted to live in the home.

START UP FUNDING:

Start-up funding is available through RCRC's Community Resource Development Plan (CRDP) funding. Start up funding for this project is up to \$500,000 (\$225,000 for acquisition and \$275,000 rehabilitation/renovation).

PROPOSALS:

All interested parties are required to submit a proposal to Redwood Coast Regional Center. All proposals received by **March 1, 2024** will be reviewed and scored by a team of evaluators selected by RCRC. Applicants who meet the proposal criteria will be invited to participate in an interview process.

Submit Proposals by email to: Leah Thompson at lthompson@redwoodcoastrc.org

Proposals MUST include the following items 12 items:

Item	Points
1. A cover page listing the applicant's name, address, phone number.	0
2. Describe your experience with developing homes for people with developmental disabilities. Do you have any experience developing small multi-family homes? What are some key features that you would want to consider in the development of this type of home?	15
3. Describe your experience acting as property manager and landlord for homes in which people with developmental disabilities live.	10
4. A list of the members of the proposed Project Development Team including the name, address, telephone number, and experience of the team members. At a minimum, this team should include the proposed (licensed) architect who will develop the renovation plans, the possible (licensed and bonded) general contractor(s) who will be asked for bids on the project, members with the expertise to hire skilled consultants to assist the HDO in obtaining the necessary financing for the project, and an attorney with the expertise to execute the legal and lease agreements required in this project.	15
5. Timeline Schedule: A proposed implementation plan that describes the process that will be used to develop (select, acquire, and renovate) the home which includes detailed descriptions of the sequenced activities necessary for overall project completion. Identified realistic timeframes for the completion of each activity should be included in the implementation plan.	10
6. Provide a statement outlining your plan to serve diverse clients, including but not limited to, culturally and linguistically diverse clients. Provide examples of your commitment to addressing the needs of those diverse clients. Include any additional information that you deem relevant to issues of equity and diversity.	5
7. A statement that describes the steps the applicant will take to ensure client safety and to reduce the risk of individuals supported from being abused.	5
8. A proposed budget which should include: <ul style="list-style-type: none"> a. Pre-development costs (appraisal cost, inspections, escrow, etc.) b. Acquisition costs (including both awarded funds and leveraged funds) c. Sources of leveraged funds (bank loans, foundations, HUD funds, etc.) d. Identification of the proposed permanent debt service e. Project Developer Fees f. Renovation costs (architectural, engineering, permits and fees; developer, legal, accounting, consultant, contractors, etc.) <p><i>Note: The acquisition budget must show a minimum down payment of 20% of the purchase price.</i></p>	10
9. List of HDO projects previously developed.	5

10. HDO organizational documents including: <ul style="list-style-type: none"> a. Certificate of Status of Good Standing with the California Secretary of State b. Copy of the current Articles of Incorporation of the HDO c. Copy of the current by-laws of the HDO d. List of current officers and board members 	10
11. HDO financial documents including: <ul style="list-style-type: none"> a. Copy of last 3 years of financial statements of the HDO b. Copy of the most recent financial audit. 	10
12. The names, addresses and phone numbers of three Professional References and <u>at least one professional letter of reference</u> describing your abilities and qualifications regarding this proposal (attachment A).	5
TOTAL POINTS	100

REPORTING REQUIREMENTS:

A contract will be developed which delineates specific milestones associated with this project, the specific documentation that will be required to demonstrate completion of each milestone, and the specific funding amount which will be provided at the completion of each milestone. The selected HDO will be required to submit milestone documentation of progress made toward meeting project objectives to the Redwood Coast Regional Center at the completion of each milestone. These summaries will be attached to the milestone invoices submitted by the contracted HDO. Upon completion of the project, the contractor will submit a reconciliation statement of final cost and CPP funds expended and claimed, along with invoices and other evidence of the HDO’s costs for the project, including evidence of payment to third parties, and including the primary general contractor’s invoices and backup invoices.

TIMELINE:

DATE	ACTIVITY
3/1/2024	RFP Due to RCRC
Week of 3/11/2024	RFP Review by RCRC
Week of 3/19/2024	RFP Interview which will take place via Zoom
3/26/2024	RFP Contract Awarded

TECHNICAL ASSISTANCE:

RCRC staff will provide the selected applicant with technical assistance as needed in developing and completing the property acquisition and renovation, as well as connecting with a service provider for long-term leasing.

Before beginning work on the RFP, it is strongly recommended that interested applicants contact:

Leah Thompson
Community Placement Plan, Resource Coordinator
707-616-2206
lthompson@redwoodcoastrc.org

RCRC reserves the right to withdraw this Request for Proposals (RFP) at any time without prior notice. Further, RCRC makes no representation that any agreement will be awarded to any applicant responding to this RFP. RCRC reserves the right to reject the proposal of any respondent who, in the opinion of RCRC, is not responsible or has previously failed to perform properly or is not able to operate within the service category.

Attachment A

- 1. List three references that we may contact who will be able to attest to your experience working with individuals with developmental disabilities and /or in underserved communities in a professional capacity:**

Reference #1:

Reference #2:

Reference #3:

I hereby give permission to Redwood Coast Regional Center to contact the above named references.

Signature _____

Date _____

- 2. Attach to this form at least one professional letter of reference describing your abilities and qualifications in regard to this proposal.**

- 3. List any and all services or programs you are currently operating, are associated with, or are developing.**

Name of Service	Type of Service	In development or operational?	Number of years in operation (if applicable)	Funding source