

Request for Proposal (RFP)
For a Housing Development Organization (HDO) to acquire and
develop a property for use as an
Enhanced Behavioral Support Home
**San Diego Regional Center
Community Placement Plan
For Fiscal Year 2020-2021**

AUTHORITY

The San Diego Regional Center (SDRC) for the Developmentally Disabled has identified a need for a housing development organizations (HDO) to acquire and develop a single-family home that will be used as an Enhanced Behavioral Support Home (EBSH). An EBSH means a children's group home certified by the Department of Developmental Services (DDS) and licensed by the Department of Social Services (DSS) that provides 24-hour nonmedical care to individuals with developmental disabilities receiving regional center services who require enhanced behavioral supports, staffing, and supervision in a homelike setting. **SDRC may elect to fund all, part, or none of this project, depending on funding availability as approved by the Department of Developmental Services, and the quality of proposals received. SDRC reserves the right to withdraw this RFP and/or disqualify any proposal which does not adhere to the RFP guidelines.**

Please Note: Proposals submitted after the indicated timelines will not be considered.

APPLICANT ELIGIBILITY

Proposals may be submitted by housing development organizations that are authorized to conduct business within the state of California. Board members of San Diego-Imperial Counties Developmental Services, Inc. and employees of San Diego Regional Center are prohibited from submitting proposals.

SUBMISSION OF PROPOSALS

Please send all proposals **by e-mail only** to:

Erik Peterson, Resource Development Manager
rfp@sdrc.org

Copies of the proposals must be *received* at the above e-mail address **no later than 4:00 p.m. on Tuesday, March 12, 2024**. Proposals received after this deadline will not be considered. You will receive an email reply confirming receipt of your proposal. **If you do not receive email confirmation, your proposal was not received by SDRC.** Please follow up by phone with Erik Peterson (858) 576-2872 if you **do not** receive confirmation.

PROJECT DESCRIPTION

San Diego Regional Center has identified the need for a housing development organization (HDO) to purchase an existing single-family home in San Diego County, and retrofit the home with any adaptations needed for the individuals who are targeted to live in the home. The home will be leased to a service provider who will be selected through a separate Request for Proposal process to serve clients regional center clients in need of enhanced behavioral supports, staffing, and supervision in a homelike setting. The HDO's development team will need to work with the selected service provider(s) and regional center staff to address any physical, medical, mental health and/or sensory needs of the clients in both the acquisition and renovation of the home. The HDO's development team will also need to work with the selected service provider and SDRC staff to ensure that the requirements of Community Care Licensing are met. The property acquired for the EBSH must be a single-story family home for no more than four children. The home will be designed with a minimum of four (4) single occupancy bedrooms. Additional specifications for the prospective properties include a large lot with significant space between neighboring homes and ample parking (off-street, preferred) for staff and visitors. Modifications will include fire sprinklers, minimal egress points with entry doors equipped with delayed egress devices, fencing (non-scalable), reinforced interior walls, and a back-up power generator to power essential systems of the home, including delayed egress doors. This may also include modifications to showers, kitchens and bedrooms, widening of doorways, and any other modifications needed to accommodate non-ambulatory consumers. The property selected must be approved by SDRC in advance of purchase. The HDO will provide landlord duties, while SDRC will contract for the provision of support services. Each tenant (service provider funded for on-site services) will have a lease with the HDO specific to the property, wherein tenant/landlord obligations are specifically outlined.

Funding Available: \$250,000 for Property Acquisition and Development Costs

\$300,000 for Property Renovation Costs

Key Objectives of this project:

1. Collaborate with SDRC 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 live in each home.
4. Execute a recorded Regulatory Agreement which stipulates the restrictive use of each 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.

PROPOSAL CONTENT AND SUBMISSION

Proposals must comply with the instructions, format, and time lines described in this request. The Implementation Plan (document #2) should be written in 12 point font, Times New Roman or Arial preferred. All pages in the proposal must be numbered consecutively and include an identifying footer with the agency name.

FORMAT AND APPLICATION REQUIREMENTS

Each proposal will contain two parts.

The first part, entitled Implementation Proposal, should include the following information:

1. A completed and signed Applicant/Agency Information Form (Appendix A)
2. 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.
Note: The plan must specify a process that ensures compliance with all state and local building requirements, including without limitation the regional center's receipt of verification that each project has received all applicable, required permits prior to the start of any construction, or renovation/rehabilitation.
3. A list of the names and qualifications of the Board Members and Directors of the HDO
4. A list of the members of the proposed Project Development Team including the name, address, telephone number, and resumes 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
5. A proposed Project Budget which should include:
 - a. Pre-development costs (appraisal cost, inspections, escrow, etc.)
 - b. Acquisition costs (including both awarded funds and leveraged funds)
 - c. Sources for the leveraged funds (bank loans, foundations, HUD funds, etc.)
 - d. Identification of the proposed permanent debt service
 - e. Project Management Fees

- f. Renovation costs (architectural and engineering, permits and fees; developer, legal, accounting, consultant, contractors, etc.)

Note: The acquisition budget must show a minimum down payment of 20% of the purchase price

The second part, entitled Organization Information, should include the following documents:

1. The written consent of the Directors of the HDO for the individual submitting this proposal to act on behalf of, enter into agreements on behalf of, execute documents on behalf of, and encumber the assets of the HDO.
2. A list of completed projects of the HDO which are similar in nature to this project.
3. A copy of a recent Certificate of Status of Good Standing with the California Secretary of State for the HDO
4. A copy of the current Articles of Incorporation of the HDO
5. A copy of the current by-laws of the HDO
6. A copy of the last 3 years' financial statements of the HDO, and a copy of any Audits conducted on those financial statements.
7. The HDO's written policy on the disposal of any existing fixtures and major appliances that are included in a property's purchase.
8. A completed and signed Applicant/Vendor Disclosure Statement (Appendix B)

Start-up funds are not intended to cover 100 percent of the development costs. It is expected that the applicant will identify funds that, along with the start-up funds, would demonstrate financial capacity to complete a project.

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 project contractor will be required to submit milestone documentation of progress made toward meeting project objectives to the San Diego Regional Center at the completion of each milestone. These summaries will be attached to the milestone invoices submitted by the contractor. 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 evidences 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

PROPOSAL SELECTION PROCESS

Any proposal may be rejected if it is incomplete or deviates from the specifications in this RFP. The San Diego Regional Center reserves the right to reject any or all proposals and to cancel the RFP process at its discretion. Each proposal will be evaluated by an RFP Selection Committee which is an interdisciplinary team of at least 3 members, who will score each proposal individually before coming together as a team to thoroughly review and discuss each proposal and interview applicants, if applicable, and agreeing on a final score for each proposal. The specific criteria for this review are identified in Appendix C. The evaluation will be based on responsiveness, innovation, previous experience of applicant, and demonstrated applicant financial responsibility. Additional information may be required from selected applicants with regard to their proposal prior to the awarding of a contract.

FUNDS

Project descriptions indicate the total amount of funds available for each project. Actual amount awarded will be contingent upon the budget submitted. Any project contractor who fails to develop the services specified will be required to return to the San Diego Regional Center any compensation received for start-up expenses. All funds must be expended by March 31, 2027.

ADDITIONAL INFORMATION

Any questions regarding the requirements of this RFP should be directed to:

San Diego Regional Center-Community Services
Erik Peterson, Resource Development Manager
4355 Ruffin Rd., Suite 104
San Diego, CA 92123
(858)576-2872
Erik.Peterson@sdr.org

APPLICANT/AGENCY INFORMATION
Housing Development Organization (HDO)

Applicant/Agency Name _____

Address: _____ Phone: _____

Contact Person's Name
and Job Title: _____ Phone _____

List three references that can be contacted in regards to applicant's experience, qualifications and ability to implement this proposal:

1. _____
Name and Title Agency Affiliation

_____ Address Phone

2. _____
Name and Title Agency Affiliation

_____ Address Phone

3. _____
Name and Title Agency Affiliation

_____ Address Phone

Application submitted by

Signature Date