



City of
Los Banos
At the Crossroads of California

REQUEST FOR QUALIFICATIONS
FOR
Affordable Housing Projects Developer

Issuance Date
1-25-2024

No Deadline for Submissions Until Further Notice

Contact Person
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The City of Los Banos
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**REQUEST FOR
Acquisition, Rehabilitation or Construction, Management, Maintenance, and
Services for Affordable Housing for People Experiencing Homelessness**

NOTICE IS HEREBY GIVEN that the City of Los Banos ("City") is issuing this Request for Qualifications ("RFQ").

The City is seeking qualified non-profit or for-profit candidate(s) who may cooperate with the City on affordable housing projects, including property management, and services for People Experiencing Homelessness. The City will accept RFQ responses on a continuous basis to ensure a quick response to any current and future funding opportunities. A Respondent can submit a response at any time for any or all of the "Service Categories" detailed in this RFQ.

This RFQ will establish and maintain a list of qualified candidates who can meet some or all of the requests as detailed in the "Service Categories" section of this RFQ. A review and selection process will determine whether a response meets some or all of the needs detailed in this RFQ. No Respondent shall have any legal or equitable right or obligation to enter into a contract or to perform the work as a result of being deemed qualified. This is not a promise of contract and/or minimum usage. Respondents who meet some or all of the outlined qualifications will be placed in a pool and considered for future funding opportunities. As funding allows, The City may enter into one or more "as needed" contracts to provide the services outlined in this RFQ.

Respondents are solely responsible for ensuring responses are received by the City at the following address:

The City of Los Banos
Attn: Christy McCammond
Housing Program Manager
520 J Street
Los Banos, CA 93635
Email: christy.mccammond@losbanos.org

The response shall be signed by a representative authorized to bind the company. Responses submitted by facsimile are not acceptable and will not be considered. The Respondent shall submit its response via email as a PDF attachment with the email subject line: **Affordable Housing Developer, Property Manager, and Services Provider for People Experiencing Homelessness**. Verification of receipt of response is the responsibility of the submitting Respondent. In the event that an electronic response cannot be submitted, the Respondent may submit a hard copy with the name of the Respondent and RFQ title **Affordable Housing Developer, Property Manager, and Services Provider for People Experiencing Homelessness** clearly marked on the outside of the package.

Failure to comply with the requirements set forth in this RFQ may result in disqualification. No handwritten notations or corrections will be allowed. The Respondent is solely responsible for all costs related to the preparation of the response.

The City reserves the right to reject all responses and to waive any minor informalities or irregularities contained in any response. Acceptance of any response submitted pursuant to this RFQ shall not constitute any implied intent to enter into a contract.

Any future contract award resulting from the RFQ, will be entered upon with the Respondent who, in the City's sole discretion, is best able to perform the required services in a manner most beneficial to the City.

Please submit all inquiries to christy.mccammond@losbanos.org.

The Request for Qualifications can be viewed and/or obtained from the City of Los Banos website at www.losbanos.org.

Acceptance of any response submitted pursuant to this Request for Qualifications shall not constitute any implied intent to enter into an agreement for services.

I. INTRODUCTION

- a. The City of Los Banos, incorporated in 1907, has an estimated population of approximately 46,639 residents and has a land area of approximately 10.1 square miles. Los Banos is located on the west side of the San Joaquin Valley, in the County of Merced, seven miles east of the junction of State Route 152 and Interstate 5.
- b. The City of Los Banos is a general law city, which operates under the council/manager form of government.
- c. The City is a “full service city” and provides a wide range of services. These services include: police and fire protection; animal control; code enforcement, water and sewer service, building safety regulation and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety maintenance and improvement; and full range of recreational programs.
- d. The City is seeking qualified Respondents who may cooperate with the City of Los Banos on affordable housing projects including property management, and services to People Experiencing Homelessness. Any subsequent final contracts through a subsequent Request for Proposal are subject to be approved by the City Council. There is no deadline for responses. This RFQ will remain open until further notice.

II. BACKGROUND OF POTENTIAL PROJECT(S)

- a. The City intends to apply for a variety of grant opportunities for the development of affordable housing and services to People Experiencing Homelessness. As an example, the City intends to apply for the California Encampment Resolution Fund (ERF) grant, the formulaic and competitive portions available to the City through the Permanent Local Housing Allocation (PLHA) grant, and other grants available through Federal and State agencies.
- b. The City seeks Respondents who would potentially be granted ownership of land and units if grants are awarded and if Respondents are awarded from a future Request for Proposal. Operations and revenue of housing project would be the responsibility and for the benefit of an awarded respondent to a future Request for Proposal.
- c. City expects a chosen partner to agree to a 55-year affordable housing deed restriction
- d. These funds will be used towards the development of affordable housing designated for People Experiencing Homelessness (PEH) as well as

programs and services to support PEH as they develop skills and access resources to maintain healthy and successful lives.

- e. The City owns parcels of land which may be available for use of development of affordable housing units. In addition, there are options for the rehabilitation of local motels for the development of affordable housing units for PEH.
- f. The items detailed in the “Service Categories” describe the necessary elements in the City’s system response to homelessness. These items have been deemed critical to the success of the management of public spaces, public safety, and public wellbeing.
- g. All submissions in response to this RFQ will become the property of the City and will be considered public records. As such, they may be subject to public review.
- h. All submissions shall indicate which Service Categories are being addressed in the Response.

III. GUIDING PRINCIPLES

- a. The City will partner with organizations who follow the listed guiding principles:
 - 1. Housing First: <https://www.huduser.gov/portal/periodicals/em/spring-summer-23/highlight2.html>
 - 2. Harm Reduction: <https://www.samhsa.gov/find-help/harm-reduction>
 - 3. Trauma Informed Approaches: <https://www.samhsa.gov/find-help/harm-reduction>

IV. PURPOSE

This RFQ seeks to:

- a. Simplify and Commence Respondent Engagement: Create a single point of intake for Respondents regarding developer, property manager, and service provider qualifications.
- b. Streamline City Review: Confirm Respondent qualifications and project desirability/viability in advance of potential opportunities as early as possible and in collaboration with Respondent.
- c. Create a qualified list of Respondents: Establish the qualifications of developers, property managers, and service providers that meet experience requirements of the City and any potential grantors.
- d. Analyze Projects: Undertake a feasibility analysis of potential projects.

V. SERVICE CATEGORIES

a. **Affordable Housing Development:** City seeks developers and contractors to develop approximately 45-60 units of affordable housing for People Experiencing Homelessness.

1. Affordable housing will meet Housing and Urban Development's (HUD's) Housing Quality Standards (HQS) in order to allow the use of Section 8 housing vouchers.
2. Affordable housing units shall include, at a minimum, studio and one-bedroom units.
3. Affordable housing unit complex shall include office space dedicated for services to tenants.
4. Affordable housing unit complex shall include access to washing and drying machines.
5. Affordable housing unit complex shall include locked storage containers for tenants measuring approximately 5 feet by 5 feet.

b. **Services for People Experiencing Homelessness**

1. Case Management: Assistance with connection to and maintenance of ongoing food, healthcare, and income benefits.
2. Connections to education and employment.
3. Assistance with family reunification.

c. **Property Management**

1. Activities including lease-up, collection of rent, enforcement of property rules and tenant lease requirements, accounting, bookkeeping, and reporting as applicable; all maintenance and upkeep of the property in compliance with Fair Housing and all other housing laws. Collaboration with supportive services appropriate for those who have experienced homelessness which shall include coordination with residents, service agencies, and contracted nonprofit service providers to all ensure residents are provided access to the services they need to live independently at the property with dignity and in compliance with tenant lease terms and the Owner/Operator's rules for residency.

VI. EVALUATION CRITERIA AND RESPONSE SECTIONS

The following criteria shall be used by the Selection Panel to evaluate responses.

In order to qualify as a Respondent under this RFQ, your organization, team or joint venture must address at least one item listed in the "Experience" section and may address any or all Service Categories. A total of 30 points are available for each Service Category. If your organization is deemed qualified in any Service Category, your organization will be added to the City's list of qualified vendors for that service.

EXPERIENCE (50 points each Service Category) Please indicate which of the Service Categories your response addresses.

1. Describe experience with acquisition, development/ rehabilitation of affordable housing as described in Service Category "A".
2. Describe experience with services to People Experiencing Homelessness as described in Service Category "B".
3. Describe experience with affordable housing property management as described in Service Category "C".

REGULATORY COMPLIANCE (Pass or Fail)

1. Does the Respondent have any non-compliance actions from the City, Merced County, California Tax Credit Allocation Committee (TCAC), California Debt Limit Allocation Committee (CDLAC), or other State agencies, lenders or tax credit investors in the last five years?
2. Is the Respondent presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by HUD or any other Federal department or agency?
3. Has the Respondent had any unfavorable judgments or bankruptcies in the last seven years and is not currently involved in any pending or threatened lawsuits or judgment or bankruptcy involving itself or any entity in which it has been or is now involved, or provide a complete description of any and all known bankruptcies, unfavorable judgments and/or pending lawsuits involving itself or any entity in which they have been or is now involved? All entities are required to disclose pending disputes with the City when bids, responses or applications are submitted for a City contract or transaction.

QUALIFICATIONS AND PRINCIPLES (20 Points)

1. For teams of more than one party, please upload an organizational chart.

2. Please upload attachments with specific examples supporting your certified qualifications.
3. Provide a list of Proposed Personnel with qualifications, professional experience and skills of the Respondent overall and in particular the proposed team members

PLANNING AND PROJECT APPROACH (65 Points, 5 points each item)

1. Demonstrate ability to accomplish goals of project as represented in past work and supporting materials;
2. Demonstrate capacity for working with state, local, and federally-funded projects and complying with local, state and federal guidelines;
3. Demonstrate interest and capability in engaging community representatives in a project;
4. Demonstrate interest in and understanding of Housing and Urban Development (HUD) guidelines;
5. Demonstrate interest in and understanding of California Housing and Community Development (HCD) guidelines;
6. Demonstrate an understanding of federal funding, and the ability to leverage other partners, both government and private, to expand financial opportunities;
7. Demonstrate the ability to work with programs that are new to the City of Los Banos, to expand opportunities for residents;
8. Demonstrate excellence in aesthetic quality, workmanship, innovation and creativity, as needed to accomplish the goals of potential projects;
9. Demonstrate qualifications in terms of maintaining budget, timeline, safety, security, durability, operation, maintenance, conservation, legal and ethical issues;
10. Demonstrate ability to work with diverse communities, in a variety of languages, providing materials that are best suited to the target audiences;
11. Demonstrate the ability to complete project entitlements, and experience with the California Environmental Quality Control Act (CEQA), and National Environmental Protection Act (NEPA);
12. Demonstrate responsiveness to the RFQ;

13. Demonstrate the ability and intent to comply with the City's standard professional services agreement.

VII. SCHEDULE FOR RFQ ACTIVITIES

The following *tentative* schedule is anticipated with regard to this RFQ:

| Phase | Date |
|--|--------------------|
| Release of RFQ | 01/19/2024 |
| Deadline for any questions from vendors | None |
| Deadline for posting any amendments to RFQ | None |
| Response Due Date | N/A |
| Review of Responses | Ongoing/Continuous |
| Potential Interview of Vendor(s) | Ongoing/Continuous |
| Selection and Notification to Respondents | Ongoing/Continuous |

The City reserves the right to change this schedule and/or discontinue the RFQ process at any time.

VIII. SCORING

| Category | Pass/Fail or Points |
|-------------------------------|---------------------|
| Experience | 50 Points |
| Regulatory Compliance | Pass or Fail |
| Qualifications and Principles | 20 Points |
| Planning and Project Approach | 65 Points |

IX. SPECIAL CONDITIONS

A. Contract and Insurance Requirements

If a Respondent is selected to enter into a contract with The City, Respondent shall be required to enter into a city-prepared Professional Services Agreement approved by the City Attorney.

Respondents shall be prepared to accept the terms and conditions of the City's Standard Professional Services Agreement including Insurance Requirements. The City reserves the right to change the City's Terms, Conditions, or Insurance Requirements.

B. BUSINESS LICENSE

The successful Respondent that is awarded the contract will be required to apply for and obtain a business license in accordance with the Los Banos Municipal Code.

C. RESERVATIONS

This RFQ does not commit the City to award a contract, to defray any costs incurred in the preparation of a response pursuant to this RFQ, or to procure or contract for work. No payment of any kind will be provided to the Respondent responding to this RFQ, or parties they represent, for obtaining any of the information solicited.

D. PUBLIC RECORDS

All responses submitted in response to this RFQ become the property of the City. Information in the response, unless specified as trade protected, may be subject to public review. Any information contained in the response that is proprietary must be clearly designated. Marking the entire response as proprietary will be neither accepted nor honored. Proprietary information submitted in response to this RFQ will be handled in accordance with the California Public Records Act.

E. RIGHT TO CANCEL AND AMEND

The City reserves the right to cancel, for any or no reason, in part or in its entirety, this RFQ, including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFQ, all Respondents will be notified in writing.

F. RESPONDENT'S QUESTIONS

The City will not give verbal answers to inquiries regarding information in this RFQ, or verbal instructions prior to the submission deadline. All questions shall be submitted in writing to Housing Program Manager, Christy McCammond at Christy.mccammond@losbanos.org . A verbal statement regarding same by any person shall be non-binding. The City is not liable for any increased costs resulting from the Respondent accepting verbal directions. Any explanation desired by an Respondent must be requested of the City representative in writing not later than March 29, 2023 at 5:00 p.m. and if explanation is necessary, a reply shall be made in the form of an addendum, a copy of which shall be posted on the City website at www.losbanos.org on or before April 03, 2023.

G. ADDITIONAL INFORMATION

The City reserves the right to request additional information and/or clarification from any or all vendors.

H. CONFLICT OF INTEREST

Respondent covenants that the company, its officers, employees and/or agents presently have no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services requested herein by the City. Respondent further covenants that, in the performance of any contract or agreement resulting from this RFQ, no subcontractor or person having such an interest shall be employed. Respondent certifies that to the best of vendor's knowledge, no one who has or will have any financial interest under any contract or agreement resulting from this RFQ is an officer or employee of the City.

I. RELEASE OF PUBLIC INFORMATION

Respondents who respond to this RFQ who wish to release information to the public regarding selection, contract award or data provided by the City must receive prior written approval from the City before disclosing such information to the public.

J. NON-ASSIGNMENT

If a contract is awarded, the selected Respondent shall neither assign, nor delegate, in part or in whole, any duties without the prior written consent of the City which shall not be unreasonably withheld.

K. COLLUSION

Each Respondent certifies that the company, its officers, employees and/or agents are not a party to any collusive action, fraud, or any action that may be in violation of the Sherman Antitrust Act. The Respondent certifies that the company, its officers, employees and/or agents have not offered or received any kickbacks or inducements from any other bidding vendor, supplier, manufacturer, or subcontractor in connection with the response and that the company, its officers, employees and/or agents have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. Any or all bids shall be rejected if there is any reason to believe collusion exists among the bidding vendors. More than one bid from an individual, Respondent, partnership, corporation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidding Respondent has interest in more than one response for the work being proposed may result in rejection of all bids in which the bidding Respondent is believed to have interest.

L. DEBARMENT

By submitting a response, the Respondent certifies that the company is not currently debarred from submitting responses and/or bids for contracts issued by any City or political subdivision or agency of the State of California, and that it is not an agent of a person or entity that is currently debarred from submitting responses and/or bids for contracts issued by any City or political subdivision or agency of the State of California.

M. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

The selected Respondent shall not discriminate against any employee or respondent for employment because of race, creed, color, or national origin. The Respondent shall take affirmative action to ensure that all employees and Respondents for employment shall be treated with equality in all aspects of employment processes including, but not limited to, hiring, transfer, promotion, training, compensation and termination, regardless of their race, creed, color, sex, national origin, age, or physical handicap.

N. RIGHT TO AUDIT

The selected Respondent shall maintain such financial records and other records as may be prescribed by the City or by applicable federal and state laws, rules, and regulations. The selected Respondent shall retain these records for a period of three years after final payment, or until they are audited by the City, whichever event occurs first. These records shall be made available during the term of the contract or service agreement and the subsequent three-year period for examination, transcription, and audit by the City or its designees.