

Homecomings, Inc.

Request for Proposals (RFP)

For

Energy/GreenPoint Rater Consultant

**El Portal Mixed Use Renovation
1240-1280 North Ventura Avenue
Ventura, CA 93001**

Submittal deadline

September 27, 2019 at 4:00 p.m. PST

The responsibility for submitting a response to this RFP at the stated email address on or before the stated time and date will be solely and strictly the responsibility of the Respondent. Homecomings will in no way be responsible for delays caused by technical difficulties.

I. General Information

A. Introduction

Homecomings, Inc., hereinafter referred to as “Homecomings”, is a nonprofit corporation affiliated with the Housing Authority of the City of San Buenaventura.

The mission of the Housing Authority of the City of San Buenaventura, hereinafter referred to as the "HACSB", is to provide and develop quality affordable housing for eligible low-income residents of Ventura County and to establish strong partnerships necessary for HACSB customers to achieve personal goals related to: literacy and education; health and wellness; and job training and employment leading to personal growth and economic self-sufficiency.

The HACSB, which was created in 1949, directly administers two federal programs: 293 public housing apartments which it developed, manages and maintains; and a Section 8 Housing Choice Voucher (HCV) Program. The Authority currently administers approximately 1,700 rental subsidy HCVs.

The Agency and associated nonprofits and limited partnerships own and manage a total of 680 tax credit and income-restricted rental apartments, and have a pipeline of five affordable housing projects totaling 268 apartments, including a senior development and a public housing redevelopment.

B. Purpose

Homecomings is seeking a proposal from an Energy/GreenPoint Rater consultant to provide Energy and GreenPoint Rater services for its El Portal project. El Portal is located in the City of San Buenaventura and will be developed by the Housing Authority of the City of San Buenaventura and owned by a limited partnership with Homecomings, Inc., as the managing member of the General Partner.

C. Overview

The Housing Authority of the City of San Buenaventura (HACSB) plans to redevelop El Portal, an existing mixed-use building at 1240-1280 North Ventura Avenue, Ventura CA 93001. Homecomings has an agreement to purchase the project from Triad Properties, a nonprofit associated with HACSB.

The redeveloped project will include 29 apartments, three commercial spaces, a community room, a laundry room, and office space. The project will be all electric. It is a two-story building. All apartments will be affordable to very low income households; 14 are designated for special needs households.

The project has applied for and expects to receive a 9% tax credit allocation. HOME and CDBG funding has been allocated to the project.

RRM Design is the project architect.

D. Board

The HACSB is governed by a Board of Commissioners. Homecomings, Inc. is governed by a Board of Directors.

E. Contact Information

Karen Flock, Senior Developer
(805) 626-5819
kflock@hacityventura.org

F. Scope of Services

All work performed shall be at the direction of HACSB's CEO acting as the Contract Officer, or her designee, Karen Flock, Senior Developer.

The selected firm will enter into the contract with Homecomings, Inc. or the limited partnership if it has been formed. If not originally entered into with the limited partnership, the contract will ultimately be assigned to the partnership. A form of the contract is attached.

The Scope of Work and Deliverables will include the following:

1. GreenPoint Rated Certification and administration;
2. Title 24 Energy Modeling;
3. CUAC (California Utility Allowance Calculator) development and analysis;
4. HERS Verification;
5. TCAC 9% requirements; and
6. Recommendations regarding utility incentives and energy offset by photovoltaic or other means.

G. Expense Associated with Submission

All expenses involved with the preparation and submission of the proposal to Homecomings shall be borne by the Respondent.

H. Options

Homecomings may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the responses received as a result of this RFP. Also, the determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of Homecomings.

II. RFP Instruction

A. RFP Submission and Format

Please submit your proposal via email addressed to:

Karen Flock, Senior Developer
Housing Authority of the City of San Buenaventura
995 Riverside Street
Ventura, CA 93001
kflock@hacityventura.org

Submissions must be made by email.

RFP attachments are attached:
2019.06.18 Minor Design Approval Package
PSA – Homecomings (Professional Services Agreement Template)

B. RFP Terms and Conditions

1. Board and Staff Communications

Under no circumstances may any HACSB Board or staff member, other than the contacts specified herein, be contacted regarding this RFP. **Failure to adhere to this restriction may result in disqualification.** If you have any questions or require clarifications, submit them in writing (preferred) to kflock@hacityventura.org or contact Karen Flock at (805) 626-5819 no later than five (5) working days prior to the submission deadline. All questions will be answered in

writing by email and copied to all who have indicated by email to Karen Flock that they may respond.

2. Timetable for Submission

The deadline for submissions in response to this RFP is September 27, 2019 at 4:00 p.m. PST.

3. Release of Information

Information submitted in response to this RFP will not be released by Homecomings during the evaluation process or prior to a contract award.

4. Proprietary Information

Please be aware that we have been advised by legal counsel that all materials submitted in response to a this solicitation may be made available to the public once a selection has been made. Hence potential Respondents are forewarned that any proprietary information contained in their response will upon request be available to the public after contract award.

5. Term of Contract

The respondent shall provide appropriate state and local certifications and licensing documents.

6. Homecomings Reserves the Right to:

- a. Request an oral interview with, and additional information from, firms prior to final selection.
- b. Consider information about a firm in addition to the information submitted in the response or interview. Reject any and all responses and waive any irregularities.

7. Non Discrimination/Conflict of Interest.

- a. The Respondent warrants adhering to all civil rights, equal opportunity, and fair housing and Section 3 regulations.
- b. The Respondent warrants that it presently has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services under this contract.

III. Required Information and Format

In order to be considered for selection as the Energy and GreenPoint Rater Consultant, the respondent shall adhere to the format of this RFP as detailed herein and submit the following items in the specified order. The qualifications of the respondent will be evaluated based upon the criteria presented in this RFP.

- A. Cover Letter** - This letter should introduce the project team, naming the key players and highlighting the firm's qualifications for this project;
- B. Firm's Qualifications** – Summary of overall qualifications and experience of the firm. Company history; number of years in business; including whether the company is a Section 3, minority or women owned business; provide a list of services provided for similar size projects completed or in progress in California, including any renovation projects and any projects in the City of Ventura;
- C. Approach** – A description of the methodologies that the consultant will employ; include any obstacles to availability to perform work on the project, and any substitution of personnel or other remedy anticipated;
- D. Project Team** – Identify key personnel who will be assigned to the project, their responsibilities, and experience. Provide a brief resume of each key team member;
- E. Project Fees** – Please provide fees, broken down by category;
- F. References** – Provide the names, addresses, and telephone numbers of three (3) previous clients who have contracted with the firm for similar services; and
- G. Legal Factors** – Please provide a list of lawsuits and explanation, including claims both settled and unsettled, for the past five (5) years, along with a self-certification that the Respondent has no active federal, state of public agency disqualification.

IV. Evaluation of Qualifications

The GreenPoint Rater Consultant Proposals will be evaluated by the following factors. Up to the following number of points will be assigned.

- 1. Firm Qualifications and approach: Qualifications and past performance on similar projects: 30 points**
- 2. Project Team: Qualifications and availability of key personnel: 20 points**
- 3. Project Fees: 20 points**
- 4. Section 3, Minority or Women Owned Business: 10 points**
- 5. Total: 80 Points**

V. Selection Process and Criteria

Homecomings will conduct a threshold review to first determine that:

1. The submittal is complete and in the requisite format; and
2. There is no active federal, state or public agency disqualification which would bar a Respondent from entering a contract.

A review committee will evaluate the proposals that pass the threshold review and assign points based upon the response other information available to the committee..

One or more Respondent may be invited for an interview. It is solely Homecomings' decision as to who will be interviewed and who will be awarded a contract.

The evaluation will be based on the factors in Section IV.

The following is the Proposal Submittal and Review Schedule:

Public Notice Release	9/11/2019
Request for Proposal Packages Available:	9/11/2019
Deadline for Submittal of Proposals:	9/27/2019