

FRANK D. LANTERMAN REGIONAL CENTER

**November 16, 2023
REQUEST FOR PROPOSALS**

**HOUSING DEVELOPMENT ORGANIZATION (HDO) OR SIMILAR
FOR ACQUISITION AND RENOVATION OF A 4 BEDROOM SPECIALIZED RESIDENTIAL
FACILITY FOR ADULTS WITH DEVELOPMENTAL DISABILITIES
CPP/CRDP FY2022/23 – Project Number FDLRC 2223-6**

ANNOUNCEMENT

The Frank D. Lanterman Regional Center (FDLRC) is seeking proposals from qualified Housing Development Organizations (HDOs), or similar to acquire and renovate a four-bedroom Specialized Residential Facility for young adults with complex medical and behavioral/mental health needs in the FDLRC catchment area. The home will fulfill the regional center's Community Placement Plan (CPP) and Community Resource Redevelopment Plan (CRDP). The target population for the home consists of young adults with developmental disabilities transitioning from more restrictive living settings who require intensive services and supports due to challenging behaviors and/or medical needs, which are beyond what is typically available in other community living arrangements. These young adults may currently be in more restrictive living arrangements, including State-Operated Developmental Centers and/or other locked facilities. These adults exhibit aggression toward others, elopement, property destruction, and self-harming behaviors. These adults require intensive care, supervision, interventions and assistance to live the highest quality of life possible despite incompatible behaviors displayed throughout their daily routines.

If you are interested in developing this home, please complete a proposal in accordance with the submission instructions below. The Applicant selected for development may receive a start-up loan of up to \$650,000 for acquisition and up to \$425,000 for renovations (\$1,075,000 total). These funds will be used in accordance with the Housing Guidelines set forth by the Department of Developmental Services for FY17/18.

Deadline for Submission

Proposals must be received by the Regional Center by 4:00 PM on December 7, 2023. Applications that are incomplete or do not meet the basic requirements will be disqualified. No proposals will be returned.

**Shannon Rains
Housing Specialist
Frank D. Lanterman Regional Center
srains@lanterman.org**

PROJECT SUMMARY

Service Description

The Housing Developer Organization (HDO) or similar should have experience developing housing for people with intellectual/developmental disabilities, mental health issues and/or incompatible behaviors. The HDO provider will be responsible for acquiring and remodeling a site suitable to support the needs of the individuals described, including experience with the establishment of delayed egress. Experience working with the Department of Developmental Services (DDS) and their Housing Guidelines is preferred.

The home will be leased to a service provider that will be selected through a separate Request for Proposal process. The HDO's development team will need to work with the selected service provider and the regional center staff to address the anticipated physical, medical, behavioral, mental health and/or sensory needs of the individuals that will reside in this home. The HDO's development team will also need to work with the selected service provider and FDLRC staff to ensure that the requirements of Community Care Licensing (CCL) are met, and that the home is modified to accommodate non-ambulatory individuals. The property selected, and the proposed design of the site must be approved by FDLRC in advance of purchase. The HDO will provide landlord/property management duties while FDLRC will oversee the service provider selected for the provision of direct care services. The 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 and in compliance with DDS requirements.

If selected for the project, FDLRC will inform the selected HDO of preferred locations and will work with the selected HDO to identify a site within the FDLRC catchment area. FDLRC will have final approval of the selection of a site, and DDS must approve the purchase before funds can be released.

Geographic Location

The Frank D. Lanterman Regional Center catchment area consists of the cities of Burbank, Glendale, La Cañada and Pasadena, as well as the Hollywood, mid-Wilshire and Downtown areas of Los Angeles. The home will offer private, single occupant bedrooms and living environments that are barrier-free/ADA accessible.

Contract Start Date

The contract term for the selected Applicant is scheduled to begin within 60 days of selection and will be through March 31, 2025.

Availability of Start-Up Funds and Rate of Reimbursement

Start-up funds of up to \$650,000 for acquisition and up to \$425,000 for renovation may be available.

Funds for this project will be dispersed incrementally, according to specific development and renovation objectives and milestones listed in the contract and in compliance with the DDS approved Housing Agreement.

The regional center reserves the right of final decision regarding application eligibility, applicants selected for interview, proposals selected for development, and the vendorization

of ongoing services.

This RFP does not commit FDLRC to procure or vendor the proposed service.

PROJECT REQUIREMENTS

APPLICANT ELIGIBILITY AND RESTRICTIONS

Eligibility

For the purposes of this project, the preferred HDO corporate structure is an IRS 501(c)(3) corporation that will own the property with an Organizational Clearance 4 Certificate for the project from the California Board of Equalization. Only applicants who possess all qualifications as specified in the RFP and a proven record of success acquiring, constructing, renovating or rehabilitating property for the use by individuals with intellectual/developmental disabilities will be considered. Proposals will be considered from HDOs or similar who provide development team members with documented experience to meet this minimum standard.

Applicants who are incorporated as a housing organization must demonstrate their ability to acquire a single-family home for lease to a residential service provider. The goal for the HDO is to provide long term affordable housing to individuals with intellectual/developmental disabilities. Selected applicants are subject to funding source review and approval.

Preference will be given to HDOs familiar with the DDS Housing Guidelines.

Ineligibility

Under the following conditions, an individual or entity is ineligible to be a regional center vendor, and therefore may not submit a proposal.

1. **Conflict-of-Interest:** Any individual or entity that has a conflict-of-interest as established in DDS Regulations, Title 17, Sections 54314 and 54500 et seq., unless a waiver is permitted and obtained, including:
 - Regional Center employees and Board members, and their family members
 - Any entity/organization in which a regional center employee or Board member has a relationship which creates a conflict of interest
 - State employees and their family members
 - Any entity/organization in which an officer or employee of the State has a financial interest
 - Area Board employees and their family members
2. **Out-of-State Applicant:** Any individual or entity outside of the state, except as specified in Title 17, Section 54318.
3. **Conviction of Fraud, Neglect or Abuse:** Any individual/ or entity that has been convicted of a felony or misdemeanor involving fraud or abuse in a government

program, or neglect or abuse of an elder, dependent adult or child, within the previous ten (10) years. (Welfare and Institutions Code, Section 4648.12)

APPLICANT QUALIFICATIONS

The following qualifications will be sought in a potential provider and will be assessed by evaluating an applicant's proposal, and responses to interview questions, if applicable. For finalists, assessment of these qualifications will also include the collection and evaluation of additional information utilizing, but not limited to, the evaluation procedures listed below:

Qualifications Sought in a Provider

Applicant has a proven history of financial responsibility, stability and soundness.

Applicant has proven credentials and demonstrated ability to acquire and renovate homes for use by persons with intellectual/developmental disabilities.

Applicant has a proven history of positive working relationships with the community and applicable government agencies.

Applicant has a proven history in the area of project development, including the ability to complete projects, meet project timelines and finish within budget.

Applicant has the administrative capacity to complete the project in a timely fashion.

Evaluation Procedures

- All *finalists* will be required to submit a Financial Statement and attach business and financial records to substantiate the finalist's adequate working capital. For finalists without business records, two years of tax returns will be requested and reviewed.

- Intra and inter-Regional Center review as applicable.

Note- Title 17 limits administrative costs to 15% of program expenses

- Complete reference check to substantiate submitted resume(s) and completed projects.

- Confer with the Department of Developmental Services and other regional centers as applicable.

- Intra and inter-Regional Center and DDS review and discussion as applicable, regarding applicant's track record on managing and completing projects and meeting project timelines and budgets.

- Confirm the number of projects applicant currently has in development and ensure that the applicant's capacity is not over stretched or that the applicant has competing or conflicting responsibilities with projects in development with other regional centers.

SELECTION PROCESS

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

Lanterman Regional Center will seat the RFP Selection Committee within 30 business days of the proposal deadline. The evaluation process will include individual committee members' evaluation and rating of each proposal, followed by committee discussion and ranking of proposals.

Proposals will be reviewed and evaluated for:

- Completeness and responsiveness of the proposal
- Relevant experience and qualifications of the applicant
- Timeline and budget projections that are realistic and reasonable
- Demonstrated financial responsibility, stability and soundness of the applicant

Proposals may be eliminated from further consideration due to inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents.

In addition to evaluating the merit of the proposal, applicants will be evaluated and selected based on previous performance, including timely completion of projects, and a history of cooperative work with the regional center. (Please refer to the section titled *Applicant Qualifications* for details.)

After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists. All finalists will be required to complete and submit a Financial Statement. (Please see section titled *Applicant Qualifications* for details.)

All applicants will receive written notification of FDLRC's decision regarding their proposal within 30 business days of Board Approval to issue a contract.

Additional information may be required from the selected applicant prior to the awarding of the project.

The applicant will work with the LRC Housing Specialist on site selection and home remodeling that may be necessary.

Any information withheld or omitted, or failure to disclose any history of deficiencies or client abuse shall disqualify the applicant from award of the project and/or contract.

FDLRC reserves the right not to select an applicant for vendorization, if, in its determination, the applicant is not qualified for or sufficiently responsive to the service need.

Additional Requirements

- Proof of Liability Insurance: The selected applicant will be required to maintain general and professional liability insurance for all work performed on behalf of regional center clients and their families, and to name the regional center as an additional insured on all such policies.
- Submission of Vendor Disclosure Statement (DS1891) with no findings
- Submission of Provider Conflict of Interest Statement with no issues
- Submission of Budget Summary/Project Timeline Summary

RESERVATION OF RIGHTS

Frank D. Lanterman Regional Center (FDLRC) reserves the right to withdraw the RFP or to suspend or defer development of the project at any time without notice. This RFP is offered at the discretion of FDLRC and does not commit FDLRC to award the project.

FDLRC reserves the right to retract the RFP at any time throughout the application process and not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the project need.

FDLRC reserves the right to reject the proposal of any applicant whom, in their determination, is not responsible or has previously failed to perform properly or is not able to complete the project.

FDLRC reserves the right to request or negotiate changes in the proposal.

SUBMISSION INSTRUCTIONS

Proposal Content

Each proposal must be comprised of the following components:

1. Attachment A: Application/Proposal Coversheet
2. Attachment B: Development Questionnaire
3. Attachment C: Professional Resumes & References

Formatting Requirements

Applicants must adhere to the following formatting requirements when submitting proposals:

- Attachments/Forms must be type written in 12-point, Times New Roman or Arial font. Include additional pages as needed.
- All submissions must be clear and in PDF format.
- All submissions must be emailed to Shannon Rains at srains@lanterman.org.
- Submissions will NOT be returned.

Contact Person

Questions pertaining to submission instructions may be directed to:

Shannon Rains, Housing Specialist, 213-252-8644

Pablo Ibañez, Director Community Services, 213-252-4928

Timeline

› <u>December 7, 2023</u>	Deadline for receipt of proposals
› <u>December 14, 2023</u>	Evaluation of proposals by Selection Committee
› <u>December 19, 2023</u>	Interviews with highest ranking applicants, if applicable
› <u>January 10, 2024</u>	Executive Committee Review
› <u>January 24, 2024</u>	Contract approval by FDLRC Board of Directors
› <u>January 25, 2024</u>	Notice of selection mailed to applicants
› <u>February 5, 2024</u>	Contract Signed
› <u>February 5, 2024</u>	Notification of project award posted on LRC web site

APPLICATION/PROPOSAL COVERSHEET

Name of Applicant or Organization Submitting Proposal			
Name of parent corporation, if applicable			
Applicant's mailing address			
Contact person for project			
Contact phone number	Contact fax number	Contact e-mail address	
Author of proposal or consultant assisting with proposal		Author/consultant phone number	
List all Regional_Centers with which you have single-family housing projects.			
Reg. Center	Indicate if home is a CCF, ICF, EBSH, CHH	Contact Person & email address	
<u>List any projects currently in development</u>			

Reg. Center	Indicate whether project is currently in the acquisition or renovation	Anticipated Provider Lease Date

Application submitted by:

Signature (person must be authorized to bind organization)

Date

Attachment – B

DEVELOPMENT QUESTIONNAIRE

The response to each question is not to exceed 1-page

Name of Applicant/Organization: _____

1. Background and Experience: Provide a brief history of your Housing Development Organization and your experience in working with Regional Centers and with the Department of Developmental Services and their Housing Guidelines.

2. Development Experience: Briefly summarize your expertise for developing new programs. Highlight similarities between current or previous homes developed, your plans to address the service needs for this RFP and an estimated timeline for completion of the renovations once escrow has closed.

3. Staff Qualifications: Do you, your staff and/or your organization currently possess the credentials, skills, training and/or years of experience noted in the Project Requirements Section as: 1) required for this RFP and/or 2) preferred for this RFP? (Briefly explain)

4. LRC Catchment Area: Describe your familiarity with the Lanterman catchment area. Is there one jurisdiction that is easier/better to work with than another when considering siting of the home? Please explain.

5. Typical Renovations: Describe the typical renovations you have made to single-family homes for persons with intellectual/developmental disabilities to ensure the home meets their current and future needs.

6. Financial Resources: What financial resources do you bring to the project (e.g., line of credit, cash or fluid capital reserves, etc.)?

Attachment – C
PROFESSIONAL RESUMES AND REFERENCES

Name of Applicant/Organization: _____

Submit a professional resume for all staff and consultants identified or referenced in application, including individual(s) who will be administrator, if known.

<u>List all staff and/or consultants for whom a resume is attached</u>	
Name	Job Title/Type of Consultant

List three references, including job title and agency affiliation, who can be contacted regarding applicant's qualifications, experience and ability to implement this proposal. References must be professional in nature. References from members of the applicant's governing board and/or applicant's family members are excluded from consideration.

Name: _____ Phone: _____
Job Title: _____
Agency Affiliation: _____

Name: _____ Phone: _____
Job Title: _____
Agency Affiliation: _____

Name: _____ Phone: _____
Job Title: _____
Agency Affiliation: _____