**October 14, 2019**

**Request for proposals for Development of New Resources**

**CPP/CRDP FY 201920 – Project Number FDLRC1920-2**

**Housing Development Organization (HDO)**

**for acquisition and renovation of a 4 bedroom home for Young adults with developmental disabilities**

**ANNOUNCEMENT**

The Frank D. Lanterman Regional Center is seeking proposals from qualified Housing Development Organizations (HSOs) to acquire and renovate a four bedroom home in the Frank D. Lanterman Regional Center (FDLRC) catchment area to fulfill the regional center’s Community Placement Plan (CPP) and Community Resource Redevelopment Plan (CRDP). The target population for the home consists of adult individuals, age 18-30 transitioning from a children’s crisis/step-down home or being deflected from going into an institution. In order to sustain their long-term success, these young adults require intensive supports, supervision, interventions and assistance to live the highest quality of life possible despite incompatible behaviors displayed throughout their daily routines. The home acquired and renovated by the successful HDO will be leased to the Service Provider selected to support these individuals.

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 funds of up to $300,000 for acquisition and up to $400,000 for renovations. These funds will be used in accordance with the Housing Guidelines set forth by the Department of Developmental Services for FY19/20.

**Deadline for Submission**

Proposals must be received by the Regional Center by 4:00 PM on Thursday, November 14, 2019. Applications that are incomplete, fail to comply with instructions or do not meet the basic requirements will be disqualified. No proposals will be returned.

**LANTERMAN REGIONAL CENTER**

**RFP SELECTION COMMITTEE**

**ATTENTION: SHANNON RAINS**

**3303 WILSHIRE BLVD., SUITE 700**

**LOS ANGELES, CA, 90010**

This RFP does not commit Lanterman Regional Center to procure or vendor the proposed service.

PROJECT SUMMARY

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| Service Description  The Housing Developer Organization (HDO) should have experience developing housing for people with intellectual/developmental disabilities, mental health issues and incompatible behaviors. The HDO provider will be responsible for acquiring and remodeling a site suitable to support the needs of the individuals described. 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 to serve regional center clients transitioning from a children’s crisis/step-down home or being deflected from going into an institution. 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 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 applicant of preferred locations and will work with applicant 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 Canada 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.  Rate of Reimbursement  Rate of Reimbursement will be based on the completion of milestones set forth in the contract agreement.    FDLRC CPP/CRPD FY 2019-20 Project #2   * Up to $300,000 for Acquisition Costs * Up to $400,000 for Renovation Costs |
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PROJECT REQUIREMENTS

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| Contract Start Date  The contract term for the selected Applicant is scheduled to begin on or about February 1, 2020. The funds awarded must be used by March 2023. |

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| **AVAILABILITY OF START-UP FUNDS**  Start-up funds of up to $300,000 for acquisition and up to $400,000 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 Lanterman Regional Center to procure or vendor the proposed service. |

##### 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 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

1. **Out-of-State Applicant:** Any individual or entity outside of the state, except as specified in Title 17, Section 54318.
2. **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:

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| **Qualifications Sought in a Provider** |  | **Evaluation Procedures** |
| Applicant has a proven history of financial responsibility, stability and soundness. |  | * 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. * Confer with Accounting Department and Fiscal Monitor at LRC, and the Community Services and Accounting Departments at other regional centers as applicable.   Note- Title 17 limits administrative costs to 15% of program expenses |
| Applicant has proven credentials and demonstrated ability to acquire and renovate homes for use by persons with intellectual/developmental disabilities. |  | * Complete reference check to substantiate submitted resume(s) and completed projects. |
| Applicant has a proven history of positive working relationships with the community and applicable government agencies. |  | * Confer with the Department of Developmental Services and other regional centers as applicable. |
| Applicant has a proven history in the area of project development, including the ability to complete projects, meet project timelines and finish within budget. |  | * Confer with DDS, Community Services staff at FDLRC, and other regional centers as applicable, regarding applicant’s track record on managing and completing projects and meeting project timelines and budgets. |
| Applicant has the administrative capacity to complete the project in a timely fashion. |  | * 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 member 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 Lanterman Regional Center’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.

Lanterman Regional Center 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

##### 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 in a position 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 **4 complete sets** 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:

* All submissions must be on white, standard size (8 ½” x 11”) paper, single-sided or double sided (and inverted) copies.
* Attachments/Forms must be type written in 12-point, Times New Roman or Arial font. Include additional pages as needed.
* FAX and E-Mail copies will NOT be accepted.
* All submissions must be stapled or clipped. Hardcover binders, spiral binding etc. will NOT be accepted.
* Submissions will NOT be returned.

Contact Person

Questions pertaining to submission instructions may be directed to:

Shannon Rains, Housing Specialist, 213-252-8644

Karen Ingram, Director Community Services, 213-252-5694

Timeline

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|  | November 14, 2019 | Deadline for receipt of proposals |
|  | December 3, 2019 | Evaluation of proposals by Selection Committee |
|  | December 18, 2019 | Interviews with highest ranking applicants, if applicable |
|  | January 8, 2020 | Executive Committee Review |
|  | January 22, 2020 | Contract approval by FDLRC Board of Directors |
|  | January 27, 2020 | Notice of selection mailed to applicants |
|  | February 14, 2020 | Contract Signed |
|  | February 14, 2020 | Notification of project award posted on LRC web site |

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| Attachment – A | | | | | | | | | | | | | | | | |
| APPLICATION/PROPOSAL COVERSHEET | | | | | | | | | | | | | | | | |
| Name of Applicant or Organization Submitting Proposal | | | | | | | | | | | | | | | | |
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| Name of parent corporation, if applicable | | | | | | | | | | | | | | | | |
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| Applicant’s mailing address | | | | | | | | | | | | | | | | |
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| Contact person for project | | | | | | | | | | | | | | | | |
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| Contact phone number | | | Contact fax number | | | | | Contact e-mail address | | | | | | | | |
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| Author of proposal or consultant assisting with proposal | | | | | | | | | Author/consultant phone number | | | | | | | |
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| **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 | | | | | | | |  | |
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| List any projects currently in development | | | | | | | | | | | | | | | | |
| Reg. Center | Indicate whether project is currently in the acquisition or renovation | | | | | | | | | | | | Anticipated Provider Lease Date | | | |
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| Application submitted by: | | | | | | | | | | | | | | | | |
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| Signature (person must be authorized to bind organization) | | | | | | | | | |  | | Date | | | | |
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| Attachment – B | | | | | | | | | | | | | | | |
| DEVELOPMENT QUESTIONNAIRE *The response to each question is not to exceed 1-page* | | | | | | | | | | | | | | | |
| Name of Applicant/Organization: | | | | |  | | | | | | | | | | |
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| 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. | | | | | | | | | | | | | | | |
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| 1. 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. | | | | | | | | | | | | | | | |
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| 1. 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) | | | | | | | | | | | | | | | |
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| 1. 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. | | | | | | | | | | | | | | | |
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| 1. 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. | | | | | | | | | | | | | | | |
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| 1. Financial Resources: What financial resources do you bring to the project (e.g., line of credit, cash or fluid capital reserves, etc.)? | | | | | | | | | | | | | | | |
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| Attachment – C | | | | | | | | | | | | | | | | |
| PROFESSIONAL RESUMES AND REFERENCES | | | | | | | | | | | | | | | | |
| Name of Applicant/Organization: | | | | |  | | | | | | | | | | | | |
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| Submit a professional resume for all staff and consultants identified or referenced in application, including individual(s) who will be administrator, if known. | | | | | | | | | | | | | | | | |
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| List all staff and/or consultants for whom a resume is **attached** | | | | | | | | | | | | | | | | |
| Name | | | | | | Job Title/Type of Consultant | | | | | | | | | | |
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| List three references, including job title and agency affiliation, who can be contacted in regard to 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. | | | | | | | | | | | | | | | | |
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