www.vmrc.net
VALLEY MOUNTAIN REGIONAL CENTER

Life with the Power of Choice and Possibilities

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Valley Mountain Regional Center
Request for Proposal
Fiscal Year 2018-2019

Housing Services - Acquisition and Renovation
For
Enhanced Behavioral Supports Home

To serve Children Male/ Female, 10-17 years old

Valley Mountain Regional Center (VMRC) is requesting proposals for Community Placement Planning for the acquisition and development of property.

Project # VMRC-1819-3

Service Type: Acquisition and renovation of one (1) single family home to be developed as an Enhanced Behavioral Supports Home (EBSH) for four (4) Children male/ female with developmental disabilities.

Project Type: Housing Services Acquisition and renovation for an Enhanced Behavioral Supports Home that will be the residence of four (4) adult males with developmental disabilities and co-occurring conditions to be located in San Joaquin, Stanislaus, Amador, Calaveras or Tuolumne County.

Funding Available: $200,000 for property acquisition and $300,000 for renovation for a total award of $500,000. Funding availability as approved by the State of California, Department of Developmental Services (DDS) along with their final approval of one of the qualified proposals received by VMRC.

Posting Date: February 4, 2019

Deadline for Application Submission: March 4, 2019 by 5:00 p.m.

Development Timeline: The home should be acquired within 180 days of contract being executed between VMRC and the selected Housing Development Organization (HDO). The home should be renovated or new construction complete and ready to be licensed by **June 1, 2020** or sooner. Residential Services will begin by **July 1, 2020**.

INTRODUCTION

VMRC is a community-based, private nonprofit corporation that is funded by the State of California to serve people with developmental disabilities as required by the Lanterman Developmental Disabilities Act. The Lanterman Act is part of California law that sets out the rights and responsibilities of persons with developmental disabilities. Valley Mountain is one of 21 Regional Centers throughout California serving individuals with developmental disabilities and their families. VMRC provides services to residence within San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne Counties.

DESCRIPTION OF PROJECT

VMRC is requesting the submission of proposals for the acquisition and renovation of one (1) single family home, which will be available for long-term lease by a residential service provider selected and vendored by VMRC. Grant funds to acquire the home will be for a total of one (1) property. Acquisition of the property will be a collaborative effort between the HDO, the regional center and the vendor selected to provide direct services to the residents and operate the home. The acquired and renovated properties will operate as EBSH.

An EBSH is a new service model established under California Department of Social Services/Community Care Licensing and licensed as an Adult Residential Facility and vendorized by the regional center as a Specialized Residential Facility / Enhanced Behavioral Supports Home. Refer to California Code of Regulations, Division 2, Chapter 3, Subchapter 24, establishing program standards for EBSH's.

An EBSH means an adult residential home certified by the State Department of Developmental Services (DDS) and licensed by the Department of Social Services (DSS) as an adult residential facility r group home that provides 24-hour nonmedical care to individuals with developmental disabilities who require enhanced behavior support, staffing and supervision in a homelike setting, as defined in Section 4684.80 of the Welfare and Institutions Code. The enhanced behavioral services and supports provided to address individuals' challenging behaviors include additional staffing supervision, facilities characteristics and other services and supports which are beyond what is typically available in other community-based adult residential facilities or group homes to serve individuals in a community setting rather than an institution. Refer to Welfare and Institutions code 4684.80 (a) and (b).

Interested parties are invited to submit a proposal in accordance with the specifications outlined in this Request for Proposal (RFP) to acquire one (1) property for long-term lease to a service provider supporting individuals with developmental disabilities. Applicants will also be responsible for the long term management of the property. The successful applicant for this award will acquire the property to be purchased and renovated or constructed to VMRC specifications and will be owned and maintained by the HDO for restricted use as housing for individuals served by VMRC. The applicant must be an HDO, or have a component of their organization that does not provide direct services to any individuals with developmental disabilities.

To ensure that homes developed using Community Placement Planning (CPP) funds are always available for use by individuals served by VMRC, real estate deed restrictions or restrictive covenants are required for each property purchased with these funds by the

HDO. These deed restrictions or restrictive covenants must place specific limitations on the use of the property.

Deed restrictions must specify the property will be held, and available for serves to person referred by VMRC in perpetuity from the date of purchase per the "Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan" issued by the California State Department of Developmental Services. The entire document can be accessed at the following web address, https://www.dds.ca.gov/CPP/docs/CPP_Housing_Guidelines.pdf

Renovation of the property must be supervised by, and is the responsibility of, the HDO. Renovation plans must be developed for the HDO by a licensed architect and implemented by a licensed, bonded contractor, and the plans approved by VMRC prior to an application for construction permits. The property will be leased to a residential service provider who will provide care and supervision to the residents. The selected residential service provider as well as the regional center staff will be available to the HDO/architect/building contractor for development team meetings and technical assistance regarding the needs of the individuals referred as well as the requirements of Community Care Licensing.

Property selected must be convertible to meet the standards for licensing by the California State Department of Social Services, Community Care Licensing Division, as an Adult Residential Facility for ambulatory and a minimum of two non-ambulatory residents. Property ownership and management will be separate and distinct from the provision of services and supports. The property acquired for the EBSH must be a single-story family home for no more than four adults, per home. The home will be designed with (4) single occupancy bedrooms with shared bathrooms or private bathrooms. The property must be approved by VMRC and DDS in advance of purchase and located within the VMRC's five county catchment area of San Joaquin, Stanislaus, Amador, Calaveras and Tuolumne.

Additional requirements for the property may include but are not limited to the following:

- Single family home suitable for ADA compliance and capability to be licensed as a Four Bed non-ambulatory home
- Compliance with Title 22 Community Care Licensing regulation's and vendorization requirements by VMRC
- Private bedroom for each of the 4 residence
- Separate or shared bathroom
- Large lot with ample property lines to afford some distance from neighbors
- Fenced backyard
- Minimum of 2 common areas
- Shatter proof windows and reinforced interior walls
- Parking area (preferably off street) for staff and visitors
- Fire sprinkler system (for CCH property must accommodate commercial fire sprinklers-NFPA 13 type)

- Clear line of sight within the home
- Secured fixtures and appliances
- Backup power generator to power essential systems of the home.

APPLICANT ELIGIBILITY

The HDOs primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purpose of this project, the applicant can be a for profit housing organization, a registered NPO (or indicate the intent to create an NPO registered as an IRS 501 (c)(3) corporation), limited liability company, or limited partnership that will own the property through the HDO as a managing general partner who receives and retains an Organizational Clearance Certificate for the projects from the California Board of Equalization in Order to be exempt from property taxes.

Only applicants who have acquired, constructed, or renovated property for the use of special needs populations for a minimum of two years, or have a team members with at least four (4) years of relevant experience, will be considered. Applicants must possess qualifications as specified in the RFP.

Responses to the RFP will be considered from affordable housing developers who retain development team members with documented experience in real estate purchase, financing and renovation. HDO's must submit the resumes of the development team, a summary of past projects, and a narrative of proposed property ownership including acquisition, renovation, and maintenance. Information on plans for acquiring permanent financing, HDO organization and financial documentation, an implementation and financing plan. Including an detailed budget and a pro forma budget.

The selected applicant may be required to provide a performance bond for all money advanced. The cost of the bond will be an acceptable startup cost.

The following agencies and individuals are not considered eligible for this RFP award.

- The State of California, its officers or its employees;
- A regional center, its employees, and their immediate family members;
- Area Board members, their employees or their immediate family members;
- Any HDO with a conflict of interest in either board members or employees.

Refer to Title 17 regulations, Section 54314 for a complete list of ineligible applicants.

APPLICATION REQUIREMENTS

Applicants must demonstrate the following standards in their application:

- All documents submitted must be submitted on white, standard size (81/2" x 11") paper, single-sided only, typed in 12 pt. Arial font and double spaced.

- Attachment forms must be type written. Additional pages may be added it needed. All proposals must be complete, collated, and page numbered.

- Six hard copies plus one original must be mailed or delivered to VMRC, to the Attention of Brian Bennett as specified below.

- An electronic version in PDF format, of the proposal must also be submitted to bbennett@vmrc.net. An email acknowledgement of each submission received will be sent to the applicant.

- The Application Proposal Title page must be the first page of the proposal packet.

- If needed, include appendices for documents, such as resumes, certificates, curricula, schedules, and letters of recommendation or support.

- Fax copies will NOT be accepted.

- Proposal Applications submitted will NOT be returned.

- Proposals that are NOT received by the specified deadline will NOT be accepted.

APPLICATION PACKET CONTENT

The proposal application must include completed appendices as listed below.
Each of the following need to be completed to ensure acceptance of the application. If you are providing additional information or attachments, please identify the attachment in the response and label the attachment with the appendix being responded to.

Include all information requested below and submit the response to the RFP in the exact and same order as listed below. For additional information in developing and writing the proposal and service summary, refer to "Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan" that can be found at the following web address.
https://www.dds.ca.gov/CPP/docs/CPP_Housing_Guidelines.pdf

Appendix A – Proposal Title Page
Appendix B -- HDO Capacity Statement
Appendix C -- Housing Proposal Overview
Appendix D -- Proposed Timeline

Appendix E -- Financial Statement
Appendix F -- HDO Documents
Appendix G -- CPP Statement

For additional information or clarification, regarding the completion of the application requirements and/or Word copies of RFP document templates, please contact Brian Bennett. bbennett@vmrc.net

SUBMISSION OF APPLICATION PACKAGE

Proposals must be postmarked or date stamped, if hand delivered, by **5:00 p.m. on March 4, 2019.**

Please mail proposals to:

ATTENTION: Brian Bennett, Assistant Director of Consumer Services, Resource Development/Contracts
Valley Mountain Regional Center
P.O. Box 692290
Stockton, CA 95269-2290

Or deliver in person to:

Valley Mountain Regional Center
702 N. Aurora Street
Stockton, CA 95202
ATTENTION: Brian Bennett, Assistant Director of Consumer Services, Resource Development/Contracts

An electronic version of the proposal must also be submitted to bbennett@vmrc.net

Proposals that are late or FAXED or only e-mailed will not be accepted. The original and six (6) hard copies must be received to ensure they are accepted by the deadline.

All inquiries regarding this RFP and any technical assistance requests should be directed via email to Brian Bennett. bbennett@vmrc.net. Technical assistance is limited to information on the requirements for preparation of proposals.

SOURCES for TECHNICAL ASSISTANCE

A Proposal Application Conference will be held **February 15, 2019** from **11a.m to 12 p.m.** at VMRC, Stockton office located at 702 N. Aurora Street, Stockton, CA.
Those interested in submitting an application proposal packet are strongly encouraged to attend or to send a representative to the conference. During the conference potential applicants will have the opportunity to ask questions about the requirements of the project as well as the application packet requirements.

Additional inquiries regarding the application or for requesting technical assistance should be directed to bbennett@vmrc.net. Technical assistance is limited to information on the requirements for preparation of the application packet. Frequently Asked Questions with the response will be posted on the internet at www.vmrc.net.

RESPONSE for PROPOSAL TIMELINES

DATE	ACTIVITY
January 16, 2019	Request for Proposal release
February 15, 2019	Applicants conference
March 4, 2019	Deadline for receipt of proposals
Week of March 5-8, 2019	Evaluation of proposals by selection committee Interviews with highest-ranking applicants, if applicable.
Week of March 11, 2019	Notice of selection mailed to applicants
TBD	Startup contract signed
TBD	Notification of project award posted on VMRC website

SELECTION PROCEDURES and SCORING

Those proposals received by the deadline will undergo a preliminary review to ensure the application meets the requirements as stated in the RFP. Incomplete application packets will not be eligible for consideration. The proposal review committee will be seated by VMRC. Application packets will be reviewed for completeness, applicant experience, and fiscal stability, resources of applicant, reasonableness of costs, and ability of applicant to identify and achieve outcomes of the property acquisition and renovation. Qualified applicants whose proposals score 75% and above will be scheduled for an interview. The interview process will consist of the selection committee members asking questions about the content of the RFP Application Packet, and Budget Proposal and the projected timelines.

Priority will be given to proposals demonstrating Leveraged funds from grants, gifts, and other like sources, rather than, or in addition to, funds from long-term financing.

The selection committee will use the following criteria to rate all proposals.

Appendix A -- Proposal Title Page	5 points
Appendix B -- HDO Capacity Statement	20 points
Appendix C -- Housing Proposal Overview	25 points
Appendix D -- Proposed Timeline	20 points
Appendix E -- Financial Statement	20 points
Appendix F -- HDO Documents	5 points
Appendix G -- CPP Statement	5 points
Total	**100 points**

In addition to evaluation on the merit of the entire proposal application packet, applicants will be evaluated and selected based on previous performance including the timely completion of projects, a history of cooperation with regional centers and funders, ability to complete projects within budgeted amounts, and a track record consistent with established timelines for development.

RESERVATION OF RIGHTS

VMRC reserves the right to request or negotiate changes to a proposal, to accept all or part of a proposal, or to reject any or all proposals. VMRC may, or at its sole discretion, not award a contract, if in its determination, no applicant is sufficiently responsive to the components of the request for proposal. VMRC reserves the right to withdraw this RFP and/or any item within the RFP at any time without notice. VMRC reserves the right to disqualify any proposal which does not comply to the REP requirements. This RFP is at the discretion of VMRC, it does not commit the regional center to award the grant.

COST of PROPOSAL SUBMISSION

Applicants responding to the RFP shall bear all costs associated with the development and submission of the proposal.