



**FINANCE**

**CITY OF LANCASTER, CA**

**REQUEST FOR PROPOSAL NO. 832-24**

**HOUSING FOR THE UNHOUSED**

**SUBMISSION DEADLINE**

**July 8, 2024**

**BY 2:00 P.M.**

**(13:59:59– ACCORDING TO THE CITY’S OFFICIAL PROPOSAL CLOCK)**

**SUBMIT TO:**

**OFFICE OF THE CITY CLERK  
LANCASTER CITY HALL  
“RFP 832-24 HOUSING FOR THE UNHOUSED”  
44933 FERN AVENUE  
LANCASTER, CA 93534**

For questions concerning this RFP contact by email only:

Purchasing Department

[bidinquiries@cityoflanasterca.gov](mailto:bidinquiries@cityoflanasterca.gov)

## Table of Contents

INTRODUCTION .....	3
SCOPE OF SERVICES .....	3
Background and Objective .....	3
INSTRUCTIONS TO PROPOSERS .....	3
PROPOSAL FORMAT AND CONTENT .....	3
CLARIFICATION OF PROPOSALS .....	6
DUE DATES & PROPOSED TIMELINE .....	6
EVALUATION OF PROPOSALS .....	7
QUESTIONS REGARDING THIS RFP .....	7
CLARIFICATION STATEMENTS .....	8
NO CONTACT POLICY .....	8
PROPRIETARY MATERIAL .....	8
COMPLETION OF PROPOSAL .....	8
ERRORS AND OMISSIONS .....	9
ADDENDA TO PROPOSAL .....	9
EXECUTION OF PROPOSAL .....	9
WITHDRAWAL OF PROPOSAL .....	9
PROPOSALS BECOME THE PROPERTY OF THE CITY .....	9
REJECTION OF PROPOSALS .....	10
AWARD OF QUALIFIED STATUS .....	10
CANCELLATION .....	10
ADMINISTRATIVE CONTACTS .....	10
SIGNATURE SHEET .....	11

# REQUEST FOR PROPOSALS (RFP) FOR HOUSING FOR THE UNHOUSED

## INTRODUCTION

The City of Lancaster is seeking to establish an inventory of existing safe, accessible housing units that can be utilized to address homelessness in our community. These units may address a range of housing insecurity challenges, including 1) affordable housing for those at risk of homelessness; 2) permanent supportive housing; and 3) affordable housing for individuals who no longer require the full complement of services provided by permanent supportive housing, but are not yet in a position to be able to afford market-rate housing.

The City is seeking qualified developers and property owners to provide information regarding their qualifications and housing units that are, or may become, available for these purposes. This will better enable the City to collaborate with entities such as the County of Los Angeles and various community-based organization to connect those in need with available housing.

This RFP contains the information and documents necessary to prepare and submit a responsive proposal. Proposers are responsible for complying with all requirements identified herein. By submitting a finished proposal packet, the Proposer represents that it has thoroughly examined and become familiar with the work required within this proposal and that it is capable of supplying a product to achieve the City's objectives. Requests for modifications to the submitted proposal packet on the grounds that the Proposer was not fully informed as to any fact or condition will not be allowed. The City reserves the right to accept or reject any Proposal, or portions thereof, or to waive any informalities or irregularities within the proposals.

## SCOPE OF SERVICES

### Background and Objective

The City of Lancaster recognizes the need to address homelessness and housing insecurity in our community. The purpose of this RFP is to establish a list of qualified developers and units that presently are or will soon be available to provide permanent supportive housing and/or affordable housing for those at risk of homelessness. Proposers may include existing units as well as those in the development review process or under construction. In collaboration with various public and nonprofit partners, the City will seek to connect available or soon-to-be available units with those who need them.

## INSTRUCTIONS TO PROPOSERS

### PROPOSAL FORMAT AND CONTENT

The Proposer shall submit one (1) original, three (3) printed copies, and one electronic version that includes Excel files as necessary (flash drive) of their Proposal Package. All proposals should be in 8.5" x 11" format and shall not exceed 20 pages (one-sided) or 10 pages (double-sided). Proposals shall be continuously page numbered with a table of contents.

Proposals submitted in response to this RFP must be complete and contain all of the submittal requirements described below. Failure to provide the required information may result in the submittal to this RFP being deemed unresponsive.

In order to qualify as an Applicant under this RFP, your organization, team or joint venture must address each item below and meet all qualifications listed below:

#### **A. TRANSMITTAL LETTER**

The proposal shall be transmitted with a cover letter describing the organization's interest in and commitment to addressing homelessness in the City of Lancaster. The person authorized by the organization to enter into contracts/agreements shall sign the cover letter and the letter shall identify to whom correspondence and other contacts should be directed during the selection process.

#### **B. APPLICABLE CATEGORIES**

1. Confirm which of the following categories the Proposer is submitting under. A Proposer may opt to submit under both categories.
  - a. Permanent Supportive Housing
    - i. Existing units available
    - ii. Units in the development pipeline
  - b. Affordable Housing (30% Area Median Income and below)
    - i. Existing units available
    - ii. Units in the development pipeline

Experience and qualifications should be submitted specific to the category in which the Proposer is submitting. If submitting under both, please list project experience and qualifications for both categories separately.

#### **C. EXPERIENCE (40%)**

1. Provide information on development projects the Proposer has built and/or is currently operating which provide permanent supportive housing or affordable housing for those at 30% AMI and below, as applicable. Include Proposer's role(s) in the project (i.e. developer, operator, owner, etc.).
2. For permanent supportive housing units in which the Proposer is not the Operator/Service Provider, describe the experience of the proposed Service Provider.
3. Provide evidence of three or more years of property management experience serving the target population (e.g. security, maintenance, good neighbor policies, and code compliance).
4. Demonstrate at least three years of experience providing services to the target population.

#### **D. QUALIFICATIONS AND PRINCIPALS (25%)**

1. Please submit an organizational chart for each member or component of the team (i.e. Developer and Service Provider).

2. Provide a list of Proposed Personnel with qualifications, professional experience and skills of the Applicant overall and in particular the proposed team members. Resumes and license/certificate documentation shall not count toward the page limit.

**E. UNIT STATUS & AVAILABILITY (20%)**

1. Provide a table reflecting the following, separated into permanent supportive housing units and affordable housing for those with an AMI of 30% and below if both are being proposed:
  1. Number of units currently available
  2. Type of units currently available (e.g. room count, amenities, etc.)
  3. Address of units currently available (include development name, if applicable)
  4. Number of units available in future
  5. Timeline for availability (if currently in the development process, include status, e.g. submitted to Planning, building plans submitted, securing financing, etc.)
  6. Type of units available in future
  7. Address of units available in future (include development name, if applicable)

**F. PROJECT APPROACH (15%)**

1. Describe proposed services of the Service Provider, as applicable. For permanent supportive housing, these should include case management, addiction recovery services, workforce development, access to medical care, etc. For affordable housing, this may include personal finance classes/coaching, access to workforce development and child care resources, etc.
2. Outline opportunities to collaborate with City, nonprofit, and private organizations to serve and identify individuals in need of services.
3. Briefly describe proposed property management services, including but not limited to staffing plans, security measures, regulatory program compliance, and good neighbor policies.
4. Demonstrate ability to accomplish goals of project as represented in past work and supporting materials.
5. Demonstrate capacity for leveraging funding sources for state, local, and federally-funded projects and complying with local, state and federal guidelines.
6. Demonstrate excellence in aesthetic quality, workmanship, innovation and creativity, as needed to accomplish the project goals.
7. Demonstrate the ability to work with diverse communities, in a variety of languages, providing materials that are best suited to the target audiences.

**G. REGULATORY COMPLIANCE (Pass or Fail)**

1. Does the Applicant have any non-compliance actions from the City of Lancaster, Los Angeles 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 Applicant 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 Applicant had any unfavorable judgments or bankruptcies in the last seven years?
4. Is the applicant 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 it has been or is now involved? All entities are required to disclose pending disputes with the City when bids, proposals or applications are submitted for a City contract or transaction.

**H. SIGNATURE SHEET**

1. Certify ability to meet the City’s insurance requirements.
2. Complete the included Signature Sheet and include it with the RFP submission.

**CLARIFICATION OF PROPOSALS**

The City reserves the right to clarify individual proposals during the evaluation process. Proposers shall respond to requests for clarification in writing, and responses will be included as part of the proposal.

**DUE DATES & PROPOSED TIMELINE**

All Proposals (an original, three copies, and an electronic version submitted via flash drive) are due by **2:00 (13:59:59) P.M. on July 8, 2024**. Any Proposal or samples received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. **Proposals and packages containing product samples must be clearly marked on the outside with the name of the Proposer and RFP title**. It is the responsibility of the Proposer to ensure that the Proposal is delivered to the place and by the time specified in this RFP. **Email and facsimile responses will not be considered**. Any late Proposals shall be returned unopened, to the Proposer.

The City reserves the right to modify the content or schedule of these events at any time, for any reason.

<b>Event</b>	<b>Date</b>
RFP Distribution	June 24, 2024
Last Day to Submit Questions	2:00 P.M. PST, July 1, 2024
Responses to Questions Posted	July 2, 2024
Proposal Due Date	2:00 P.M. PST, July 8, 2024

Proposal Evaluation by Committee	July 9 – July 15, 2024
Notification of Qualified Respondents	Tentatively July 17, 2024

**EVALUATION OF PROPOSALS**

Proposal submissions will be reviewed by a team of staff members from the City of Lancaster. The Selection Panel may wish to interview Proposers with scores above a natural break during the selection process. Should an interview process take place, the timeline will be extended accordingly, and the interview results will carry greater weight in the selection process. However, the City reserves the right to select solely based on the proposals without further contact.

Proposals shall be scored as follows:

Evaluation Criteria	Scoring	Points Possible
Completeness of Response	Pass/Fail	0
Transmittal Letter	Pass/Fail	0
Experience	0-40	40
Qualifications & Principals	0-25	25
Unit Status & Availability	0-20	20
Project Approach	0-15	15
Regulatory Compliance	Pass/Fail	0
Signature Sheet	Pass/Fail	0
		<b>100</b>

Following evaluation of the proposals, the most highly qualified Proposers shall be placed on a list of Qualified Developers and Service Providers. In collaboration with other public and nonprofit partners, the City shall utilize this list as needed to connect available units with those in need of them.

**QUESTIONS REGARDING THIS RFP**

Any questions or requests for interpretation or clarification, either administrative or technical, about this RFP must be submitted via email to [bidinquiries@cityoflancasterca.gov](mailto:bidinquiries@cityoflancasterca.gov) prior to **2:00 pm PST on April 4, 2024**. The subject line should be **“Questions – RFP 832-24.”**

Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. The City will not be responsible for any other explanation or interpretation of the RFP, or for any oral instructions. Any contact with City personnel other than identified above regarding this RFP may disqualify a Proposer.

## CLARIFICATION STATEMENTS

For clarification purposes, the words “Contractor”; “Consultant”; “Vendor”; “Supplier”; “Company”; “Proposer” and “Bidder” shall be read to be one and the same. The words “Contract” and “Agreement” shall be read to be one and the same. The words “Bid”; “Quote”; and “Proposal” shall be read to be one and the same. “City of Lancaster” and “City” shall be read to be one and the same. “Request for Proposal” and “RFP” shall be read to be one and the same.

## NO CONTACT POLICY

After the date and time established for receipt of proposals by the City, any contact initiated by any Proposer with any City representative, other than [bidinquiries@cityoflancasterca.gov](mailto:bidinquiries@cityoflancasterca.gov), concerning this Request for Proposals is prohibited. Any such unauthorized contact may cause the disqualification of the Proposer from this procurement transaction.

## PROPRIETARY MATERIAL

Please be advised that all information contained in proposals submitted in response to this solicitation may be subject to the California Public Records Act (Government Code §6250 et. seq.), and information’s use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified as such. It may then be protected and treated with confidentiality only to the extent permitted by state law.

## COMPLETION OF PROPOSAL

Proposals shall be completed in all respects as required by this RFP. A proposal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity can materially affect the quality of the proposal. Proposals which contain false or misleading statements may be rejected. If, in the opinion of the City’s selection committee, such information was intended to mislead the City in its evaluation of the Proposal, and the attribute, condition, or capability is a requirement of this RFP, the Proposal will be rejected. Statements made by a Proposer shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding. Conciseness is encouraged. Unauthorized conditions, exemptions, limitations, or provisions attached to a Proposal will render it non-responsive and may cause its rejection.

The Proposer, in responding to this RFP, must submit Proposals in the format identified in this RFP. The Proposal must address all requirements of the RFP even if a “no response” is appropriate.

Costs for developing Proposals are entirely the responsibility of the Proposer and shall not be chargeable to the City.

Only one Proposal is to be submitted by each Proposer. Multiple Proposals will result in rejection of all Proposals submitted by the Proposer.



## **ERRORS AND OMISSIONS**

If, prior to the date fixed for submission of Proposals, a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP or any of its appendices or exhibits, Proposer shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications shall be made by written Addenda to the RFP.

Interested Proposers may submit requests for clarifications in email or writing. The City will compile all requests and provide responses in written format to all Proposers who have furnished or requested an RFP.

If Proposer fails to notify the City, prior to the date fixed for the submission of Proposals, of an error in the RFP known to the Proposer, or an error that reasonably should have been known to the Proposer, Proposer shall submit its Proposal at his/her own risk, and if Proposer is awarded a Contract, Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

## **ADDENDA TO PROPOSAL**

The City may modify the RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of Proposals by issuance of an Addendum to potential Proposers. Such Addendum shall also be posted on the City's website. Proposer shall acknowledge receipt of all Addenda in their Proposal. Any Addenda issued during the time for submission of proposals will be made part of the Agreement. Proposer shall be responsible for ensuring all addenda are included in its response.

## **EXECUTION OF PROPOSAL**

The full name, business address, zip code, and business telephone number (with area code) of individual, partnership, joint venture, or corporation submitting a Proposal shall be typewritten on the Proposal. The Proposer shall ensure that the Proposal is signed by an authorized signatory. No stamped or facsimile signatures will be accepted.

## **WITHDRAWAL OF PROPOSAL**

A Proposal may be withdrawn after its submission by written or facsimile request signed by the Proposer or authorized representative prior to the time and date specified for Proposal submission. Proposals may be withdrawn and resubmitted in the same manner if done so before the Proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered.

## **PROPOSALS BECOME THE PROPERTY OF THE CITY**

Proposals become the property of the City and information contained therein shall become public documents subject to disclosure laws after the contract is awarded. (Government Code Section 7920.000 et seq.). The City reserves the right to make use of any information or idea contained in the Proposal.

Proposers must notify the City in advance of any proprietary or confidential materials contained in the Proposal and provide justification for not making such material public. The City will have the sole discretion to disclose or not disclose such material subject to state law.

All materials, ideas and formats submitted in response to this RFP will become the property of the City upon receipt.

## **REJECTION OF PROPOSALS**

The City may reject any and all Proposals and may waive any immaterial deviation or defect in a Proposal. The City's waiver of an immaterial defect or deviation shall in no way modify this RFP or excuse the Proposer from full compliance with this RFP and/or Contract documents if awarded the Contract. The City may make investigations as deemed necessary to determine the ability of the Proposer to perform, and the Proposer shall furnish to the City all such information and data for that purpose as requested by the City. The City reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the City that the Proposer is properly qualified to carry out the obligations of the Agreement and to complete the work described therein.

## **AWARD OF QUALIFIED STATUS**

The City reserves the right to modify the Award of Qualified Status or rejection date as best meets the needs of the City. The City reserves the right to reject any or all Proposals in response to this RFP in the best interest of the City. The City further reserves the right to waive any informalities or irregularities in the Proposals. The City shall not be liable for any cost incurred in connection with the preparation and submission of any Proposal.

Award, if any, will be to the Proposers whose Proposals best comply with the requirements of this RFP. The City reserves the right to award Qualified Status to one or multiple Proposers, as deemed in the best interest of the City at the selection committee's sole discretion.

## **CANCELLATION**

The City reserves the right to cancel this RFP at any time should it be deemed to be in the best interest of the City. No obligation either expressed or implied exists on the part of the City to make an award based on the submission of any Proposal.

## **ADMINISTRATIVE CONTACTS**

Any questions regarding this RFP shall be directed to: [bidinquiries@cityoflancasterca.gov](mailto:bidinquiries@cityoflancasterca.gov)

## SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in RFP No. 832-24.

My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Lancaster, pertaining to any and all work or services to be performed as a result of this request and any resulting Contract with the City.

My signature certifies that my Firm and any and all subcontractors are able to meet the insurance requirements set forth in Exhibit A.

The Proposer hereby certifies that it has:

- Read each and every clause of this RFP and addenda, including Addendum # \_\_\_\_\_.
- Included all costs necessary to complete the specified work in its proposed prices.
- Agreed that if it is awarded Qualified Status, it will make no claim against the City based upon misunderstanding of any provision of any future Agreement, if applicable. Should conditions turn out otherwise than anticipated by it, the Proposer agrees to assume all risks incident thereto.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Fed ID No: \_\_\_\_\_ DIR # (if applicable): \_\_\_\_\_

Name (print): \_\_\_\_\_

Name (sign): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**\*To receive consideration for award, this signature sheet must be returned with the Proposal.\***

## EXHIBIT A

### Insurance

The contractor agrees to comply with the following provisions:

1. Contractor agrees to provide and maintain the following insurance coverage at his/her/its expense on a **per project** basis.

<u>Coverage</u>	<u>Per Occurrence</u>	<u>Aggregate</u>
General Liability	\$5,000,000	\$10,000,000
Commercial Automobile Liability	\$5,000,000	\$10,000,000
Workers Compensation	Statutory Limits	
Employers' Liability		
Each accident/employee	\$1,000,000	
Bodily injury by disease	\$1,000,000	
Professional Liability/Errors & Omissions		\$5,000,000

2. Insurance shall be at least as broad as ISO form CG 20 10 11 85 or CG 2010 07 04 and CG 2037 07 04 or equivalent, covering Commercial General Liability. Commercial Automobile coverage shall be at least as broad as ISO form CA 00 01.
3. Any deductibles or self-insurance retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City insured entities or, the insurer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
4. All insurance shall be primary and non-contributory as respect to the City insured entities. Any insurance or self-insurance maintained by the City insured entities shall be in excess of the Contractor's insurance and shall not contribute with it.
5. The coverage provided under this contract shall not contain any special limitations on the scope of protection afforded to the City insured entities.
6. Insurance provided and maintained by Contractor must be placed with insurers with a rating **A- : VIII** or better by Best's Key Rating Guide, latest edition.
7. Insurance written on a "claims made" basis must be renewed for a period of two (2) years after this contract expires or is terminated. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this contract, and will cover Contractor for all claims made by City insured entities arising out of any acts or omissions of Contractor or its officers, employees or agents during the time this Agreement was in effect.
8. Contractor shall furnish the City with Certificates of Insurance and with endorsements effecting coverage required by this contract. All certificates and endorsements are to be received and approved by the City

before work commences. The City reserve the right to require complete, certified copies of all required insurance policies at any time.

9. Contractor shall include all subcontractors as an insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. Subcontractors are subject to the same insurance requirements as the Contractor.

### **Hold Harmless and Indemnification**

Contractor agrees to indemnify and hold harmless the City of Lancaster, City of Palmdale, and their elected officials, officers, employees and volunteers against all claims, damages, losses and expenses including attorney's fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.