

Request for Proposals (RFP)
NLACRC Community Placement Plan/Community Resource Development Plan
FY 2024-2025



Community Placement Plan (CPP)
Fiscal Year 2024-2025
Request for Proposals

Housing Development Organization (HDO)
Acquisition and Rehabilitation

Project #: NLACRC-2425-6
Specialized Residential Facility (SRF) with Delayed Egress
for Adults with Substance Use Disorder and Mental Health Service Needs

Published Date: December 12, 2024
Closing Date: February 2, 2025, 11:59 p.m. (PST)

North Los Angeles County Regional Center (NLACRC) received approval for Fiscal Year 2024-2025 Community Placement Plan (CPP) funding from the Department of Developmental Services (DDS) and is seeking proposal submissions for the acquisition and renovation of one (1) single-family home within the NLACRC catchment area to be developed as Specialized Residential Facility (SRF) with Delayed Egress for adults with substance use disorder and mental health service needs.

Project Summary

North Los Angeles County Regional Center is soliciting proposals for the following CPP-contracted projects:

NLACRC-2425-6: Specialized Residential Facility (SRF) with Delayed Egress for Adults with Substance Use Disorder and Mental Health Service Needs

Service Type:	Acquisition and renovation of one (1) single family, 4-bed (2 ambulatory; 2 non-ambulatory) home to be developed as a Specialized Residential Facility with Delayed Egress for adults with substance use disorder and mental health service needs who are at risk for elopement
Census:	4 adult individuals (per home)
Posting Date:	December 12, 2024
Deadline for Submissions:	<u>February 2, 2025, 11:59 p.m. (PST) (no exceptions)</u>
Start-up Funds Available:	\$300,000 Acquisition; \$350,000 Renovation
Location:	To be determined (within the NLACRC catchment area)
Development Timeline:	The home should be acquired within 180 days of the start-up contract being executed between NLACRC and the selected Housing Development Organization (HDO). All money allocated towards this project should be spent by March 2027.

Project Description

North Los Angeles Regional Center (NLACRC) is seeking proposals for the acquisition and renovation of one (1) single family home which will be available for long-term lease by a residential services provider to be selected and vendored by NLACRC. Grant funds to acquire and renovate the home are for a total of one (1)

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property. Acquisition and renovation of the property will be a collaborative effort between the HDO and the regional center. The home will operate as a Specialized Residential Facility (SRF) for adults with substance use disorder and mental health service needs who are at risk for elopement.

Grant funds will be available for the acquisition and renovation of the project described above. To ensure that homes developed using CPP/CRDP funds are always available for use by individuals served by NLACRC, real estate deed restriction and restrictive covenants are required for each property purchased with these funds by an HDO. These deed restrictions and restrictive covenants must place specific limitations on the use of the property. Deed restrictions must specify the properties will be held by, and available for services to, persons referred by NLACRC in perpetuity from the date of purchase per the housing guidelines issued by the State of California, Department of Developmental Services ([Appendix 1](#) and [Appendix 1A](#)). HDOs may hold the properties as a non-profit or for-profit corporation, limited partnership, or a limited liability corporation.

Interested parties are invited to submit a proposal in accordance with the specifications contained in this Request for Proposals (RFP) to acquire one 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 will be owned and maintained by the HDO for restricted use as housing for individuals served by NLACRC. The successful bidder must be an HDO or have a component of their organization that does not provide direct services to any individuals with developmental disabilities.

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 NLACRC 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 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.

The property will be developed in accordance with the Fiscal Year 2017-2018 Community Placement Plan Housing Guidelines (Appendix 1) and Amendments (Appendix 1A) issued by the State of California, Department of Developmental Services.

The property must be convertible to meet the standards of licensing by the Department of Social Services of the State of California, Community Care Licensing Division. Property ownership and management will be separate and distinct from the provision of services and supports. **The property must be approved by NLACRC and DDS in advance of purchase and be located within the NLACRC catchment area as indicated in Appendix 2.**

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Applicants' Conference

An informational meeting to answer questions about this RFP will be held on

Thursday, December 19, 2024 at 11:00 a.m. via Zoom

Zoom Meeting Details

<https://us06web.zoom.us/j/83208559685?pwd=P1VJG8YEuKHQMUzNacMkmaao3xyaSb.1>

Meeting ID: 832 0855 9685

Passcode: 487926

Attendance at the Applicants Conference is not required for those who wish to apply but

SUBMISSION OF PROPOSALS

All proposals must conform to the attached Proposal Writing Guidelines and Content Requirements. Applicants must submit the completed proposal via email to resourcedevelopment@nlacrc.org. No fax copies will be accepted. The proposals must be complete, typewritten, collated, and page numbered. **No proposals will be accepted after the deadline of February 2, 2025, 11:59 p.m. (PST).** Proposals must be addressed to:

Nancy Salyers, Resource Development Specialist - CPP
North Los Angeles County Regional Center
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

RFP TIMELINE

December 12, 2024	Request for Proposals release
December 19, 2024, 11:00 a.m.	Applicants' Conference Information Session
February 2, 2025, 11:59 p.m. (PST)	Deadline for receipt of proposals
February 3 – 25, 2025	Evaluation of proposals by selection committee
March 3 – 6, 2025	Interviews with highest ranking applicants, if applicable
March 13, 2025	Notice of selection emailed to applicants
June 2, 2025	Start-up contract signed

PURPOSE & SCOPE

The selected Housing Development Organization(s) will be required to acquire and renovate a Specialized Residential Facility (SRF) for adults with delayed egress. The home will be located within the NLACRC catchment area as indicated in Appendix 2. In addition, the homes will be located in a typical residential neighborhood having enough indoor and outdoor space for resident activities.

SPECIFICATIONS

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Home will be a 4-bed (2 ambulatory, 2 non-ambulatory) Specialized Residential Facility (SRF) with Delayed Egress to serve adults with developmental disabilities and substance abuse and mental health service needs requiring a structured, licensed setting while working towards transition to a less restrictive residential setting. Individuals to be served currently reside in community settings, rehabilitation programs, sober living homes, or are at risk of residing in locked facilities.

- Private bedroom for each resident (no more than four [4] residents) (2 ambulatory, 2 non-ambulatory)
- Large lot with significant buffer between neighboring homes
- Two common areas preferred
- Ample parking for staff and visitors
- Special environmental modifications designed to keep the individuals safe while living in the community, which could include:
 - Soundproofing walls
 - Hardening walls
 - Soft panel walls for bedrooms
 - Tempered glass
 - Reinforced bath fixtures
 - Small generator
 - Adaptive fencing with equipment for delayed egress system
 - Solid core doors

VENDORIZATION PROCESS

Vendorization is the process for identification, selection, and utilization of service providers based on the qualifications and other requirements necessary in order to provide services to consumers. The vendorization process allows regional centers to verify, prior to the provision of services to consumers, that an applicant meets all of the requirements and standards specified in regulations and statutes.

All material and information provided herein is for the sole use of the applicants applying for this RFP.

In addition to the qualifications outlined in the RFP below, all applicants must demonstrate familiarity of California Code of Regulations, Title 17, general provisions and be eligible for vendorization by NLACRC. All applicants must also demonstrate that they possess the necessary relevant professional experience and organizational capacity to complete the acquisition and renovation of this facility and provide long-term management.

NLACRC invites all interested parties that meet the qualifications described below, to review the information listed herein and submit a proposal to NLACRC for consideration. NLACRC appreciates your interest in responding to this RFP to meet the unique needs of adult consumers who are in need of residential services.

A. BACKGROUND OF NLACRC

NLACRC is a private, nonprofit corporation, which contracts with the State of California's Department of Developmental Services (DDS), to provide services and supports to persons with developmental disabilities and their families in the San Fernando, Santa Clarita, and Antelope Valleys. Developmental disabilities

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include intellectual disabilities, epilepsy, autism, and cerebral palsy. The Internal Revenue Services (IRS) has established NLACRC as a 501(c)(3) corporation.

NLACRC serves more than 37,000 individuals within its catchment area. Services and supports provided by NLACRC include diagnostic, evaluation, case management, and early intervention services. In addition, NLACRC purchases services from over 1,000 entities or individuals in NLACRC's catchment area. The purchased services include, but are not limited to, out-of-home residential services, community-based day programs, transportation, independent living services, supported living services, Early Start services for children under the age of 3 years, family supports, such as day care or respite, and behavioral intervention services.

NLACRC's funding from DDS includes funding for both the operations of the regional center and the services purchased to support the individuals we serve. NLACRC's allocation from DDS for fiscal year 2023-2024 is \$ 834,980,751 of which \$ 98,349,464 is for regional center operations and \$736,631,287 is for Purchase of Services. NLACRC anticipates similar funding from DDS in future years.

B. START-UP FUNDING

The maximum amount of start-up funding available for this project is outlined in the Project Summary section of this RFP. It is understood that the actual cost to complete the start-up of the facility may exceed this amount. Any additional costs will be the responsibility of the applicant. Payment of claims submitted to the regional center is contingent upon the provision of acceptable documentation including, but not limited to: invoices, receipts, and cancelled checks.

C. APPLICANT ELIGIBILITY

The HDO's primary mission is to develop and manage accessible homes for the needs of individuals with developmental disabilities. For the purposes of this project, the applicant can be a for-profit housing organization, a registered non-profit organization (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 properties through the HDO as a managing general partner that receives and retains an Organization 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 team members with at least 4 years of relevant experience, will be considered. Applicants must possess qualifications as specified in this RFP.

Proposals will be considered from affordable housing developers who retain development team members with documented experience in real estate purchase, financing, and renovation. Applicants must submit the résumés 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, and a sample-reporting format must also be included.

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

APPLICANT INELIGIBILITY

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The following agencies or individuals are not eligible for this HDO development award:

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

D. APPLICANT PARTNERSHIPS AND MATERIALS SUBMITTED

Applicants who apply as partners must have full knowledge of the proposal packet and must demonstrate commitment to the project during start-up and ongoing operations. However, if a partner's sole purpose is to provide financial backing to the project, the financial backer need only show financial commitment. If the partner's role is only to provide technical support (e.g., drafting the RFP response), the applicant receiving such support is responsible for all language contained in the RFP and the eventual program design.

E. SELECTION PROCEDURES

All proposals received by the deadline will be reviewed and scored by the Proposal Selection Committee selected by NLACRC. Proposals will be reviewed for timeliness, completeness, quality, experience, and fiscal stability of applicant, reasonableness of costs, ability of applicant to identify and achieve outcomes of property acquisition, and the ability of proposed project to respond to the identified needs of NLACRC. Applicants' proposals may be rejected for inconsistency with state and federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. After preliminary review and scoring, an interview with the finalists will be scheduled. **Interviews will be scheduled March 3 – 6, 2025, between 9:00 a.m. and 5:00 p.m.**

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

The final decision of the Proposal Selection Committee shall be approved by the Executive Director and is not subject to appeal. All applicants will receive notification of NLACRC's decision regarding their proposal.

F. RESERVATION OF RIGHTS

NLACRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. NLACRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. NLACRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. NLACRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of NLACRC. It does not commit the regional center to award any grant. Please note applicants must be in good standing with NLACRC and other Regional Centers and may be disqualified for any of the following: receipt of Correction Action Plan (CAP), Sanction or Immediate Danger findings, failure to disclose any history of deficiencies or confirmed reports of consumer abuse, previous failure to perform, or unwillingness to comply with Title 17 and NLACRC best practices.



G. COSTS FOR PROPOSAL SUBMISSION

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

H. INQUIRIES/REQUEST FOR ASSISTANCE

All additional inquiries regarding this application or requesting technical assistance for this RFP only, should be directed to resourcedevelopment@nlacrc.org. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process and/or demonstrate that the party assisting with the application will have a continuing role in the ongoing operation of the program

I. PROPOSAL PREPARATION GUIDE

The applicant is required to submit an electronic copy in a **PDF format**. An applicant will be disqualified from consideration for failure to follow instructions, complete documents, submit required documents or meet the submission deadline. All proposals submitted must adhere to the following requirements:

- Use Standard size format so proposal will print out on a standard 8 ½ x 11 paper
- Proposal must be typed using a standard font (12 point).
- Every page must be numbered consecutively.
- The Proposal Title Page must be the first page of the proposal.
- The proposal must include a Table of Contents that corresponds to the proposal.
- All sections of the Content Requirements must be addressed in the proposal.

The following information is provided to assist the applicant in preparing their proposal:

- CPP Housing Guidelines and Amendments (Appendix 1 and Appendix 1A)
- NLACRC Catchment Area (Appendix 2)
- Sample CPP/CRDP Housing Agreement (Appendix 3)
- NLACRC Board of Trustees Service Provider Insurance Policy (Appendix 4)
- NLACRC Board of Trustees Request for Proposals Policy (Appendix 5)

J. INFORMATION TO INCLUDE IN PROPOSAL

1. Proposal Title Page (Attachment A)
2. Proposal Requirements (refer to Attachment B for further details)
 - a. Table of Contents
 - b. Experience & Qualifications
 - c. Housing Proposal Overview
 - d. Financial Section
 - e. Proposed Schedule of Development

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- f. Documentation Requirements
- g. CPP Property Documents statement
- 3. HDO Conflict of Interest Statement for CPP Funding (Attachment C)

K. SELECTION TIMETABLE IS AS FOLLOWS

- 1. Applicants' Conference on Thursday, December 19, 2024, at 11:00 a.m., via Zoom
<https://us06web.zoom.us/j/83208559685?pwd=P1VJG8YEuKHQMUZnacMkmaao3xyaSb.1>
- 2. Proposals due to NLACRC no later than Sunday, February 2, 2025, by 11:59 p.m. (PST)
- 3. Interviews March 3 – 6, 2025, between the hours of 9:00 a.m. – 5:00 p.m.
- 4. Selection by March 13, 2025
- 5. Finalize vendorization/contract paperwork: Monday, March 24, 2025
- 6. The service provider awarded contract should be executed by Monday, June 2, 2025

L. EVALUATION CRITERIA

The Proposal Selection Committee will use the criteria below to rate proposals submitted by potential providers. Each proposal shall be organized into the following four (4) sections, which are described in Attachment B – Proposal Requirements. Each section will receive a maximum score as follows:

Proposal Section	Maximum Score
Agency Experience and Qualifications	30 points
Housing Proposal Overview	25 points
Financial Section	35 points
Proposed Schedule of Development	10 points
Total Maximum Points	100 points

M. TIMELINE FOR DEVELOPMENT

It is anticipated that each applicant, awarded start-up funds through this RFP, will have completed acquisition of the facility within one year after the contract has been executed.

N. SELECTION PROCEDURES

All proposals received by the deadline will be reviewed and scored by the Proposal Selection Committee established by NLACRC. The Selection Committee shall be comprised of at least four (4) members, the majority of whom shall have experience in evaluating or procuring Housing Development Organizations for the purpose of acquiring and renovation Enhanced Behavioral Supports Homes. Proposals will be reviewed for completeness, experience, qualifications, fiscal stability of applicant, reasonableness of costs, and the ability of applicant to identify and achieve consumer outcomes, and the ability of the proposed project to address identified needs of NLACRC. The Proposal Selection Committee will conduct interviews of finalist applicants as determined by the proposal scoring criteria.

O. AWARD PROCESS

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Upon selection of the Housing Development Organization(s), NLACRC will issue an Award Letter to the applicant(s) selected for the acquisition and renovation of the homes. The applicant(s) selected will be expected to complete and submit all required documentation to complete the contracting process by March 24, 2025, in order to provide NLACRC's Board of Trustees the opportunity to review and approve the contract on May 14, 2025.

P. PROTEST PROCEDURE

Within thirty (30) days of selecting the applicant, NLACRC shall post on its website the intent to award notice to include the applicant selected and the contract award date. All unsuccessful applicants shall be notified by NLACRC in writing ten (10) days prior to posting the intent to award notice on NLACRC's website. All unsuccessful applicants have the right to protest NLACRC's notice of intent to award the contract. Unsuccessful applicants shall have ten (10) days upon receipt of intent to award notice to protest the intent to award the contract ("Protest"). If the unsuccessful applicant does not submit the written Protest within the ten (10) day period, NLACRC shall deny such Protest and the Intent to Award notice shall be deemed final. Protests shall be in writing and shall state the grounds (s) for the protest. All Protests must be mailed, emailed, or faxed to the following address:

Arshalous Garlanian, Community Services Director
North Los Angeles County Regional Center
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311
agarlanian@nlacrc.org
Fax: (818) 756-6130

NLACRC shall take one of the following steps below, within thirty (30) days upon receipt of a written Protest:

- 1) Not award the contract until the Protest has been withdrawn or the regional centers has resolved the protest; **OR**
- 2) Terminate the RFP process by notifying all bidders in writing within ten (10) days after the decision to terminate the contract award process; and correct the disputed items and rebid the contract.