

# REQUEST FOR STATEMENT OF QUALIFICATIONS FOR THE ACQUISITION AND/OR RENOVATION OF PROPERTIES FOR PERMANENT SUPPORTIVE HOUSING IN THE COUNTY OF SAN DIEGO

---

*Opportunity to acquire, renovate and operate permanent supportive housing for persons experiencing homelessness. Interested entities must submit a Statement of Qualifications to be pre-qualified.*



County of San Diego Health & Human Services Agency  
Housing & Community Development Services  
E-Mail: [community.development@sdcounty.ca.gov](mailto:community.development@sdcounty.ca.gov)



[THIS PAGE INTENTIONALLY LEFT BLANK]



## Contents

|        |   |   |
|--------|---|---|
| 1.0    | Introduction and Overview .....                                 | 2 |
| 1.1    | Purpose of Request for Statement of Qualifications (RFSQ) ..... | 2 |
| 1.2    | Background .....  | 2 |
| 1.3    | Overview of RFSQ Process .....                                  | 2 |
| 2.0    | RFSQ Schedule, Instructions and County Contact .....            | 3 |
| 2.1    | RFSQ Schedule .....   | 3 |
| 2.2    | Submission Instructions .....                                   | 3 |
| 2.3    | County Contact for Questions .....                              | 3 |
| 3.0    | Submittal Requirements .....                                    | 4 |
| 3.1    | Submittal Cover .....   | 4 |
| 3.2    | Table of Contents .....   | 4 |
| 3.3    | Executive Summary .....   | 4 |
| 3.4    | Identify the Development Team .....                             | 5 |
| 3.5    | Respondent/Developer Experience .....                           | 5 |
| 3.5.1  | Technical Capacity .....  | 5 |
| 3.6    | Project Personnel .....   | 5 |
| 3.7    | Project Site Summary .....                                      | 6 |
| 3.8    | Applicant Developer, and Contractor Debarment .....             | 6 |
| 4.0    | Evaluation Process and Criteria .....                           | 6 |
| 4.1    | Pass/Fail Criteria .....  | 6 |
| 5.0    | Disclosures and Additional Information .....                    | 7 |
| 5.1    | County’s Rights Pertinent to this RFSQ .....                    | 7 |
| 5.1.1  | Approval .....  | 7 |
| 5.1.2  | County Commitment .....   | 7 |
| 5.1.3  | Late, Modified or Withdrawn SOQ .....                           | 7 |
| 5.1.4  | Knowledge of RFSQ and Proposal Conditions .....                 | 7 |
| 5.1.5  | News Releases .....   | 7 |
| 5.1.9  | Claims Against the County .....                                 | 7 |
| 5.1.10 | Employment Offers .....   | 8 |
| 5.2    | Cancellation of RFSQ .....                                      | 8 |
| 5.3    | Conflict of Interest/Financial Disclosure .....                 | 8 |



## **1.0 Introduction and Overview**

### **1.1 Purpose of Request for Statement of Qualifications (RFSQ)**

The County of San Diego (“County”) is a political subdivision of the State of California. The County operates pursuant to State of California law and a charter and is governed by an elected five-member Board of Supervisors. The County is seeking Statements of Qualifications (“SOQ”) from respondents who are interested in qualifying for possible partnership opportunities to apply for the California Department of Housing and Development’s (HCD) HomeKey funding for the acquisition, renovation, and/or construction of developments creating permanent supportive housing units.

The County’s ultimate objective is to confirm qualifications of potential development partners and establish a pipeline of possible development opportunities eligible for HCD HomeKey funding for the creation of permanent supportive housing. Respondents should consider Article 34 requirements in the California Constitution when considering a potential site.

The County’s goals for this solicitation are as follows:

1. Confirm qualification of development partners
2. Assess viable development opportunities
3. Establish a pipeline of potential developments eligible for HCD Homekey funding

### **1.2 Background**

HCD anticipates releasing funding for the HomeKey program over a three-year period. A notice of funding availability for HomeKey Round 3 was made available on March 29, 2023. Prior allocations of HomeKey funds were made available to local public entities to purchase and rehabilitate hotels and other buildings and convert them into interim or permanent, long-term housing for persons experiencing homelessness or at risk of homelessness and who are impacted by the COVID-19 pandemic. Additional information about the HomeKey program is available at [Homekey \(ca.gov\)](https://www.homekey.ca.gov).

### **1.3 Overview of RFSQ Process**

This RFSQ allows respondents to submit qualifications. Of those respondents found to be qualified in this RFSQ, the County may elect to partner with the most qualified respondent(s) to participate in the potential HCD HomeKey applications, as approved by the County Board of Supervisors.

#### ***Request for Statement of Qualifications***

The primary purpose of this RFSQ is for the County to qualify respondents and their key personnel regarding the ability to provide the experience and capacity necessary to potentially partner with the County for HCD HomeKey funding. The SOQs will be thoroughly evaluated by the County’s Qualification Evaluation Committee (QEC), appointed by the Director of the Department of Housing and Community Development Services or a designee. The specific RFSQ submittal requirements are described in Section 3 of this RFSQ.



## 2.0 RFSQ Schedule, Instructions and County Contact

### 2.1 RFSQ Schedule

The solicitation, receipt, and evaluation of the RFSQ responses and the process for completing the evaluation is anticipated to follow the timeline below. The County reserves the right to alter the dates below at any time. In the event of any change to the outlined schedule, the County will issue an addendum to the RFSQ.

This anticipated timeline is as follows:

|  |  |
|--|--|
| <b>Issuance of the RFSQ:</b>               | <b>January 30, 2023</b>                      |
| <b>Submittal Due Date:</b>                 | <b>July 28, 2023, 2:00 PM (Pacific Time)</b> |
| <b>Board Hearing required resolutions:</b> | <b>As needed based on funding source(s)</b>  |

### 2.2 Submission Instructions

In addition to the requirements set forth in Section 3 of this RFSQ. Submissions shall be submitted electronically no later than **July 28, 2023, by 2:00.00 PM (Pacific Time)** to:

[community.development@sdcounty.ca.gov](mailto:community.development@sdcounty.ca.gov)

Response documents are generally subject to disclosure pursuant to the California Public Records Act as set forth in California Government Code section 6250, *et seq.*

All SOQs become the property of the County. A respondent may request the return of its SOQ upon cancellation of the RFSQ as specified in Section 5.2 or withdrawal from the RFSQ as specified in Section 5.1.3. The County may grant or deny a request to return at SOQ at its sole discretion. It is understood and agreed by the respondent in submitting an SOQ that the County may, as allowed by law, withhold some or all of the documents regarding this RFSQ.

### 2.3 County Contact for Questions

Interested parties should direct inquiries to:

County of San Diego

HHSA – Housing and Community Development Services

[community.development@sdcounty.ca.gov](mailto:community.development@sdcounty.ca.gov)



### **3.0 Submittal Requirements**

A complete, concise, and professional response to this RFSQ will enable the County to identify the most qualified respondent(s). Respondents shall format the submittal as follows:

Submittals shall be comprised of:

- One (1) electronic application submission emailed to, [community.development@sdcounty.ca.gov](mailto:community.development@sdcounty.ca.gov)
- One (1) flash drive with documents organized as outlined below delivered to,  
County of San Diego  
Housing and Community Development Services  
Attention: Community Development  
3989 Ruffin Road  
San Diego, CA 92123

Each section of the SOQ shall be tabbed and labeled in the order shown below.

#### **3.1 Submittal Cover**

The submittal cover shall provide the following information:

- RFSQ title;
- Submittal date;
- Respondent name;
- Respondent website address (if available); and
- Principal contact name, address, telephone number, facsimile number, and email address.

#### **3.2 Table of Contents**

The table of contents shall be complete and clear indicating section headers and pages.

#### **3.3 Executive Summary**

Include an executive summary that conforms with and includes the following:

- Does not exceed two (2) pages;
- Written in a narrative or bullet point summary, non-technical style;
- Contains sufficient information for reviewers with both technical and non-technical backgrounds to become familiar with respondent's SOQ and the respondent's ability to satisfy the financial and technical requirements of the project(s); and
- Any relevant information the respondent believes is necessary to introduce its team to the County.



### 3.4 Identify the Development Team

Submittals shall include the information required below on the respondent, and as applicable, respondent's team. At a minimum, the submittal shall identify the lead development firm, joint venture partner firms, service provider(s), and other proposed partners or consultants:

- Primary/lead developer and development partners; and
- Members of a joint venture, partnership, limited liability company or other associations created to participate in this RFSQ.

Additionally, provide the following:

- Primary/lead developer's project lead (person who will provide overall project oversight and management); and
- Development partner(s) and consultants (if any) lead(s) (person(s) who will provide day-to-day oversight and management for the partner(s) component of the development).

For each individual lead identified above, provide the following:

- Name
- Position within the company
- Address
- Telephone number
- Facsimile number
- E-mail address

### 3.5 Respondent/Developer Experience

The respondent must provide the following information about itself or, if relying on the experience of its team, information from the team:

#### 3.5.1 Technical Capacity

- Describe the organization's capability to manage the project as proposed.
- Describe the project team's experience in acquisition, rehabilitation, construction and/or management of permanent supportive housing with affordability restrictions.
- Describe your organization's ability to deliver high-quality services to low-income residents
- Provide the following information related to permanent supportive housing developments:
  - Number of affordable rental housing developments/units completed.
  - Number of affordable rental housing developments/units currently owned.
  - Number of affordable rental housing developments/units currently managed.
  - Number of rental housing developments/units in development phase (funding committed but not ready for occupancy).

### 3.6 Project Personnel

Identify the key personnel. The persons listed will be considered committed to the development with no substitutions allowed without prior written approval by the County. A resume or biography for each key



personnel assigned to the project, including partners and consultants, shall be submitted and shall not exceed one (1) page. At a minimum, the key personnel shall include those personnel below:

Project Executive, Project Manager(s), Service Provider(s), Property Manager, and Other Key Personnel of respondent's development team.

### **3.7 Project Site Summary**

Provide a brief summary of the potential development site. Include the site address, existing use, proposed use, scope of rehabilitation (if applicable), total number of units existing and proposed, existing site photo, and the surrounding property uses. In addition, include information on any outreach to the local jurisdiction and/or community regarding the potential development.

### **3.8 Applicant Developer, and Contractor Debarment**

All applicants, developers, construction contractors and sub-contractors must not be on the Excluded Parties List/SAM.gov, OIG Exclusions database, Federal Debarred Contractors List, or the State of California Medi-Cal Suspended and Ineligible Provider List. Housing developers must verify compliance before awarding the construction contract. No award or contract shall be made with any organization that is debarred or suspended or is otherwise excluded from or ineligible for participation in federal or state assistance programs. Applicant must provide proof of compliance, to include exclusion records from the System for Award Management (SAM) OIG Exclusions database and the State of California Medi-Cal Suspended and Ineligible Provider List.

## **4.0 Evaluation Process and Criteria**

The County's Qualification Evaluation Committee (QEC), appointed by the Director of the Department of Housing and Community Development Services, or designee, will evaluate qualifications of the respondents following the process and criteria below.

### **4.1 Pass/Fail Criteria**

The County's Qualification Evaluation Committee will evaluate each SOQ for responsiveness based upon the respondent providing all of the information required to be submitted by this RFSQ. A respondent that fails to provide all of the required information may be determined to be not qualified to participate in any subsequent joint funding applications. Pass/Fail will be determined solely at County's discretion in accordance with the criteria set forth in the RFSQ.

The County reserves the right to request clarification and/or additional information if deemed necessary. Such clarifications and/or additional information shall be submitted by the respondent as an addendum to the SOQ upon County's request. The fact that the County may request such clarification from one respondent does not obligate it to seek similar clarification from any other respondent. The County may waive any informality or irregularity in the responses received.





## **5.0 Disclosures and Additional Information**

### **5.1 County's Rights Pertinent to this RFSQ**

#### **5.1.1 Approval**

Any proposed partnership and HomeKey application resulting from this Request shall be subject to final approval by the County's Board of Supervisors.

#### **5.1.2 County Commitment**

- a. County shall have the right to reject or accept any or all SOQ, or any part of a SOQ for any reason at its sole discretion. Incomplete submittals or submittals with incorrect information may be cause for disqualification in the County's sole discretion
- b. This RFSQ does not commit the County to award. This RFSQ does not commit the County to pay any cost incurred in the submission of the SOQ or in making necessary studies or designs for the preparation of the SOQ. No reimbursable cost may be incurred in anticipation of the approval of the agreement contemplated by this RFSQ.
- c. No prior, current, or post award communication with any elected official, officer, agent, or employee of the County shall affect or modify any terms or obligations of this RFSQ except as explicitly provided for in this RFSQ.

#### **5.1.3 Late, Modified or Withdrawn SOQ**

- a. Any SOQ received after the exact time specified for receipt will not be considered unless it is determined by the County that the late receipt was due solely to mishandling by the County after receipt by the County.
- b. SOQ may not be modified after the due date, except a modification resulting from the County's request for a clarification, or an addendum to the SOQ.
- c. SOQ may be withdrawn by written notice signed by a duly authorized representative of respondent.

#### **5.1.4 Knowledge of RFSQ and Proposal Conditions**

Before submitting a SOQ, respondents shall carefully read all sections of this RFSQ, including all forms, schedules and exhibits, and shall fully inform themselves as to all existing conditions and limitations.

#### **5.1.5 News Releases**

Respondents shall not issue any news release pertaining to this RFSQ without prior written approval of the County, which may be withheld in County's sole discretion. A minimum of six (6) business days' notice is required for approval.

#### **5.1.9 Claims Against the County**

Neither respondents nor any representatives or agents of a respondent shall have any claims against the County or any of its elected officials, agents, or employees arising out of or relating to



this RFSQ or these procedures (other than those arising under an executed agreement with respondent in accordance with the terms of the agreement).

#### **5.1.10 Employment Offers**

Until the agreement contemplated by this RFSQ is approved, respondents shall not, directly or indirectly, solicit any employee of the County to leave the County's employ in order to accept employment with the respondent, its affiliates, actual or prospective contractors, or any person acting in concert with the respondent, without prior written approval of the County. This paragraph does not prevent the employment by a respondent of a County employee who has initiated contact with the respondent.

### **5.2 Cancellation of RFSQ**

The County reserves the right to cancel this RFSQ, in part or its entirety, at any time without prior notice and makes no representation that any agreement will be awarded to any respondent. Additionally, the County expressly reserves the right to postpone opening responses to this RFSQ for its own convenience, and/or to waive any informality or irregularity in the responses received.

### **5.3 Conflict of Interest/Financial Disclosure**

The respondent agrees to comply with all applicable federal, State and local conflict of interest laws. Additionally, principals and key personnel of each development team are required to make any disclosures required by County.

