

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AN  
AFFORDABLE HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
APARTMENTS IN THE CITY OF DESERT HOT SPRINGS, CA**



**HWS** HOUSING AND  
WORKFORCE  
SOLUTIONS  
ENGAGE. ENCOURAGE. EQUIP.



**APN: 656-040-061**

**County of Riverside Department of Housing and  
Workforce Solutions (HWS)**

**3403 Tenth St, Suite 300  
Riverside, CA 92501**

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
DESERT HOT SPRINGS**

---

**TABLE OF CONTENTS**

<b>Section</b>	<b>Subject</b>	<b>Page No.</b>
	RFQ Timeline	3
1.0	HWS's Reservation of Rights	4
2.0	Introduction	5
3.0	Description of the Existing Project Site	6
4.0	Developer and Proposed Project Requirements	7
5.0	Proposal Format	10
6.0	Proposal Evaluation	14
7.0	Contract Award	19
8.0	Recap of Attachments	23
Attachment A	Proposal Completeness Checklist	24
Attachment B	Profile of Proposer Firm Form	25
Attachment C	Development Experience and Capacity	29
Attachment D	Aerial Exhibit of Proposed Project Site	30
Attachment E	Riverside County Parcel Report	31

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

**RFQ TIMELINE**

HWS CONTACT PERSON	Nicole Sanchez, Development Specialist (E-mail) <a href="mailto:NiSanchez@rivco.org">NiSanchez@rivco.org</a> (Office) 760-863-2825 (Fax) 951-688-6873
HOW TO OBTAIN THE RFQ DOCUMENTS	<ol style="list-style-type: none"><li>1. Access <a href="http://www.harivco.org">www.harivco.org</a></li><li>2. Click on the link (RFQ #2023-100) <b>PROPOSED AFFORDABLE HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS APARTMENTS.</b></li><li>3. Download the RFQ.</li></ol>
DEADLINES FOR SUBMITTING QUESTIONS/INTERPRETATIONS (RFIs)	<b>May 19, 2023</b>
HWS RESPONSE TO QUESTIONS AND CLARIFICATIONS	<b>June 1, 2023</b>
PROPOSAL SUBMITAL RETURN AND DEADLINE	<b>5:00pm June 1, 2023</b> 3403 Tenth St, Suite 300 Riverside, CA 92501 (Proposals shall be submitted electronically on a USB flash drive to the County of Riverside Department of Housing and Workforce Solutions (HWS), located at 3403 Tenth St, Suite 300, Riverside, CA 92501. Attn: Nicole Sanchez)

**NOTE: HWS reserves the right to deviate and or modify this timeline.**

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

**1.0 HWS'S RESERVATION OF RIGHTS:**

- 1.1 Right to Reject, Waive, or Terminate the RFQ.** The HWS reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the HWS to be in its best interests. In no event shall HWS have any liability for a cancellation. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- 1.2 Right to Not Award.** The HWS reserves the right not to award a contract pursuant to this RFQ.
- 1.3 Right to Terminate.** The HWS reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 5 days written notice to the successful proposer(s).
- 1.4 Right to Determine Time and Location.** The HWS reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.
- 1.5 Right to Determine Financial Responsibility and Viability.** The HWS reserves the right to require of proposer information regarding financial responsibility and viability or such other information as the HWS determines is necessary to ascertain whether a proposal is in fact the most responsive and responsible proposal submitted.
- 1.6 Right to Retain Proposals.** The HWS reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HWS Development Specialist (DS).
- 1.7 Right to Add Terms and Conditions.** The HWS reserves the right to add terms and conditions to the RFQ and Contract. These terms and conditions will be within the scope of the RFQ and will not affect the proposal evaluation.
- 1.8 Right to Negotiate Fees.** The HWS reserves the right to negotiate the fees proposed by the proposer entity.
- 1.8 Right to Reject Any Proposal.** The HWS reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.9 No Obligation to Compensate.** The HWS shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- 1.10 Right to Prohibit.** The HWS shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Each prospective proposer is hereby agreeing to abide by all terms and conditions listed within this document and, and further agrees that he/she will inform the DS in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HWS that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HWS, but not the prospective proposer, of any responsibility pertaining to such issue.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

**2.0 INTRODUCTION:**

The Riverside County Department of Housing and Workforce Solutions (HWS) is the umbrella agency that was formed in 2020 by the County Board of Supervisors as a response to the homelessness and unemployment crisis occurring in Riverside County. HWS's purpose is to create and preserve affordable housing for extremely low, very low, low and moderate income persons within the County of Riverside, and to augment services including but not limited to, childcare and employment programs for all at-risk residents of the County. HWS consists of the following groups: Workforce Development, Housing Authority of the County of Riverside (HACR), Continuum of Care, Community Action Partnership (CAP), and Community and Housing Development.

The HWS oversees the County's HOME Investment Partnerships (HOME) and Permanent Local Housing Allocation (PLHA) programs, these programs are used to provide gap funding for the development and preservation of affordable housing low-income families in the County of Riverside. The HWS is headed by a Director and is governed by the Riverside County Board of Supervisors and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, —CFR11) and the HW's procurement policy.

The HWS is a committed partner in the community's effort to revitalize neighborhoods and foster economic development, as well as to provide quality, affordable housing.

In keeping with its mandate to provide efficient and effective services, the HWS is now soliciting proposals from qualified, licensed and insured entities who meet the qualifications herein to plan, design, and develop an affordable housing development project located on Palm Drive and Park Lane in the city of Desert Hot Springs. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

The project site is currently vacant land neighbored by commercial buildings and the County of Riverside Desert Hot Springs Family Resource Center and Desert Hot Springs Library. The site is located in a predominantly urban community. The project site is in close proximity to a Desert Springs Middle school. Desert Hot Springs. Sunline Transit Agency provides service to Desert Hot Springs and other cities via a bus line. There are two stops located within close approximately to the site both located on Palm Drive.

HWS intends to award the contract to the developer deemed the best qualified to achieve the HWS objectives. The development of Desert Hot Springs Apartments Project is envisioned to enhance the character of the surrounding community while looking harmonious with the adjacent library. The HWS's goal is to develop —Desert Hot Springs Apartments in a way that will maximize its value and deliver units in line with the HWS's mission to increase the supply of affordable housing. The proposals shall delineate a path to fund and develop a project via the various private, tax credits, and other State/Federal/Local public financial subsidies available to enhance housing affordability. In summary, the HWS is looking for a qualified developer with the capability to implement a project that will enhance the area, incorporate the use of neighboring outdoor amenities, involve the community. and embrace sustainability

Any project proposed by the selected developer may be subject to further discussion,

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

negotiation and revision. All proposers understand that the primary purpose of this RFQ is to evaluate all applications on an equal basis and that specific criteria described herein may be subject to change during development negotiations. The selected developer may be subject to further requirements, which are described in this RFQ.

---

**3.0 DESCRIPTION OF THE EXISTING PROJECT SITE:**

**3.1 Site Conditions**

- 3.1.1** Area: The parcel is currently one legal lot that will require a parcel map to be recorded for the development of the proposed housing project and is approximately +/- 9.7 acres.
- 3.1.2** Assessor's Parcel Numbers: 656-040-061
- 3.1.3** City or community: The site is located in the city of Desert Hot.
- 3.1.4** Supervisorial District: 4 (V. Manuel Perez)
- 3.1.5** Landowner: The County of Riverside owns the parcels that encompass the Desert Hot Springs Apartments Development Project.
- 3.1.5** Existing Land Use and Zoning: Mixed Use Commercial (MU-C) that allows multi-family development that is consistent with the Residential High (RH) development standards, as described in the City of Desert Hot Springs' General Plan.
- 3.1.6** Existing Use of the Parcels: Vacant parcel.
- 3.1.7** Surrounding Uses: The project site is surrounded by commercial retail, the City of Desert Hot Springs Library, and the County of Riverside Desert Hot Springs Family Resource Center.
- 3.1.8** Topography: The existing lots are in conformance with the surrounding area.
- 3.1.9** Drainage: The existing site is not located in a special flood zone.

**3.2 Off-Site Infrastructure**

- 3.2.1** The existing infrastructure, street, sewer, potable water, flood control, electrical and communications infrastructure will need to be improved to current County of Riverside standards and any applicable local district, state and federal standards.
- 3.2.2** Access to the project site is provided by Palm Drive and Park Lane.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

**4.0 DEVELOPER AND PROPOSED PROJECT REQUIREMENTS:** Upon approval and execution of a Development and Disposition Agreement (DDA) for a proposed project by the selected developer and subject to the terms therein, the selected developer shall be responsible for all onsite and offsite costs and expenses associated with the development, ownership, management and operation of the proposed project, including planning, design, entitlement, permit fees, utility charges, operation and management expenses, in accordance with the following requirements:

**4.1** The proposed project shall include the development of the —Desert Hot Springs development site encompassing the associated APN: 656-040-061.

**4.1.1** Affordability: Forty-nine (49%) percent of the proposed residential units must be affordable to household earnings that do not exceed 80% of AMI per Health and Safety Code Section 34176.1.

**4.1.1** The selected developer shall accept the parcel in an —AS IS, WHERE IS condition, without any express or implied warranties or representations.

**4.1.2** Prepare a set of schematic and conceptual site plan, floor plan, and elevations for the proposed project.

**4.1.3** Conveyance of the Desert Hot Springs Apartments parcels to the selected developer will be via a DDA.

**4.1.4** The selected developer shall, on its own behalf or in conjunction with a non- profit or other entity acceptable to HWS, own, operate and manage the proposed project.

**4.1.5** The proposed project shall comply with the rules, regulations, ordinances, codes and standards of the County of Riverside, and any Federal and State requirements.

**4.1.6** The selected developer shall be responsible for presentation regarding the proposed project to the HWS Evaluation and Selections Committee, the HWS Board of Supervisors, the City of Desert Hot Springs, and any other local neighborhood organization or any other presentation as required by the HWS.

**4.1.7** The selected developer shall be responsible for obtaining any and all land use entitlement, zoning and or subdivision approvals and building/grading permits required for the proposed project from the City of Desert Hot Springs. The selected developer shall be responsible for conducting all on-site and off-site private and public infrastructure required by the City of Desert Hot Springs. The selected developer shall be responsible for any further subdivision of the parcel as may be required. Furthermore, the project is subject to the approval by the County of Riverside, Board of Supervisors and the City of Desert Hot Springs.

**4.1.8** The proposed project shall follow the guidelines and standards established by the City of Desert Hot Springs.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

- 4.1.9** Obtain all the necessary entitlements for the proposed development.
- 4.1.10** The selected developer shall be responsible for compliance with the California Environmental Quality Act (CEQA) and any associated requirements related to project design and development.
- 4.1.11** The selected developer shall be responsible and satisfy all requirements from the Riverside County Flood Control District, Mission Water District, Whitewater River Region Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plan (SWPPP).
- 4.1.12** The selected developer shall be responsible for payment of the applicable development mitigation fees and off-site facilities fees, including but not limited to, Transportation Uniform Mitigation Fee (TUMF), Development Impact Fee (DIF), Multi Species Habitat Conservation Plan (MSHCP), and any other development mitigation fees required by the County of Riverside and other local jurisdictions.
- 4.1.13** The selected developer shall be responsible for submitting project plans to HWS for review and approval.
- 4.1.14** The selected developer shall be responsible for obtaining potable water for the proposed project, including a potable water allocation from the Mission Water District and the payment of fees related to the potable water infrastructure.
- 4.1.15** The selected developer shall be responsible for securing and installing sewage treatment capacity and infrastructure, payment of fees, and obtain the necessary connection approvals from the Mission Water District.
- 4.1.16** The selected developer shall be responsible for maintenance of the proposed project site as well as the areas from the proposed project boundary to the adjacent street curb, subject to the terms and conditions of a Development and Disposition Agreement and applicable codes and ordinances established by the City of Desert Hot Springs.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

- 4.1.17** The selected developer shall coordinate construction of the proposed project with other development or construction activities taking place adjacent to the proposed project. The selected developer shall be responsible for repairing or paying for the costs of repairing any damage that its activities may cause to any existing public and/or private infrastructure.
- 4.1.18** The selected developer shall investigate and determine if their respective sources of funding require the payment of minimum State or Federal prevailing wages to mechanics and laborers employed on the proposed project for the corresponding work classification as determined by the California General Prevailing Wage Determination made by the Director of Industrial Relations and/or the Davis-Bacon Act (40 U.S.C, 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5).
- 4.1.19** The proposed project shall be accessible to and usable by person with disabilities in compliance with the American with Disabilities Act (ADA) and any subsequent and applicable amendments. This requirement is in addition to any other applicable requirement for accessibility such as the Fair Housing Amendments Act of 1988 and the Fair Housing Accessibility Guidelines.
- 4.1.20** To the maximum extent possible, proposals should incorporate green building, sustainable development and —smart building concepts and technologies in order to enhance overall design and construction, integration of high technology into units, and the long-term marketability of the units, while simultaneously making the building(s) environmentally responsible.
- 4.1.21** The proposed project shall incorporate energy efficiency measures to prevent heat gain in residential facilities by providing R-19 or equivalent insulation on roofs, R-11 equivalent in walls, and high-performance windows to minimize heat gain and air conditioned, to minimize cool air loss (The R-values must be confirmed with the most current Title 24 requirements as the R-values may have changed and be a higher R-value). Where possible, orient buildings to maximize natural ventilation and day lighting without heat gain, and optimize building roof exposure for solar heating. Furthermore, windows facing the west and south shall mitigate sun exposure by installing effective overhangs, solar screening, interior retractable shades/blinds, etc. to reduce heat load.
- 4.1.22** The selected proposer is encouraged to incorporate design features to conserve energy, water usage and investigate the installation of a rooftop solar panel system.
- 4.1.23** Implement water and energy efficiency practices in operations to reduce waste and increase conservation.
- 4.1.24** Incorporate principles of waste minimization and pollution prevention: reduce, reuse, and recycle as a standard operating practice, including programs for construction and demolition waste management and office paper and packaging recycling programs.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

- 4.1.25** Use life cycle cost-benefit analysis to purchase energy efficient equipment such as Energy Star products and use utility rebates, where available, to reduce the purchase and installation costs. Energy Star products meet strict efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy.
- 4.1.26** Procure environmentally preferable products, including but not limited to recycled and recycled-content, bio-based, and other resource-efficient products and materials.
- 4.1.27** The selected developer shall submit evidence of market demand for the type of units being proposed. HWS may require the selected developer to submit a current comprehensive market analysis substantiating the feasibility of the proposed project. The specifications and scope of the market study shall be subject to the HWS's review and approval.
- 4.1.28** The selected developer shall be responsible for ensuring that there are no inconsistencies between this RFQ and any proposed programs. If there are any inconsistencies between the requirements of this RFQ and other program requirements, the more restrictive requirement shall control.
- 4.1.29** We encourage the proposers to reach out to the various organizations that support and assist the farmworkers of the area as it is likely that the most residents will be farmworkers.

**5.1 PROPOSAL FORMAT.**

- 5.2 Electronic Proposal Submittal:** The HWS intends to retain the successful proposer pursuant to a —Best Value basis, not a —Low Proposal basis ("Best Value," in that the HWS will, as detailed within the following Section 5.0, consider factors other than just cost in making the award decision). Therefore, so that the HWS can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence noted below. Each category must have an electronic folder created with subfolders labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HWS has published herein or has issued by addendum.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

- 1 Proposal Completeness Checklist:** This Form is attached hereto as **Attachment A** to this RFQ document. Each applicant must submit a completeness checklist. This 1-page Form must be fully completed and signed where provided thereon and scanned under this folder as a part of the proposal submittal.
- 2 Profile of Proposer Firm Form:** The Profile of Firm Form is attached hereto as **Attachment B** to this RFQ document. This 3- page Form must be fully completed executed and scanned under this folder as a part of the proposal submittal.
- 3 Residential Development Experience and Capacity:** Previous development experience will be evaluated as it reflects the proposer's demonstrated ability to successfully carryout out a quality project of this type, size, and complexity in a timely manner. Among the factors that will be considered are: 1) quality of construction and design in projects completed or currently being built by the proposer; 2) extent of the proposer's experience, in terms of number, size, type, and scale of projects completed within the last (8) years; 3) history of delivering quality projects on time and within budget; and 4) the absence of purchaser and/or tenant complaints. The proposer's current workload and other pending project obligations will be considered in assessing capacity for undertaking the project proposed by the proposer within the timeframe prescribed for development. Each Principal that comprises the proposer must submit a list of Development Experience and Current Workload. The formats of these forms are contained in **Attachment C**. Care should be taken to provide accurate information about references and to state the roles played in each development by using the codes listed on the bottom of the form. Any individual with no experience should mark the appropriate form with —None.
- 4 Management Company Capacity:** The proposer entity must submit under this folder a concise description of its property management capacity to deliver the proposed services, including resumes for the selected company. Provide a staffing plan indicating which Principals and staff members would have primary roles and duties. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

- 5 Early Education Opportunities:** Projects providing residents access to an on-site Early Education Center that provides low cost to no cost licensed childcare. Program must be on a regular and ongoing basis. Agreements or MOUs with a service provider or organizations that provide programs are needed to obtain full points.
- 6 Workforce Development Opportunities:** Projects providing residents access to workforce development opportunities such as helping job seekers develop resumes, online job search skills, job interview techniques and other programs that will help individuals trying to return to the workforce. Programs must be on a regular and ongoing basis to receive the full points for this section. Agreements or MOUs with local workforce development centers or organizations that provide programs are needed to obtain full points.
- 7 Financial Capacity:** Proposers financial capacity to deliver the proposed project and proven ability of developer to possess or obtain equity and debt capital for the proposed project and past projects, the proposer must submit under this tab a concise and detailed description of its financial capacity. Proposers must demonstrate adequate financial resources to develop a project of the scope proposed in their submission. HWS will evaluate the proposer's assets, bank, or other lender references, and current commitment in order to assess the proposer's capacity to secure predevelopment and permanent financing, meet construction lender's equity requirements, absorb any cost overruns, and commence and complete construction of proposer's entire development project in a timely manner.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

- 5.3 Submission:** All proposals must be submitted and time-stamped received in the designated HWS office by no later than the submittal deadline stated herein (or within any ensuing addendum). In lieu of hard copy binders all Proposal proposals must be submitted electronically on a USB flash drive. USB flash drives shall be placed in a sealed package and addressed to:

**County of Riverside Department of Housing and Workforce  
Solutions (HWS) Attention: Nicole Sanchez, Development  
Specialist  
3403 Tenth St, Suite 300  
Riverside, CA 92501**

The package exterior must clearly denote the following, **—RFQ No. 2023-100 Affordable Housing Development Project Desert Hot Springs Apartments**" and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted. Email delivery shall not be a substitute for or waive physical delivery of the bid by the deadline.

**5.3.1 Submission Conditions.** Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the HWS by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the HWS decides that any such entry has not changed the intent of the proposal that the HWS intended to receive, the HWS may accept the proposal and the proposal shall be considered by the HWS as if those additional marks, notations or requirements were not entered on such. By accessing the HWS website and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the HWS delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

**5.3.2 Submission Responsibilities.** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the HWS, including the RFQ document, the documents listed within the following Section 5.3, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the Development Specialist to exclude any of the HWS requirements contained within the documents may cause that proposer to not be considered for award.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

**5.4 Proposer's Responsibilities—Contact with the HWS.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the Development Specialist, only. Proposers must not make inquiry or communicate with any other HWS staff member or official (including members of the Board of Supervisors) pertaining to this RFQ. Failure to abide by this requirement may be cause for the HWS to not consider a proposal submittal received from any proposer who has not abided by this directive.

**5.4.1 Addendums.** All questions and requests for information must be addressed in writing to the Development Specialist. The Development Specialist will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the Development Specialist will NOT conduct any *ex parte* (a substantive conversation—substantivell meaning, when decisions pertaining to the RFQ are made—between the HWS and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Development Specialist—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Development Specialist may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the Development Specialist may more fairly respond to all prospective proposers in writing by addendum.

**5.4.2 Requirements.** Accordingly, please see Section 5.0 herein which details the information pertaining to this issue that the proposer must submit in response to this RFQ showing compliance, to the greatest extent feasible, with these regulations.

## **6.0 PROPOSAL EVALUATION.**

**6.1 Evaluation Factors.** HWS intends to select a developer and enter into exclusive negotiations for the proposed development project based on the developers qualifications, project proposal, the developer team's financial capability, past project experience and performance, interview(s) with the developer team (if interviews are held), public input and comment, and other pertinent factors. In evaluating the proposals under these criteria, the combined experience and resources of all principals of the proposer will be considered. HWS may request additional information, site visits, interviews, or other presentations by the evaluation committee. The following factors will be utilized by the evaluation committee appointed by the HWS to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal as detailed within Section 5.1 herein:

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

<b>1</b>	<b>20 points</b>	<p>Residential Development Experience and Capacity: Previous development experience will be evaluated as it reflects the proposer’s demonstrated ability to successfully carryout out a quality project of this type, size, and complexity in a timely manner.</p> <p><b>20 points: 5 or more projects in service</b></p> <p><b>10 points: 1-4 projects in service</b></p>
<b>2</b>	<b>10 points</b>	<p>Management Company Experience: Previous management experience will be evaluated as number of projects managed; types of projects managed with no monitoring findings.</p> <p><b>10 points: 11 or more projects managed.</b></p> <p><b>5 points: 6-10 projects managed.</b></p>
<b>3</b>	<b>15 points</b>	<p>Early Education Opportunities: Projects providing residents access to an on-site Early Education Center that provides low cost to no cost licensed childcare. Program must be on a regular and ongoing basis to receive the full 15 points for this section. Agreements or MOUs with a service provider or organizations that provide programs are needed to obtain full points.</p> <p><b>15 points: 3 or more active projects</b></p> <p><b>5 points: 1 or 2 active projects</b></p>
<b>4</b>	<b>10 points</b>	<p>Workforce Development Opportunities: Projects providing residents access to workforce development opportunities such as helping job seekers develop resumes, online job search skills, job interview techniques and other programs that will help individuals trying to return to the workforce. Programs must be on a regular and ongoing basis to receive the full 15 points for this section. Agreements or MOUs with local workforce development centers or organizations that provide programs are needed to obtain full points.</p> <p><b>10 points: 3 or more active projects</b></p> <p><b>5 points: 1 or more active projects</b></p>
<b>5</b>	<b>20 points</b>	<p>Evidence of the proposer’s financial capacity to deliver the proposed project and proven ability of developer to possess or obtain equity and debt capital for the proposed project and past projects, the proposer must submit under this tab a concise and detailed description of its financial performance (project delivery) schedule for this project. Proposers must demonstrate adequate financial resources to develop a project of the scope proposed in their submission. HWS will evaluate the proposer’s assets, bank, or other lender references, and current commitment in order to assess the proposer’s capacity to secure construction and permanent financing, meet construction lender’s equity requirements, absorb any cost overruns, and commence and complete construction of proposer’s entire development project in a timely manner.</p>
Total Points	75 Points	15

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

**6.2 Evaluation Method.**

- 6.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
- 6.2.2 Evaluation Packet.** An evaluation packet will be prepared for each evaluator, including the following documents:
- 6.2.2.1.1** Instructions to Evaluators;
  - 6.2.2.1.2** Proposal Tabulation Form;
  - 6.2.2.1.3** Written Narrative Form for each proposer;
  - 6.2.2.1.4** Recap of each proposer’s responsiveness; and
  - 6.2.2.1.5** Copy of all pertinent RFQ documents.
- 6.2.3 Evaluation Committee.** The HWS anticipates that it may select a minimum of a three-person committee to evaluate each of the responsive —hard copyll proposals submitted in response to this RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. As detailed within Section 5.3 of this document, the designated Development Specialist is the only person at the HWS that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
- 6.2.4 Evaluation.** The appointed evaluation committee shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1-5, (the —Subjectivell Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

**6.2.4.1 Points Awarded Range.** Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFQ are shaded--please also see the Evaluation Factors detailed within the preceding Section 6.1):

Points Awarded Range								
	5	10	15	20	25	30	35	50
<b>Excellent</b>	5	10	15	19-20	24-25	29-30	34-35	42-50
<b>Very Good</b>	5	9	14	18	23	27-28	32-33	32-40
<b>Good</b>	4	9	13	17	21-22	25-26	30-31	35-39
<b>Average</b>	4	7-8	12	16	20	24	28-29	9-16
<b>Poor</b>	0-3	0-6	0-11	0-15	0-19	0-23	0-27	0-8

**6.2.5 Potential "Competitive Range" or —Best and Final Negotiations.** The HWS reserves the right to conduct a —Best and Final Negotiation, which may include oral interviews, with all firms, deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HWS in as a timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

**6.2.6 Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be submitted to the Development Specialist (DS) for review and tabulation to determine the final rankings, which is typically forwarded by the Development Specialist to the HWS Executive Director (ED) or designee for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the County of Riverside Board of Supervisors (BOS) at a scheduled meeting for approval. Contract negotiations may, at the HWS's option, be conducted prior to or after the BOC approval.

**6.2.6.1 Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 75 total possible points detailed within Section 6.1 herein).

**6.2.6.2 Ties.** In the case of a tie in points awarded, the award shall be decided by —drawing lots or other random means of selection.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

**6.2.7 Notice of Results of Evaluation.** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

**6.2.7.1** Which proposer received the award;

**6.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;

**6.2.7.3** The cost or financial offers received from each proposer;

**6.2.7.4** Each proposer's right to a debriefing and to protest.

**6.2.8 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HWS evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HWS evaluation committee.

**6.2.9 Proposal Protest:** Any prospective or actual proposer, who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. To be eligible to file a protest with the HWS pertaining to an RFQ or contract, the alleged aggrieved protestant must have been involved in the RFQ process in some manner as a prospective proposer (i.e. registered, downloaded and received the RFQ documents) when the alleged situation occurred. The alleged aggrieved protestant must file, in writing, to HWS the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by HWS or condition is being protested as inequitable, making, where appropriate specific reference to the RFQ documents issued and including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve HWS from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. The HWS has no obligation to consider a protest filed by any party that does not meet these criteria. Any protest against a solicitation must be received before the due date for the receipt of proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contractor receives notice of the contract award, or the protest will not be considered. All proposal protests shall be in writing, submitted to the Development Specialist or designee, who shall issue a written decision on the matter. The Development Specialist may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals shall be marked as follows and sent to the address listed below:

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

**APPEAL OF RFQ NO. 2023-100  
County of Riverside Department of Housing,  
Homelessness Prevention and Workforce Solutions  
(HWS) Attn: Nicole Sanchez, Development Specialist  
3403 Tenth St, Suite 300  
Riverside, CA 92501**

**7.1 CONTRACT AWARD:**

**7.2 Contract Award Procedure:** If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

**7.2.1** By completing, executing and submitting the Proposal Submittal Checklist, Attachment A, the —proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the HWS.

**7.2.2** The execution of a Development and Disposition Agreement, Ground Lease or Land Purchase Agreement, and Loan Agreement are subject to approval by the HWS Board of Supervisors. Any Loan Agreement is also subject to the availability of funds and approval for release of funds by the County Board of Supervisors (BOS).

**7.2.3** The contract shall be awarded upon a resolution or minute order to that effect duly adopted by the BOS. Execution of the contract documents shall constitute a written memorial thereof.

**7.3 Contract Documents.** The development of the proposed affordable housing development project Desert Hot Springs Apartments shall be in accordance with the documents listed below in descending order of precedence. A conflict in these documents shall be resolved in the priority listed below with the DDA taking precedence over all other documents.

**7.3.1** Proposed Disposition and Development Agreement (DDA, which shall be approved as to form and substance by HWS);

**7.3.2** County Board of Supervisors approval;

**7.3.3** RFQ No. 2023-100, including all attachments, exhibits, and supplemental documents included herein; and

**7.3.4** Selected developer's approved proposal.

**7.4 Contract Term/Period:** The HWS anticipates that it will initially award an agreement for a period of two (2) years with the option, at the HWS's sole discretion, of two (2) additional one (1) year extension periods, for a maximum total of 4 years. The initial two (2) year period, will obligate the selected developer to obtain land use entitlement approvals from the County of Riverside, Board of Supervisors. The initial two (2) year period will begin on the date the DDA is approved by the County of Riverside, Board of

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

Supervisors. However, the specific terms and conditions of such extensions shall be determined by the DDA to be signed by the HWS and the successful developer.

**7.5 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HWS pursuant to this RFQ:

**7.5.1 Contract Form:** By responding to this RFQ and submitting a proposal, the successful proposer acknowledges and agrees that HWS will only execute agreements prepared by HWS which are substantially approved as to form and substance by HWS.

**7.5.2 Assignment of Personnel.** The HWS shall retain the right to demand and receive a change in personnel assigned to the work if the HWS believes that such change is in the best interest of the HWS and the completion of the contracted work.

**7.5.3 Unauthorized Sub-Contracting Prohibited.** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the Development Specialist. Any purported assignment of interest or delegation of duty, without the prior written consent of the Development Specialist shall be void and may result in the cancellation of the contract with the HWS, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Development Specialist.

**7.6 Licensing and Insurance Requirements:** Prior to any individual contract award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**7.6.1 Insurance:** Without limiting or diminishing the proposer's obligation to indemnify or hold the HWS harmless, proposer shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of the contract. As respects to the insurance section only, the HWS herein refers to the County of Riverside Department of Housing, Homelessness Prevention and Workforce Solutions, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

**7.6.2 Workers' Compensation:** If the proposer has employees as defined by the State of California, the proposer shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the HWS.

**7.6.3 Commercial General Liability:** Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified contractual liability, products and completed operations liability, personal and advertising injury, employment practices liability, and cross liability coverage, covering claims which may

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

arise from or out of proposer's performance of its obligations hereunder. Policy shall name the HWS, the County of Riverside (County), its Agencies, Districts, Special Districts, Consultants, Departments, their Directors, Officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to the contract or be no less than two (2) times the occurrence limit.

**7.6.4 Vehicle Liability:** If vehicles or mobile equipment are used in the performance of the obligations under the contract, then proposer shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to the contract or be no less than two (2) times the occurrence limit. Policy shall name the HWS, the County, its Agencies, Districts, Special Districts, Consultants, Departments, their Directors, Officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

**7.6.5 Professional Liability:** Proposer shall maintain Professional Liability Insurance providing coverage for the proposer's performance of work included within the contract, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If proposer's Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of the contract and proposer shall purchase at his sole expense either 1) an Extended Reporting Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or prior to, the inception of the contract; or 3) demonstrate through Certificates of Insurance that proposer has Maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

**7.6.6 General Insurance Provisions - All lines:**

- a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- b. The proposer must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the County Risk Manager before the commencement of operations under this contract. Upon notification of self-insured retention unacceptable to the HWS, and at the election of the County's Risk Manager, proposer's carriers shall either; 1) reduce or eliminate such self-insured retention as respects the contract with the HWS, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

- c. Proposer shall cause proposer's insurance carrier(s) to furnish the HWS with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the HWS prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, the contract shall terminate forthwith, unless the HWS receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverage's set forth herein and the insurance required herein is in full force and effect. ***Proposer shall not commence operations until the HWS has been furnished original Certificate (s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section, showing that such insurance is in full force and effect. An individual authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.***
- d. It is understood and agreed to by the parties hereto that the proposer's insurance shall be construed as primary insurance, and the HWS's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.
- e. If, during the term of the contract or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work; or, the term of the contract, including any extensions thereof, exceeds five (5) years; the HWS reserves the right to adjust the types of insurance and the monetary limits of liability required under the contract, if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the proposer has become inadequate.
- f. Proposer shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- g. The insurance requirements contained in the contract may be met with a program(s) of self-insurance acceptable to the HWS.
- h. Proposer agrees to notify HWS of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of the contract.
- 7.6.7** A copy of the proposer's business license allowing that entity to provide such

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

services within the County of Riverside, State of California;

**7.6.8** If applicable, a copy of the proposer's license issued by the State of California licensing authority allowing the proposer to provide the services detailed herein.

**7.7 Contract Execution.** The successful proposer receiving award shall enter into a formal written Development and Disposition Agreement (DDA), the form and substance of which shall be approved by HWS. No work is to be undertaken by the successful proposer prior to the commencement date. The HWS is not liable for any work, contract, costs, expenses, loss of profits, or any damages whatsoever incurred by the successful proposer prior to the official starting date.

**7.8 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

**8.0 Recap of Attachments:** It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this RFQ, which are hereby incorporated into this RFQ by this reference :

<b>Attachment</b>	<b>Attachment Description</b>
<b>A</b>	Proposal Completeness Checklist
<b>B</b>	Profile of Proposer Firm Form
<b>C</b>	Residential Development Experience and Capacity
<b>D</b>	Aerial Exhibit of Proposed Project Site
<b>E</b>	Riverside County Parcel Report

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

**ATTACHMENT A  
PROPOSAL COMPLETENESS CHECKLIST**

(This Form must be fully completed and placed under Tab No. 1 of the —hard copyll tabbed proposal submittal.)

**Instructions:** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an —X,ll where provided, to verify that the referenced completed form or information has been included within the —hard copyll proposal submittal submitted by the proposer. Must submit one (1) original electronic proposal on a USB flash drive for the Evaluation committee. HWS will not accept submissions of application documents by email or over the internet. Attachments may be completed and signed using electronic format utilizing electronic signatures. Also, complete the Section 3 Statement and the Proposer’s Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS ( <i>Organize elect</i> )
_____	<b>Tab 1 Proposal Completeness Checklist (Attachment A)</b>
	<b>Tab 2 Profile of Proposer Firm Form (Attachment B)</b>
	<b>Tab 3 Residential Development Experience and Capacity (Attachment C)</b>
	<b>Tab 4 Management Company Experience</b>
	<b>Tab 5 Early Education Center Experience</b>
_____	<b>Tab 6 Workforce Development Experience</b>
	<b>Tab 7 Financial Capacity</b>

**PROPOSER’S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HWS discovers that any information entered herein to be false, such shall entitle the HWS to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the proposal, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the HWS, including all forms and attachments.

\_\_\_\_\_  
**Signature**                      **Date**                      **Printed Name**                      **Company**

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

**ATTACHMENT B  
PROFILE OF PROPOSER FIRM FORM**

(This Form must be fully completed and placed under Tab No.3 of the —hard copyll tabbed proposal submittal.)

(1) Name of Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Electronic Mail: \_\_\_\_\_

(2) Street Address, City, State, Zip: \_\_\_\_\_

(3) **Please attach a brief biography/resume of the company**, including the following information:  
(a) Year Firm Established; (b) Year Firm Established in [JURISDICTION]; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(4) Identify Principals/Partners in Firm (submit under Tab No. 4 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(5) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 4 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(6) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

Caucasian American (Male) \_\_\_\_\_%     
  Public-Held Corporation \_\_\_\_\_%     
  Government Agency \_\_\_\_\_%     
  Non-Profit Organization \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

Resident-Owned\* \_\_\_\_\_%     
  African American \_\_\_\_\_%     
  \*\*Native American \_\_\_\_\_%     
  Hispanic American \_\_\_\_\_%     
  Asian/Pacific American \_\_\_\_\_%     
  Hasidic Jew \_\_\_\_\_%     
  Asian/Indian American \_\_\_\_\_%

Woman-Owned (MBE) \_\_\_\_\_%     
  Woman-Owned (Caucasian) \_\_\_\_\_%     
  Disabled Veteran \_\_\_\_\_%     
  Other (Specify): \_\_\_\_\_%

WMBE Certification Number: \_\_\_\_\_

Certified by (Agency): \_\_\_\_\_

(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
DESERT  
HOT SPRINGS**

\_\_\_\_\_  
**Signature**      **Date**      **Printed Name**      **Company**

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

(7) Federal Tax ID No.: \_\_\_\_\_

(8) County of Riverside Business License No.: \_\_\_\_\_

(9) State of California Business Entity Number (Secretary of State): \_\_\_\_\_

(10) Worker's Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(11) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(12) Professional Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(13) Has your firm or any member of your firm been a part to litigation with a public entity?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(14) Is your firm currently involved in local, County, State, Federal mortgage foreclosure proceedings or currently 90 days in arrears on a local public or private loan?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(15) Is your firm currently in rem foreclosure or substantial tax arrears with a City/County or local jurisdiction?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(16) Has, or is this firm or any member of your firm currently in default on any contract obligation or agreement of any kind entered into with a City/County or local public agency?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(17) In the past 10 years, has your firm or any member of your firm failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(18) In the last 7 years, has your firm filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(19) In the last 10 years, failed to file any required tax returns, or failed to pay any applicable Federal, State of California, or County of Riverside or other fees?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(20) Does your firm or any member of your firm have a record of substantial Building Code Violations or litigation against properties owned by the firm or by any entity or individual that comprises the Proposer?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

(21) Has your firm or any member of your firm been convicted for fraud, bribery, or grand larceny?  
Yes  No  Initials \_\_\_\_\_  
If yes, when, with who and state the circumstances and any resolution.

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

---

(22) Has your firm or any member of your firm ever sued or been sued by the County of Riverside Department of Housing, Homelessness Prevention and Workforce Solutions or its affiliated entities?

Yes  No  Initials \_\_\_\_\_

If yes, when and state the circumstances and any resolution of the lawsuit.

(23) Has your firm or any member of your firm ever had a claim brought against because of breach of contract or nonperformance?

Yes  No  Initials \_\_\_\_\_

If yes, when and state the circumstances and any resolution of the matter.

(24) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California? Has this firm been de-designated as a developer of any government sponsored or publicly assisted project?

Yes  No  Initials \_\_\_\_\_

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(25) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HWS? Yes  No

Initials \_\_\_\_\_

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(26) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against the HWS or any person interested in the proposed contract; and that all statements in said bid are true.

Initials \_\_\_\_\_

(27) Verification Statement: The undersigned bidder hereby states that by completing and submitting this bid he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HWS discovers that any information entered herein is false, that shall entitle the HWS to not consider nor make award or to cancel any award with the undersigned party.

Initials \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
HOT SPRINGS**

**ATTACHMENT C  
RESIDENTIAL DEVELOPMENT EXPERIENCE AND CAPACITY**

The most recent project should be listed first. Additional pages may be attached as necessary to illustrate the development experience and capacity. The additional pages shall follow the format below.

Name of Principal or individual whose experience is described below: \_\_\_\_\_

	Project 1	Project 2
Project Name and Address		
Role (a)		
Type (b)		
Category (c)		
# of Building in Project		
# of Stories		
Total # of Units		
Residential Space (sq. ft.)		
Retail Space (sq. ft.)		
Office Space (sq. ft.)		
Community Space (sq. ft.)		
Total Development Cost		
Start Date (month/year)		
Completion Date (month/year)		
Status (d)		
Government Program (e)		
Construction Lender (f)		
Permanent Lender (f)		
Marketing Method (g)		
Marketing Period (h)		
Initial Occupancy & 90% Leased (i)		
Property Management (j)		

- (a) **ROLE:** Indicate the role or roles you have played in the development of each project listed. If developed as part of a joint venture, indicate such by adding JV to the respective role (e.g., D/JV). D=Developer; B=Builder; GC=General Contractor; CM=Construction Manager; F=Provided Financing; O=Other (specify)
- (b) **TYPE:** Project Type: RH=Rental Housing; CH=Coop/Condo Housing; SF=Single Family Housing; O=Office; R=Retail; CF=Community Facility; M=Mixed Use
- (c) **CATEGORY:** NC=New Construction; SR=Substantial Rehab; MR=Moderate Rehab
- (d) **STATUS:** Indicate if project is ENT=Entitlement Phase; PC=Plan Check; UC=Under Construction; C=Completed
- (e) **GOVERNMENT PROGRAM:** Provide the name of the program, contact name, and telephone number
- (f) **CONSTRUCTION/PERMANENT LENDER:** Provide the name of the institution.
- (g) **MARKETING METHOD:** Indicated if you marketed the project directly or used a marketing agent/firm. Provide the name of the marketing agent/method used, if any.
- (h) **MARKETING PERIOD:** Provide the month/year for the start and completion of marketing.
- (i) **INITIAL OCCUPANCY & 90% LEASED:** Provide the month/year for the date of initial occupancy and the date that 90% of the project was under contract or leased.
- (j) **PROPERTY MANAGEMENT:** Indicate if you manage the project directly or use a property management company. Provide the name of the property manager used, if any. Indicate N/A if you no longer own the project.

REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
DESERT HOT  
SPRINGS

---

ATTACHMENT D  
AERIAL EXHIBIT OF PROPOSED PROJECT SITE  
IS APPROXIMATE.

Lot is currently one legal lot and will require parcel map to be recorded for the development of the proposed housing project. Acreage listed is approximate.



# REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS HOT SPRINGS



## Riverside County Parcel Report

APN(s):656040061

### DISCLAIMER

Maps, permit information and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

### MAPS/IMAGES



### PARCEL

APN	656-040-061-2	Supervisory District	Boundaries for Districts 2, 4 and 5 will be updated in January, 2023. Boundaries for Districts 1 and 3 will be updated in January, 2025. V MANUEL PEREZ, DISTRICT 4
Previous APN	656040061 656040060	Township/Range	T3SR5E SEC 6 NE
Owner Name	656040061 COUNTY OF RIVERSIDE	Elevation	917 ft
Address		Thomas Bros. Map Page/Grid	PAGE: 696, GRID: J6
Mailing Address	656040061 P O BOX 1180 RIVERSIDE CA 92502	Indian Tribal Land	NOT IN A TRIBAL LAND
Legal Description	656040061 Recorded Book/Page: / Subdivision Name: Lot/Parcel: Block: Tract Number:	City Boundary	DESERT HOT SPRINGS
		City Spheres of influence	NOT IN A CITY SPHERE
Lot Size	656040061 Recorded lot size is 13.16 acres	March Joint Powers Authority	NOT IN THE JURISDICTION OF THE MARCH JOINT POWERS AUTHORITY

# REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS DESERT HOT SPRINGS

Property Characteristics		County Service Area	NOT IN A COUNTY SERVICE AREA
Annexation Date	N/A	LAFCO Case	N/A
Proposals	N/A		

## PLANNING more...

Specific Plans	NOT IN A SPECIFIC PLAN	Historic Preservation Districts	NOT IN A HISTORIC PRESERVATION DISTRICT
Land Use Designations	CITY	Agricultural Preserve	NOT IN AN AGRICULTURAL PRESERVE
General Plan Policy Overlays	N/A		
Area Plan (RCIP)	Western Coachella Valley	Airport Influence Areas	NOT IN AN AIRPORT INFLUENCE AREA
General Plan Policy Areas	NOT IN A GENERAL PLAN POLICY AREA	Airport Compatibility Zones	NOT IN AN AIRPORT COMPATIBILITY AREA
<a href="#">Zoning Classifications (ORD. 348)</a>	CHECK WITH THE CITY FOR MORE INFORMATION	Zoning Districts and Zoning Areas	NOT IN A ZONING DISTRICT/AREA
Zoning Overlays	NOT IN A ZONING OVERLAY	Community Advisory Councils	NOT IN A COMMUNITY ADVISORY COUNCIL
Environmental Justice Communities	NOT IN AN ENVIRONMENTAL JUSTICE COMMUNITY		
Residential Permit Stats			
N/A			

## ENVIRONMENTAL more...

<a href="#">CVMSHCP (Coachella Valley Multi-Species Habitat Conservation Plan) Plan Area</a>	COACHELLA VALLEY	WRMSHCP (Western Riverside County Multi-Species Habitat Conservation Plan) Cell Group	NOT IN A CELL GROUP
<a href="#">CVMSHCP (Coachella Valley Multi-Species Habitat Conservation Plan) Conservation Area</a>	NOT COACHELLA VALLEY CONSERVATION AREA	WRMSHCP Cell Number	NOT IN A CELL NUMBER
<a href="#">CVMSHCP Fluvial Sand Transport Special Provision Areas</a>	NOT IN A FLUVIAL SAND TRANSPORT SPECIAL PROVISION AREA	HANS/ERP (Habitat Acquisition and Negotiation Strategy/Expedited Review Process)	NOT IN A HANS/ERP PROJECT
<a href="#">WRMSHCP (Western Riverside County Multi-Species Habitat Conservation Plan) Plan Area</a>	NOT IN A WESTERN RIVERSIDE COUNTY PLAN FEE AREA	Vegetation (2005)	NOT IN A VEGETATION AREA

## Fire

Fire Hazard Classification (Ord. 787)	NOT IN A FIRE HAZARD ZONE	Fire Responsibility Area	NOT IN A FIRE RESPONSIBILITY AREA
---------------------------------------	---------------------------	--------------------------	-----------------------------------

## DEVELOPMENT FEES

<a href="#">CVMSHCP (Coachella Valley Multi-Species Habitat Conservation Plan) Fee Area (Ord. 875)</a>	COACHELLA VALLEY	RBBD (Road & Bridge Benefit District)	NOT IN A ROAD BRIDGE BENEFIT DISTRICT
<a href="#">WRMSHCP (Western Riverside County Multi-Species Habitat Conservation Plan) Fee Area (Ord. 810)</a>	NOT IN A WESTERN RIVERSIDE COUNTY PLAN FEE AREA	DIF (Development Impact Fee Area Ord. 659)	WESTERN COACHELLA VALLEY, AREA 2
<a href="#">Western TUMF (Transportation Uniform Mitigation Fee Ord. 824)</a>	NOT IN THE WESTERN TUMF FEE AREA	SKR Fee Area (Stephen's Kagaroo Rat Ord. 663.10)	NOT IN THE SKR FEE AREA
<a href="#">Eastern TUMF (Transportation Uniform Mitigation Fee Ord. 673)</a>	IN OR PARTIALLY WITHIN A TUMF FEE AREA	DA (Development Agreements)	NOT IN A DEVELOPMENT AGREEMENT

# REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS/DESERT HOT SPRINGS

## TRANSPORTATION more...

Circulation Element Ultimate Right-of-Way	IN OR PARTIALLY WITHIN A CIRCULATION ELEMENT RIGHT-OF-WAY	Road Book Page	171
		Transportation Agreements	NOT IN A TRANS AGREEMENT
		CETAP (Community and Environmental Transportation Acceptability Process) Corridors	NOT IN A CETAP CORRIDOR

## HYDROLOGY

Flood Plan Review	OUTSIDE FLOODPLAIN, REVIEW NOT REQUIRED	Watershed	WHITEWATER
Water District	DESERT WATER AGENCY		
Flood Control District	RIVERSIDE COUNTY FLOOD CONTROL DISTRICT		

## GEOLOGIC

Fault Zone	NOT IN A FAULT ZONE	Paleontological Sensitivity	LOW POTENTIAL (L): FOLLOWING A LITERATURE SEARCH, RECORDS CHECK AND A FIELD SURVEY, AREAS MAY BE DETERMINED BY A QUALIFIED VERTEBRATE PALEONTOLOGIST AS HAVING LOW POTENTIAL FOR CONTAINING SIGNIFICANT PALEONTOLOGICAL RESOURCES SUBJECT TO ADVERSE IMPACTS.
Faults	NOT IN A FAULT LINE		
Liquefaction Potential	MODERATE		
Subsidence	SUSCEPTIBLE		

## MISCELLANEOUS

School District	PALM SPRINGS UNIFIED
Communities	DESERT HOT SPRINGS
Lighting (Ord. 655)	NOT IN A PALOMAR OBSERVATORY ZONE
Census Tract	445.16
Farmland	OTHER LANDS URBAN-BUILT UP LAND
Special Notes	NO SPECIAL NOTES
Tax Rate Areas	NO TRA

## Department of Environmental Health Permits

### Septic Permits

Record Id	Application Date	Plan Check Approved Date	Final Inspection Date	Approved Date
N/A	N/A	N/A	N/A	N/A

### Well Water Permits

Record Id	PE	Permit Paid Date	Permit Approved Date	Well Final Date
N/A	N/A	N/A	N/A	N/A

## PLUS PERMITS & CASES

### Administrative Cases

Case	Case Description	Status
N/A	N/A	N/A

### Building and Safety Cases

Case	Case Description	Status
------	------------------	--------

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2023-100 AFFORDABLE  
HOUSING DEVELOPMENT PROJECT DESERT HOT SPRINGS  
DESERT HOT SPRINGS**

N/A	N/A	N/A
-----	-----	-----

**Code Cases**

Case	Case Description	Status
N/A	N/A	N/A

**Fire Cases**

Case	Case Description	Status
FPCBP2000124	DESERT HOT SPRINGS LIBRARY (+GRADING)	PLN CK APPROVED
FPEVT2200024	LOWRIDERS & LITERACY (MULTI CULTURAL CHILDRENS COMMUNITY EVENT 4/30/22)	PLN CK APPROVED
FPFAS2000083	DESERT HOT SPRINGS LIBRARY	PLN CK APPROVED
FPFSS2001356	DESERT HOT SPRINGS LIBRARY	PLN CK APPROVED
FPUWP2000061	DESERT HOT SPRINGS LIBRARY	FINAL

**Planning Cases**

Case	Case Description	Status
N/A	N/A	N/A

**Survey Cases**

Case	Case Description	Status
DED20036	PARK LANE DESERT HOT SPRINGS LIBRARY	RECORDED
ROS20082	JESSICA REVIEW. RECORD OF SURVEY FOR COUNTY OF RIVERSIDE (FACILITIES MGT), 14320 PALM DRIVE, CITY OF DESERT HOT SPRINGS	PEND CORRECTION

**Transportation Cases**

Case	Case Description	Status
N/A	N/A	N/A