



**Request for Proposals (RFP)
RFP No. 2022-001**

CAPITAL NEEDS ASSESSMENT FOR 30 SITES

Located at: Scattered Sites throughout Riverside County

Riverside Community Housing Corp. (RCHC)
5555 Arlington Avenue
Riverside, CA 92504

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Request for Proposals (RFP) No. 2022-001
Capital Needs Assessment for 30 RAD Sites

RFP INFORMATION AT A GLANCE

Designated RCHC Contact Person:	George Eliseo, Contracts & Grants Analyst Email: gceliseo@rivco.org Phone: (951) 955-6405
How to Obtain the RFP Documents:	Online at: www.harivco.org or via e-mail from the designated RCHC contact person listed above.

CONFERENCE

▪ Pre-Proposal Conference	To Be Determined (If Necessary) Housing Authority of the County of Riverside 5555 Arlington Avenue Riverside, CA 92504 OR via teleconference
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DEADLINES

Deadline for: <ul style="list-style-type: none">▪ Questions▪ Requests for Interpretations (RFI's)▪ Request for Modifications	Tuesday, May 17th, 2022, at 5:00 PM Questions and requests for interpretation or modification must be submitted to George Eliseo via e-mail at gceliseo@rivco.org
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Submission Deadline:	Thursday, May 26th, 2022, at 5:00 PM The submittal must be sent to RCHC in one of the following two ways: <ul style="list-style-type: none">(1) Physically delivered to: Riverside Community Housing Corp. 5555 Arlington Avenue, Riverside, CA 92504 Attention: George Eliseo; or(2) Mailed to: Riverside Community Housing Corp. 5555 Arlington Avenue, Riverside, CA 92504 Attention: George Eliseo Submittals sent by email will not be accepted.
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RCHC reserves the right to cancel or modify this timeline at any time.
Notice of any such modifications will be located at www.harivco.org

1.0 BACKGROUND

The Riverside Community Housing Corp. (hereinafter, "RCHC") is a California nonprofit public benefit corporation that was formed in 1992 as an affiliate of the Housing Authority of the County of Riverside ("HACR"). RCHC'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 and housing programs sponsored by the Department of Housing and Workforce Solutions. As our mission, we believe that affordable housing, economic opportunity, and health are matters of unalienable human dignity. Through the creation and preservation of affordable housing and community development initiatives, RCHC strives to eradicate barriers to the pursuit of actualizing these essential liberties, to galvanize vibrant communities and to expand access in the transition towards self-sufficiency.

Currently, RCHC maintains thirty (30) separate apartment complexes, duplexes, triplexes and quadplexes, and one single family residence, comprising an inventory of 513 public housing units.

RCHC is seeking proposals from qualified firms to provide a comprehensive Capital Needs Assessment at all specified public housing sites listed in Attachment B.

This Request for Proposals No. 2022-001 ("RFP") for Capital Needs Assessment is issued solely by RCHC and is not issued by the HACR. The Riverside Community Housing Corp. is a nonprofit, public benefit corporation affiliated with the HACR. While this RFP is issued solely by RCHC, it will be available on the HACR's website for convenience and ease of access.

Details regarding the RFP, specifications, and submittal requirements are set forth in this RFP document and any attachments or amendments to it, which can also be accessed online at www.harivco.org. Submittals made in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments or amendments, in their entirety.

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2.0 RCHC'S RESERVATION OF RIGHTS

- 2.1 Right to Reject, Waive, or Terminate the RFP.** RCHC reserves the right to reject any or all submittals, to waive any informality in the RFP process, or to terminate the RFP process at any time, in its sole and absolute discretion, if deemed by RCHC to be in its best interests.
- 2.2 Right to Not Award.** RCHC reserves the right not to award a contract pursuant to this RFP.
- 2.3 Right to Postpone or Cancel.** RCHC reserves the right to postpone or cancel the final determination of a successful submittal at its convenience.
- 2.4 Right to Incorporate Attachments and Addenda.** Each of this RFP document's attachments, addenda and exhibits are incorporated herein by this reference.
- 2.5 Right to Determine Time and Location.** RCHC reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP. RCHC reserves the right to modify the timelines provided in this RFP. Notice of any such modifications will be located at www.harivco.org. All times provided in this RFP document, its attachments and addenda are Pacific Standard Time ("PST").
- 2.6 Right to Modify Scope.** RCHC reserves the right to modify the Scope of Services at any time. Notice of any such modifications will be located at www.harivco.org.
- 2.7 Right to Determine Financial Responsibility and Viability.** RCHC reserves the right to require of the proposer, information regarding its financial responsibility and viability or such other information as RCHC determines is necessary to ascertain whether a proposer is able to perform the work as described herein.
- 2.8 Right to Retain Submittals.** RCHC reserves the right to retain submittals sent by all proposers in response to this RFP, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said submittals. RCHC may permit the withdrawal of submittals if requested in writing by the proposer and such request is approved in writing by RCHC's Contracting Officer ("CO") in his/her sole and absolute discretion.
- 2.9 Right to Negotiate Fees.** RCHC reserves the right to negotiate the fees proposed by the successful provider.
- 2.10 Right to Reject Any Submittal.** RCHC reserves the right to reject and not consider any submittal that does not meet the requirements of this RFP, including but not limited to incomplete submittals and/or submittals offering alternate or non-requested services.
- 2.11 No Obligation to Compensate.** RCHC shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

- 2.12 Right to Prohibit.** RCHC shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any submittal that does not conform to any of the requirements detailed herein. By accessing RCHC's internet system and by downloading this document, each proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that the proposer will inform the CO in writing within 5 business days of the discovery of any item listed herein or of any item that is issued thereafter by RCHC that the proposer feels needs to be addressed. Failure to abide by this time frame shall relieve RCHC, but not the proposer, of any responsibility pertaining to such issue.
- 2.13 No Guarantee of Amount of Work.** RCHC does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a requirements contract, in that RCHC shall retain one provider only and shall retain the right to order from that provider any amount of services that RCHC may require.
- 2.14 Public Disclosure of Submittal Documents.** To the extent applicable, documents submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act (California Government Code Section 6250 et seq.)

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3.0 PROFESSIONAL QUALIFICATIONS

The selected Provider shall have demonstrated experience in the following areas:

1. Familiarity with large multi-family apartment complexes.
2. Previous experience in conducting Capital Needs Assessments
3. Ability to conduct assessments at sites throughout Riverside County.
4. The Provider must possess valid and current licenses and certifications necessary to comply with the "Scope of Services", as listed below and as regulated by all applicable state, county and/or local laws and ordinances.
5. The Provider must have prior training and experience in evaluating site and building systems, health and safety conditions, physical and structural conditions, environmental concerns and have complete knowledge of the current standards, details and critical dimensioning related to total accessibility for a family and/or senior residential property, as defined by the American with Disabilities Act (ADA), United Federal Accessibility Standards (UFAS) as well as the local jurisdictional codes and requirements related to the specific properties.

4.0 SCOPE OF SERVICES

Overview: The CNA provider shall provide a complete outline of the property including, but not limited to, all the following criteria as listed below and as further detailed in Attachment A:

1. Site

Status of the paving, sidewalks, accessible paths to common areas, curbs and other hardscapes.

Drainage of the hard surfaces, landscapes and building perimeters.

Condition of life and safety issues such as handrails, uneven walking surfaces, pedestrian warnings, electrical and mechanical services, etc.

Trash enclosures, mailboxes, playground equipment and play area, site lighting and other common areas.

Landscaping and grading issues.

Any/all life /safety issues.

2. Building Exteriors

Building cladding including the status/installation of the flashings, sealants, trim, corners, abutment to other surfaces and overall existing performance.

Windows and doors - Assess the condition and performance.

All penetrations such as mechanical vents, fixture mounts, Cable TV and satellite TV mounts, and utility entry points.

Roofing and gutters - Determine the condition along with the installation and the current performance.

Condition and code related issues for stairways, decks, and deck rails.

3. Building Systems

Common area and unit heat and ventilation.
Domestic water source and water heating source.
Electrical service and distribution.
Fire Alarm systems.
General lighting and illumination at the interior and exterior.

4. Common Areas

Accessibility to all common areas. Include any life/safety concerns.
Condition of walls and ceiling substrates, doors, flooring and trim.
Egress and general pathways.
Security to the building.
Laundry services.
Stairs, ramps and railing systems.

5. Units

Flooring including condition, transition strips, baseboards, and other related items.
Bathrooms including plumbing fixtures, GFIC outlets, exhaust fans, bath hardware and cabinets.
Wall and ceiling substrates.
Doors, hardware, and millwork.
Window coverings.
Kitchen including cabinets, countertops, sink/faucet, appliances, range hood exhaust, GFIC outlets.
Light fixtures, baseboard and wall mounted heaters, unit electrical panels and wall receptacles.
Hot water tanks.
Smoke/fire and CO detectors.

RCHC will choose one (1) successful provider only to provide these services at all its sites.

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5.0 REQUIRED SUBMITTAL INFORMATION & FORMAT

Tabbed Submittal: RCHC intends to evaluate the submittals pursuant to the below listed factors in order to select the successful provider. Therefore, so that RCHC can properly evaluate the submittals in response to this RFP, all submittals must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers or tabs (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement RCHC has published herein or has issued by addendum.

The proposer's submittal shall address the following items in the order listed below and shall be numbered to match the following list. The firm's submittal shall be limited to not more than twenty (20) single sided pages in length, (excluding covers and tab separators).

Proposers must provide the following information:

TAB 1. Cover Letter: Cover sheet with company name, address, year of establishment, contact information, and summary of the work that the company does. Please note on the cover sheet if proposer is a minority or women owned business enterprise as preference will be given to MWBEs

TAB 2. Fees Structure: A line-item budget for the proposed CNA(s).

TAB 3. Past Performance: Experience in providing CNAs for similar types of projects. Please include description of prior training and experience in evaluating site and building systems, health and safety conditions, physical and structural conditions, environmental concerns and have complete knowledge of the current standards, details and critical dimensioning related to total accessibility for a family and/or senior residential property, as defined by the American with Disabilities Act (ADA), United Federal Accessibility Standards (UFAS) as well as the local jurisdictional codes and requirements related to the specific properties. Include experience and training of key personnel associated with this project.

TAB 4. Proposed Plan: Description of how the provider proposes to undertake the CNA. Please include timelines for each aspect of the proposed CNAs and steps taken during each component.

TAB 5. Experience with Low-Income Public Housing: Description of familiarity and experience with providing CNAs for low-income public housing complexes.

TAB 6. References: List of at least three (3) professional references for which similar services are currently being provided or have been provided.

TAB 7. Optional Information: Place any additional information the firm wishes to include here. Brief sample CNA preferred by not required.

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6.0 EVALUATION PROCESS

Initial Evaluation for Responsiveness: Each submittal received will first be evaluated for responsiveness (must meet the minimum of the published requirements). RCHC reserves the right to reject any submittals deemed by RCHC not minimally responsive. RCHC will notify such proposer's in writing of any such rejection.

Selection: The evaluation of the proposer's submittal will be conducted as set forth in this Section 6.0. Qualifications will be evaluated in terms of the ability to meet the parameters as set forth in this RFP. Upon conclusion of the evaluation, the proposers deemed most qualified may be invited for interviews, however, RCHC reserves the right to make a selection based solely on the information supplied in the proposer's original submittal.

Evaluation Criteria: The proposer's submittal will be evaluated on the criteria below:

1. Proof of ability to perform the work, as evidenced by prior experience. Up to 25 pts.
2. Description of CNA approach. Up to 20 pts.
3. Line-Item budget. Up to 25 pts.
4. Experience working with non-profit, affordable housing. Up to 15 pts.
5. References. Up to 15 pts.

Evaluation Committee: RCHC will select a committee to evaluate each of the responsive submittals received in response to this RFP. The committee will consist of a minimum of three (3) members. The Evaluation Committee will review, evaluate, rank, and select the submittals according to the scoring criteria outlined in this RFP, and RCHC policy.

The Evaluation Committee's scoring decisions are final and not subject to negotiation.

No proposer shall be informed at any time during or after the RFP 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), the proposer shall not make any attempt to contact or discuss with such person anything related to this RFP. As detailed within this RFP document, the Contracting Officer is the only person at RCHC that the proposer's shall contact, pertaining to this RFP. Failure to abide by the requirements of this Section 6 shall cause a proposer to be eliminated from consideration for award.

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

Procedure. Only submittals that meet all requirements set forth in this RFP, its attachments and any addenda will be considered for award. A ranking list will be prepared according to the scoring awarded to each submittal.

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 the proposer's of the following: The Provider that received the award; where each proposer placed in the process as a result of the evaluation of all submittals received; and each proposer's right to a debriefing and to protest.

Submittal Protest. Any prospective or actual proposer, who is allegedly aggrieved in connection with the solicitation of a submittal or award of a contract, shall have the right to protest. To be eligible to file a protest with RCHC pertaining to an RFP or contract, the alleged aggrieved protestant must have been involved in the RFP process in some manner as a prospective Firm (i.e. registered, downloaded and received the RFP documents) when the alleged situation occurred. The alleged aggrieved protestant must file, in writing, to RCHC 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 RCHC or condition is being protested as inequitable, making, where appropriate, specific reference to the RFP 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 RCHC from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. RCHC 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 submittals, and any protest against the award of a contract must be received within ten (10) calendar days after the successful Provider receives notice of the contract award, or the protest will not be considered. All protests shall be in writing, via US Mail, submitted to the Contracting Officer, who shall issue a written decision on the matter. The Contracting Officer may, at his sole discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals shall be marked as follows and delivered to the address listed below by mail or by hand:

Appeal of RFP No. 2022-001
Riverside Community Housing Corp.
5555 Arlington Avenue Riverside, CA 92504
Attn: George Eliseo

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7.0 SUBMISSION INSTRUCTIONS

Submission Deadline and Method: All submittals shall be in the form specified in this RFP. Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, may be deemed “non-responsive” by the evaluation committee and eliminated from further consideration.

Firms shall submit three (3) hard copies. Hard copies shall be formatted on standard 8 ½ x 11 white paper with each page clearly numbered on the bottom with the appropriate tabs labelled 1-7. The original copy shall be marked “Original” and must be wet signed by the person authorized to bind the proposer’s firm.

The submittal must be submitted to and received by RCHC’s office no later than **5:00 PM on Thursday, May 26th, 2022**. The submittal package shall be placed in its entirety, unfolded, in a sealed package, the exterior of which shall clearly reference “RFP No. 2022-001, Capital Needs Assessment Service” and “Sealed Proposal”. The package must be mailed or hand delivered to the address below:

Riverside Community Housing Corp.
5555 Arlington Avenue, Riverside, CA 92504
Attention: George Eliseo

Submittals received after the published deadline will not be accepted. Email delivery shall not be a substitute for or waive physical delivery of the submittal by the deadline. Submittals received after the deadline indicated above will not be accepted. Delays in mail service or other methods of delivery will not excuse a late submittal delivery.

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8.0 CONTRACT AWARD

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

Contract Form: RCHC will not execute a contract on the successful proposer's form--contracts will only be executed on RCHC's form.

Assignment of Personnel: RCHC shall retain the right to demand and receive a change in personnel assigned to the work if RCHC believes that such change is in its best interest and the completion of the contracted work.

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

Contract Period: TBD. RCHC anticipates that it will award a contract for the period of time required to complete all assessments, as negotiated between the parties.

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:

Indemnification and Hold Harmless: Without limiting or diminishing the Proposer's obligation to indemnify or hold the HACR 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 this Contract. As respects to the insurance section only, RCHC herein refers to the Housing Authority of the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Directors, employees, elected or appointed officials, agents, volunteers, or representatives as Additional Insureds.

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 RCHC.

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 arise from or out of Proposer's performance of

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

Vehicle Liability: If vehicles or mobile equipment are used in the performance of the obligations under this 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 this contract or be no less than two (2) times the occurrence limit. Policy shall name RCHC, the Housing Authority of the County of Riverside, the County of Riverside, its Agencies, Districts, Special Districts, Consultants, Departments, their Directors, Officers, Board of Directors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

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 of Riverside's 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 RCHC, 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 this contract with RCHC, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
- c. Proposer shall cause their insurance carrier(s) to furnish RCHC 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 RCHC 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, this Contract shall terminate forthwith, unless RCHC 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 RCHC 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 RCHC'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 this 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 Service; or, the term of this contract, including any extensions thereof, exceeds five (5) years; RCHC reserves the right to adjust the types of insurance and the monetary limits of liability required under this 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 this contract.

g. The insurance requirements contained in this contract may be met with a program(s) of self-insurance acceptable to RCHC.

h. Proposer agrees to notify RCHC of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this contract.

State Business License: A copy of the proposer's license issued by the State of California licensing authority allowing the proposer to provide the services detailed herein, if such a license is required.

Registration as a California Business Entity: Registration with the California Secretary of State as a California Business Entity is mandatory to do business with the HACR. Proposers outside of California should visit the California Secretary of State website at <http://www.sos.ca.gov/> for additional registration information.

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9.0 ATTACHMENTS

Each of the attachments and exhibits attached to this RFP is incorporated herein by the reference. Attachments contained herein include the following:

Attachment A	Scope of Service
Attachment B	Apartment/Site Locations

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ATTACHMENT A

Scope of Service

RCHC seeks a qualified firm to provide a Capital Needs Assessment for each of the properties listed in Attachment B, below. RCHC seeks comprehensive, industry standard, capital needs evaluations and assessments, which must be in accordance with ASTM E2018-15 and include the following:

1. Physical inspection of all major building systems and building envelope, including roofs, electrical, structural systems, HVAC, plumbing, fire safety and other building systems and components as may be required on a site-specific basis as follows:

a. Apartments and Duplexes: Physical inspection of all major building systems and building envelope, including roofs, electrical, structural systems, HVAC, plumbing, fire safety and other building systems, components, and appurtenances, to include inspection of a representative sample of apartments and duplexes for assessment / evaluation of interior conditions. This representation will be approximately 10% of the total unit interiors distributed by unit type.

b. Office Space, Community Centers and Garage: Physical inspection of all major building systems and building envelope, including roofs, electrical, structural systems, HVAC, plumbing, fire safety, and other building systems and components, and appurtenances, to include 100% of the total unit interiors.

2. Assessment and recommendations for capital improvement and replacement work that will ensure fifteen-year viability of each site, recommended in priority order, including a detailed fifteen-year capital needs budget for each property.

3. Detailed, site-specific written report to RCHC concerning findings of the capital needs study, including the following:

a. Overview analysis of building's capital condition, listing of priority improvement or repair items needed; Any exigent issues that are identified should be reported as soon as possible in writing prior to submission of the final report.

b. The written assessment should indicate, in one schedule, all items requiring immediate attention (life, safety and code) and in another schedule all items that should be addressed immediately but are not immediate code or safety needs; a draft report must be provided to the owner for review prior to the final report.

c. Estimate of costs associated with the repairs, including a capital funding schedule stating the reserve contributions required to make the recommended capital improvements for a 15-year viability period. Estimated useful life and remaining life of major structural, HVAC and mechanical systems, and an explanation of any disparity between the expected lifespan of these systems. This should include a recommended preventive maintenance schedule for major systems based on the assessment.

d. Specific recommendations for improvements designed to improve accessibility, in conformance with the Uniform Federal Accessibility Standards (UFAS) and Section 504.

e. Specific recommendations for cost-effective opportunities to increase energy and water efficiency including, for example, the potential for sub-metering, upgraded fixtures and improvements to the building envelope.

f. Specific recommendations for cost-effective opportunities to implement the use of “green” or sustainable products in any recommended capital improvement, replacement, or repair work.

g. Digital photographs of the building interiors and exteriors, illustrating the need and/or priority of recommended capital improvements, are expected to be included with site-specific written reports.

h. A brief executive summary within each property report that is suitable for review by the public and the Board of Directors.

ATTACHMENT B

Apartment Complex Locations

<u>Complex Name / Address</u>	<u># of Apts.</u>
Rubidoux Village, 5577-5597 34th St., Jurupa Valley, CA 92509	29
Broadway Manor, 16366-16448 Broadway, Lake Elsinore, CA 92530	28
Fairview Lake Twnhms., 33051-33091 Fairview, Lake Elsinore, CA 92530	16
Idyllwild Place, 475-479 Idyllwild Dr., San Jacinto, CA 92583	14
Dracaea Twnhms., 24340-24366 Dracaea, Moreno Valley, CA 92553	28
Fort Drive Apts., 3974-3998 Fort Dr., Jurupa Valley, CA 92509	09
Midway Capri Apts., 102-142 Midway St., Perris, CA 92570	40
Gloria Crossing, 25011-25128 Gloria St., Moreno Valley, CA 92553	34
Sherman Apts., 22211 Sherman Ave., Moreno Valley, CA 92553	04
El Dorado Gardens, 4675 Jackson St., Riverside, CA 92503	68
Highland Ave Apts., 372 Highland Ave., Riverside, CA 92507	04
Banning Townhomes, 975 E. Williams St., Banning, CA 92220	14
Beaumont Grove, 478 Maple St., Beaumont, CA 92223	12
Quinto Del Sol Apts., 13604 Don English Wy., DHS, CA 92240	42
Corregidor Manor, 34355 Corregidor Wy., Cathedral City, CA 92234	14
Dr. Clair S. Johnston Apts., 91-400 7th St. Mecca, CA 91154	40
Thermal I Apts., 87015 Church St., Thermal, CA 92274	28
Thermal II Apts., 56690 Polk St., Thermal, CA 92274	25
Aladdin Villas Apts., 45-909 Aladdin St. Indio, CA 92201	20
Racquet Club Apts., 2383 Racquet Club Dr., Palm Springs, CA 92262	09
Calle De Carlos Apts., 3721-3989 Calle De Carlos, Palm Springs, CA 92264	08
424 E. Chaparral Dr., Blythe, CA 92225	(House)
13740 Mark Dr., Desert Hot Springs, CA 92240	02
66061 3rd St., Desert Hot Springs, CA 92240	09
66780 4th St., Desert Hot Springs, CA 92240	03
68150, 68160, 68170 Calle Las Tiendas, Desert Hot Springs, CA 92240	04
29960 Landau Blvd., Cathedral City, CA 92234	02

Request for Proposals (RFP) No. 2022-001
Capital Needs Assessment for 30 RAD Sites

33580 Cathedral Canyon Rd., Cathedral City, CA 92234	02
32425 Monte Vista Rd., Cathedral City, CA 92234	02
68685 Cedar Rd., Cathedral City, CA 92234	02

TOTAL UNITS: 513