



The City of Turlock Housing Division invites the submission of proposals for the acquisition of properties that have been acquired and rehabilitated by the Housing Division for the purpose of providing affordable housing units to low income households.

This opportunity will assist nonprofit organizations in providing safe, decent and affordable housing units in Turlock. A detailed Request for Proposal is outlined in the following pages.

A Technical Assistance Workshop and Guided Site Tour will be held on:

December 1, 2022  
9:00 am to approximately Noon  
City of Turlock  
Council Chambers  
156 S. Broadway Turlock, CA 95380

**Deadline for submitting proposals is December 20, 2022**

All correspondence pertaining to this proposal should be directed to the attention of Maria Ramos or Katie Quintero. If you have any questions, please contact the Housing Department at 209-668-5610 or via email at [Mramos@turlock.ca.us](mailto:Mramos@turlock.ca.us) or [Kquintero@turlock.ca.us](mailto:Kquintero@turlock.ca.us)



**Request for Proposals (RFP)**  
Housing Program Services Division

**Proposals Due: December 20, 2022 by 4:00 p.m.**

City of Turlock  
Housing Program Services Division  
156 S. Broadway, Suite 140  
Turlock, CA 95380  
209-668-5610

## **INTRODUCTION AND OVERVIEW**

The City of Turlock Housing has been authorized to sell certain real property owned by the City of Turlock Housing Program Services Division (the City). Each property will be sold to an eligible non-profit organization (Applicant) to provide and sustain affordable housing units.

These properties were acquired by the City with Home Investment partnership (HOME) funds and or Community Development Block Grant (CDBG) funds from Housing and Urban Development (HUD). These properties have been or will be rehabilitated by the City to bring them up to housing quality standards. Proposals should assume that the City owned properties will be conveyed in as-is condition after the basic rehabilitation work is complete. These properties have funding and affordability requirements and restrictions. These restrictions include rent restrictions, tenant income limits and property standards. See the individual Property Use and Descriptions in Attachment A for the specific site and tenant requirements.

Site Locations available:

- 829/831 Vermont Ave- 2 single family homes
- 591 Birchwood Way- Single family home
- 901 High Street- Duplex (2 units)
- 1205 Lambert Way- Fourplex (4 units)

The City of Turlock Housing Program Services Division will accept proposals to acquire the individual properties in an “as is” condition. In the event that the initial bid period does not produce a viable award recommendation, the City may (at its discretion) extend the bidding period until it receives a viable bid. Notification of a bidding extension will be made on the City’s housing website [www.cityofturlock.org](http://www.cityofturlock.org).

It is the intention of the City to notify the successful Applicants by January 16, 2023. A proposal results letter will be sent to all accepted applicants.

The City reserves the right to waive any irregularity or defect in any submission; request clarification or additional information regarding Proposals; to cancel this Request for Proposal (RFP) and or to reject any and all proposals at its sole discretion. The City shall assume no liability whatsoever for any expense incurred by an Applicant in replying to this RFP.

This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and Applicant. All legal rights and obligations between the selected applicants, if any, and the City will come into existence only when an agreement is fully executed by the parties and then approved by the City Council.

## **OVERVIEW OF DATES**

1. November 15 2022- Request for Proposal (RFP) release date
2. December 1, 2022 (9:00 am to Noon) – Technical Assistance Workshop and Guided Site Tour for prospective applicants. If tour has to be cancelled, notice of cancellation and a rescheduled tour date will be placed on the City’s website.
3. December 9, 2022- Deadline for Applicants to submit written questions about the RFP and its attachments.
4. December 16, 2022 – Date by which official answers to properly submitted questions about the RFP and its attachments will be posted on the City’s website and or emailed to the applicants.
5. December 20, 2022 (by 4:00 PM) – Proposals due to the City
6. January 9, 2023 – Proposal presentations to review committee
7. January 16, 2023 –Results notification (approximate date)
8. February 14, 2023 – Proposals submitted to City Council for approval to accept the sale of the Properties.

## **SUMMARY OF PROJECT**

Applicants must submit separate proposals for each desired site. There are four (4) separate sites available. Deed restrictions and restrictive covenants will be placed on each property for rental affordability requirements and specific limitations on the use of the property.

Applicants are invited to submit a proposal in accordance with the specifications contained in this Request for Proposal (RFP). Each property must be maintained by the applicant for restricted affordable housing use. The tenant use for each property will be listed in the Property Use and Description (Attachment A). Each property will also be limited to the amount of rent that can be charged and the income levels of residents. The maximum rent limits will be provided by the Housing department annually. The successful applicants must be a California registered non-Profit organization.

Deed restrictions will be held for a minimum of thirty (30) years to meet the affordability period. Applicants may hold the properties as a non-profit corporation, limited partnership, or a limited liability corporation. Properties will have two (2) liens. The first lien will be in form of a forgivable loan and the second lien will be a deferred loan with shared equity. Sample documents will be provided at the Technical Assistance Workshop.

## **APPLICANT ELEGIBILITY**

For the purposes of this proposal, the applicant must be:

- Currently registered California Non-Profit Organization (IRS 501(c) (3) corporation)
- Demonstrate the ability to properly manage and maintain unit(s)
- Demonstrate the financial capacity and
- Provide proof of required startup funds

## **SUBMISSION OF PROPOSAL**

Response to the Request for Proposals must be received by City of Turlock, Housing Division, **no later than 4:00 p.m., December 20, 2022. No exceptions.** Any proposals received after the due date and time will not be considered for funding. Postmarks in lieu of delivery will not be accepted. Emails and faxed proposals will not be accepted.

All interested Applicants must submit One (1) original and three (3) copies of each proposal by mail or delivery to:

City of Turlock  
Housing Program Services  
156 S. Broadway, Suite 140  
Turlock, California 95380

All inquiries regarding this RFP and technical assistance requests should be directed via e-mail to Maria Ramos at [Mramos@turlock.ca.us](mailto:Mramos@turlock.ca.us) and Katie Quintero at [Kquintero@turlock.ca.us](mailto:Kquintero@turlock.ca.us) or (209) 668-5610. Technical assistance is limited to information on the requirements for preparation of proposals. All questions and responses to questions will be placed on the Housing Division website.

## **SELECTION PROCEDURES**

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete proposals will not be accepted for review and rating. Proposals may be rejected for inconsistency with federal guidelines, failure to follow RFP instructions, incomplete documents, or failure to submit required documents. Proposals will be reviewed for completeness, applicant experience, financial capacity, and resources of applicant.

After the preliminary review, a presentation from the eligible applicants will be scheduled. The final decision of the Proposal Review Committee is not subject to appeal. All applicants will receive notification of the City of Turlock's decision regarding their proposal(s).

Acceptable proposals will be scored in the following areas listed below.

Non-profit organizational and financial documentation	25
Narrative proposal	20
Implementation plan	20
Project Budget	10
Affordability/Client served	5
Service to veterans and/or Senior groups	10
Management/staff experience	10
Total 100 points	

**RESERVATION OF RIGHTS**

The City of Turlock Housing Division reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. The City of Turlock Housing Division may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. The City of Turlock Housing Division reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. The City of Turlock Housing Division reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of the City of Turlock Housing Division. It does not commit the City of Turlock Housing Division to award any proposal.

**COSTS FOR PROPOSAL SUBMISSION**

No costs are associated with this proposal(s). However, if applicants wish to conduct any inspections, testing etc., beyond the guided site tour date, any and all costs associated with the work shall be the responsibility of the applicant. Prior approval from the City will need to be obtained for access to the site or sites.

**CONTENT OF PROPOSAL**

All interested Applicants must submit One (1) original and three (3) copies each proposal. The proposal must be typed on standard white paper using standard size font (12). Use the following outline:

## REQUIRED DOCUMENTATION- EXHIBIT CHECKLIST

All of the exhibits must be included and clearly labeled (exhibit letter in top right corner of page) or the application will be disqualified. If an attachment does not apply to your agency please place a sheet labeled with the appropriate exhibit letter and the words "Not Applicable" clearly printed on the page, followed by a brief explanation of why this exhibit does not apply. All other attached narratives not specifically asked for in the exhibits page will be considered extraneous data and discarded. See Exhibit Checklist Description for full details.

Place an   X   on each of the following Exhibits that are included with this application.

Place an   N/A   on each item that is Not Applicable to your organization.

### **Exhibit A: Applicant Narrative**

- A-1 Contact Information
- A-2 Mission Statement
- A-3 Management Experience and Plan
- A-4 Personnel Information
- A-5 Organization Background
- A-6 Negative Impact
- A-7 Returned Funds
- A-8 Turlock Service History

### **Exhibit B: Organization Documentation**

- B-1 Board of Directors
- B-2 Board Authorization
- B-3 By-Laws
- B-4 Articles of Incorporation
- B-5 California Exempt Status
- B-6 Federal Exempt Status
- B-7 City of Turlock Business License
- B-8 Staff

### **Exhibit C: Financial Documents**

- C-1 Financial Start-Up and Ongoing Costs
- C-2 Funding Sources
- C-3 Financials
- C-3 Budget

### **Exhibit D: Project Information**

- D-1 Proposal Narrative
- D-2 Collaboration

\_\_\_\_\_ **Exhibit E: Property Management and Maintenance**

\_\_\_\_\_ E-1 Management and Maintenance

\_\_\_\_\_ E-2 Property Management

\_\_\_\_\_ E-3 Monitoring

\_\_\_\_\_ E-4 Maintenance Budget

\_\_\_\_\_ E-5 Tenant Selection Plan

\_\_\_\_\_ **Exhibit F    Monitoring and Compliance**

\_\_\_\_\_ F-1 Record Management



## Exhibit Checklist Description

### Exhibit A. APPLICANT NARATIVE -

A-1. Contact Information: The contact information (name, address, e-mail address and telephone number, website) of the proposed NPO applicant and whether applying as a non-profit corporation, a limited partnership, or a limited liability corporation.

- Organization Name:
- DBA:
- Address:
- Email:
- Phone:
- Incorporated year:
- Tax ID number:
- DUNS number:
- City of Turlock Business License Number:
- Organizations website:
- Project Contact Name and Title:
- Project Contact phone number, email:

A-2. Mission Statement: Describe the nonprofit's mission statement.

A-3. Management Experience and Plan: Describe any property management experience and the management plan for the site.

A-4. Personnel Information: Provide the names of staff or consultants, partners, who will be involved in the implementation of the project if awarded.

A-5. Organization Background: State the background of organization in providing the type of project/services outlined in the RFP.

A-6. Negative Impact: Specify any past history of activities which have had a serious negative impact upon development projects, tenants or residents including, but not limited to: financial losses (e.g., foreclosure), or serious investigation or citation under the California Administrative Code, the Penal Code or Regulations of the State of California, or the laws of other states, or the Federal Government. Any information withheld or omitted may result in disqualification of the proposal or termination of the contract.

A-7. Returned Funds: Have you had to return any federal, state, or local funds? If so, please provide details of the situation.

A-8. Turlock Service History: Specify the programs you currently offer in Turlock for Turlock residents? How will the unit(s) tie into your existing programs?

## **Exhibit B. Non-Profit Organization (NPO)**

- B-1. Board of Directors: Provide copy of names, addresses, phone numbers and title of each current member.
- B-2. Board Authorization: Provide Resolution authorizing the action to submit a proposal for acquisition of property(s).
- B-3. By-Laws: Provide copy of By-Laws as registered with the California Secretary of State.
- B-4. Articles of Incorporation: Provide copy of Articles of Incorporation as a non-profit agency from the California Secretary of State.
- B-5. California Exempt Status: Provide copy of Letter from the California Franchise Tax Board determining tax-exempt status under Section 23701d, Revenue and Taxation code. Franchise Tax Board Except Organization Unit (916)845-4171.
- B-6. Federal Exempt Status: Provide copy of determining the agency's tax-exempt status under Section 501(c) (3) of Internal Revenue Code. Status letter copies can be obtained by calling the IRS at 877 829-5500 or visiting <https://www.irs.gov/charties-non-profits/about-irs-exempt-organizations>
- B-7. City of Turlock Business License: Provide copy of City of Turlock Business License
- B-8. Staff: Provide copies of job descriptions of the individuals involved with the implementation of the project.

## **Exhibit C. Financial Documentation**

- C-1. Financial Start-Up and Ongoing Costs: Briefly outline your organization's ability to fiscally start up this project and all ongoing costs associated with the project.
- C-2. Funding Sources: Identify all sources of funding for this project.
- C-3. Financials: Provide certified Audit and/or financial statements (most recent)
- C-4. Budget: Provide proposed budget. This should include administrative costs, property management, property taxes, maintenance, etc.

## **Exhibit D. Project Information**

- D-1. Proposal Narrative: Provide a narrative for the project site. How will this property assist your organization? What clientele will be assisted? How will they be assisted? Will additional resources/assistance be provided to them?
- D-2. Collaboration: Will you be collaborating with other agencies? List the agency and describe the type of collaboration.

## **Exhibit E. Property Management and Maintenance**

- E-1 Management and Maintenance: Description of how the management and maintenance functions will occur.
- E-2 Property Management: Will management and maintenance be performed by the Applicant or by a property management company?
- E-3 Monitoring: How often will monitoring occur to ensure compliance with tenant eligibility requirements and rent limits?
- E-4 Maintenance Budget: How will short term and long-term maintenance issues be funded?
- E-5 Tenant Selection Plan: Provide copy of the Tenant Selection Plan. This Plan will be required to comply with all HUD rental unit regulations.

## **Exhibit F. Monitoring and Compliance**

- F-1. Record Management- Explain your record and tenant retention policy and how you will meet this requirement.

**CITY OF TURLOCK  
RFP PROPOSAL COVER SHEET**

TO: City of Turlock  
ATTENTION: Housing Department  
156 S. Broadway Ste. 140  
Turlock, CA 95380

\_\_\_\_\_  
Proposal project address (list only one site per proposal)

\_\_\_\_\_  
Name of applicant organization submitting proposal

\_\_\_\_\_  
Address, city, state, zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Telephone number Fax number

\_\_\_\_\_  
Contact person for the project

\_\_\_\_\_  
Email of contact person

I affirm that the information presented in this proposal is true and that this proposal was developed and authored by the person(s) indicated. I understand that any falsification of information or failure to disclose any history of deficiencies or abuse will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, facsimile proposal copies, and any missing information will also be cause for immediate disqualification. I further understand that, in the event that my proposal is selected for development, the proposal itself is not approved conclusively.

\_\_\_\_\_  
Name and Title of Authorized Official to Submit proposal

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## Attachment A



## Property Use and Description

**The following units have been purchased using federal funds. Rent limits, income limits and property standard restrictions will apply to all units. Upon transfer of ownership (from City to agency), existing tenants must remain in the units following the URL HUD guidelines.**

# 829/831 Vermont Avenue

## Two Single Family Units



### Property Attributes:

#### **829 Vermont Ave. (rear unit)**

Single story home  
Year Built: 2022  
Bedrooms: 3  
Bathrooms: 2  
Kit Appl: gas stove, microwave/hood, dishwasher  
Heating/Air: Central HVAC Unit  
Laundry: w/d hookups in garage  
Fire sprinkler system  
Tankless water heater  
Solar Panels  
Two car garage

#### **831 Vermont Ave (front unit)**

Single story home  
Year Built: 2022  
Bedrooms: 3  
Bathrooms: 2  
Kit Appl: gas stove, microwave/hood, dishwasher  
Heating/Air: Central HVAC Unit  
Laundry: w/d hookups in garage  
Fire sprinkler system  
Tankless water heater  
Two car garage

### Location:

This property is located on Vermont between West Avenue South and South Soderquist Rd.  
The total lot size is 9,313 sq. ft.

- 829 Vermont Ave. – 3 bedroom/ 2 bath, 1,200 sq. ft., current rental amount \$1,000.00
- 831 Vermont Ave. – 3 bedroom/ 2 bath, 1,200 sq. ft., current rental amount \$1,000.00

### **A. The Purpose for which the property was acquired:**

The property was acquired by the City of Turlock for resale. The proposed use of the site is for affordable housing for Veterans.

### **B. Sale of Property:**

The property will be sold with a two-part loan – Forgivable Loan and Shared Equity Loan

**C. Contractual requirements:**

Since the property was acquired with Turlock/Stanislaus County HOME Consortium and/or CDBG funds, income and tenant requirements set by HUD will be required.

**D. Environmental:**

All environmental inspections and reports will be completed at time of sale.

**E. A description of the property's proximity to public facilities:**

These units are within walking distance (or a quick drive) of schools, library, bus stops, hospitals and shopping.

**F. Rental status and requirements:**

Currently both, 829 and 831 Vermont Street are tenant occupied. These units will need to remain available for tenants that are at or below 80% of AMI (area median income) for Stanislaus County per HUD requirements. These units are restricted to rent limits. The rents limits will be provided annually by the City of Turlock Housing Department. Annual income certification and inspections will be required of all tenants and units.

# 591 Birchwood Way One Single Family Unit



## **Property Attributes:**

### **591 Birchwood Way**

Single story home

Year Built: 1984

Bedrooms: 3

Bathrooms: 2

Kit Appl: flat top range, hood, dishwasher/disposal, fridge

Heating/Air: Central HVAC Unit

Laundry: garage laundry hookup

Water heater located in garage

Two car garage

## **Location:**

This property is located on Birchwood Way between Boxwood Way and 5<sup>th</sup> Street. The total lot size is 6,758 sq. ft.

- 591 Birchwood Way. – 3 bedroom/ 2 bath - 1,039 sq. ft., current rental amount \$1,000.00

## **A. The Purpose for which the property was acquired:**

The site was acquired by the City of Turlock for resale. The proposed use of the site is for affordable housing.

## **B. Sale of Property:**

The property will be sold with a two-part loan - Forgivable Loan and Shared Equity Loan



**C. Contractual requirements:**

The property was acquired and rehabilitated with Turlock/Stanislaus County HOME Consortium and/or CDBG funds, income and tenant requirements set by HUD will be required.

**D. Environmental:**

All environmental inspections and reports have been completed.

**E. Property's proximity to public facilities:**

This unit is within walking distance (or a quick drive) of schools, library, bus stops, hospitals and shopping.

**F. Rental status and requirements:**

Currently Birchwood Way is tenant occupied. The single-family dwelling will need to remain available for tenants that are at or below 80% of AMI (area median income) for Stanislaus County per HUD requirements. These units are restricted to the rent limits. The rents limits will be provided annually by the City of Turlock Housing Department. Annual income certification and inspections will be required of all tenants and units.

# 901 High Street Duplex



## Property Attributes:

### 901 High Street Duplex

Single story home

Year Built: 1960

Bedrooms: 2 (each unit)

Bathrooms: 1 (each unit)

Kit Appl: gas stove, microwave/hood, dishwasher/garbage disposal

Heating/Air: Central HVAC Unit

Laundry: w/d hookups in garage

Tankless water heater

Both units were fully rehabilitated in 2021. This property offers 1 car garage for each unit. The total lot size is 10,950 sq. ft. Currently, both units are tenant occupied.

## Location:

This property is located on High Street between West Avenue South and South Soderquist Rd.

- 901 High Street #1. – 2 bedroom/1 bath 696 sq. ft., current rental amount \$900.00
- 901 High Street #2 – 2 bedroom/1 bath 696 sq. ft., current rental amount \$900.00

## A. The Purpose for which the property was acquired:

The site was acquired by the City of Turlock for resale. The proposed use of the site is for affordable housing.

## B. Sale of Property:

The property will be sold with a two-part loan - Forgivable Loan and Shared Equity Loan

**C. Contractual requirements:**

Since the property was acquired and rehabilitated with Turlock/Stanislaus County HOME Consortium and/or CDBG funds, income and tenant requirements set by HUD will be required.

**D. Environmental:**

All environmental inspections and reports have been completed at time of sale.

**E. Property's proximity to public facilities:**

These units are within walking distance (or a quick drive) of schools, library, bus stops, hospitals and shopping.

**F. Rental status and requirements:**

Currently both, 901 High St unit #1 & #2 are tenant occupied. These units will need to remain available for tenants that are at or below 80% of AMI (area median income) for Stanislaus County per HUD requirements. These units are restricted to rent limits. The rents limits will be provided annually by the City of Turlock Housing Department. Annual income certification and inspections will be required of all tenants and units.

# 1205 Lambert Way Four Units



## **Property Attributes:**

### **1205 Lambert Way (Fourplex)**

Single story

Year Built: 1980

Bedrooms: 2 (each unit)

Bathrooms: 1 (each unit)

Kit Appl: gas stove, hood, dishwasher

Heating/Air: Central HVAC Unit

Laundry: Detached Laundry Room

Tankless water heater

This property offers 2 detached carports. One stall per unit. The total lot size is 9,964 sq. ft. This property is scheduled to be rehabilitated. Construction will be November. Transfer of ownership will occur once the rehabilitation of the units has been completed.

## **Location:**

This property is located on Lambert between N. Tully Rd and North Soderquist Rd.

- 1205 Lambert Ave. #1 – 2 bedroom/1 bath, 840 sq. ft., current rental amount \$900.00
- 1205 Lambert Ave. #2 – 2 bedroom/ 1 bath, 840 sq. ft., current rental amount \$900.00
- 1205 Lambert Ave. #3 – 2 bedroom/ 1 bath, 840 sq. ft., current rental amount \$900.00
- 1205 Lambert Ave. #4 – 2 bedroom/ 1 bath, 840 sq. ft., current rental amount \$900.00

## **A. The Purpose for which the property was acquired:**

The site was acquired by the City of Turlock for rehabilitation and resale. Rehabilitation of the site is being processed. The proposed use of the site is for affordable housing.

## **B. Sale of Property:**

**The property will be sold with a two part loan - Forgivable Loan and Shared Equity Loan**  
Transfer of ownership will occur upon rehabilitation of units have been completed

**C. Contractual requirements:**

Since the property was acquired and rehabilitated with Turlock/Stanislaus County HOME Consortium and/or CDBG funds, income and tenant requirements set by HUD will be required.

**D. Environmental:**

All environmental inspections and reports will be completed at time of sale.

**E. A description of the property's proximity to public facilities:**

These units are within walking distance (or a quick drive) of schools, library, bus stops, hospitals and shopping.

**F. Rental status and requirements:**

Currently 3 out of 4 units are tenant occupied. These units will need to remain available for tenants that are at or below 60% of AMI (area median income) for Stanislaus County per HUD requirements. These units are restricted to the HOME rent limits. The low and high HOME rents limits will be provided annually by the City of Turlock Housing Department. Annual income certification and inspections will be required of all tenants and units.