

## REQUEST FOR QUALIFICATIONS

For

Supportive Housing Development Partner

Tri City Mental Health Center (Tri-City) is inviting experienced special need housing developers who may be interested in collaborating to provide 50 to 60 units of permanent supportive housing to be owned by the developer, to submit their qualifications and letter of interest. **Tri-City has control of one project site** and has identified several other potential sites it wishes to see developed. Interested parties are asked to submit the information requested in Section II. The information in Section I is provided solely for the convenience of interested developers.

If Tri-City proceeds with the proposals submitted, interested developers will be given the opportunity to conduct their own due diligence. It will be the responsibility of any developer responding to this Request for Qualifications to include the assumptions made in their submissions. This Request for Qualifications does not represent any offer or commitment by Tri-City to provide any specific program funding

### I. PROGRAM PROFILE

#### Background

The purpose of this request for Qualifications (RFQ) is to identify a development partner to further the goals of Tri-City's comprehensive housing program:

1. To provide permanent supportive housing to those diagnosed with a mental illness and are homeless or at-risk of being homeless;
2. To integrate housing and appropriate supportive services required;
3. To ensure long-term housing success and stability;

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4. To contribute to the improvement and long-term viability of the housing stock within the tri-cities; and
5. To promote the coordination and leveraging of housing resources.

Tri-City seeks to collaborate with a qualified developer to produce 50-60 units of permanent supportive housing for low income individuals and families that are homeless and have serious mental illness. Tri-City is a public agency with over fifty years experience in delivering emergency, transitional and supportive services, but lacks previous experience in the development and management of permanent supportive housing projects.

Tri-City has provided services in transitional housing to the homeless mentally ill. Now that Tri-City has obtained resources through the Mental Health Services Act, it now wants to provide permanent supportive housing for the homeless mentally ill we serve. Tri-City has 125 employees and an annual operating budget of \$14 million dollars. Tri-City has control of a 25,000 square foot parcel it would like to see developed as one of its first housing projects.

#### Roles of the Partners

The Governing Board of Tri-City Mental Health Center recently adopted a Comprehensive Housing Plan. Prospective non-profit partners are encouraged to review the plan. Particular attention should be paid to the section dealing with development partnerships and the respective partnership roles. The Comprehensive Housing Plan is available on the Tri-City Mental Health Center WEB site ([www.tricitymhs.org](http://www.tricitymhs.org)).

## **II. STATEMENT OF INTEREST**

Experienced special needs housing developers interested in providing supportive housing development services to Tri-City are requested to submit a program narrative that includes the following:

1. Cover letter summarizing your interest in the project.
2. A narrative that includes:
  - a. Mission, philosophy, and history of your organization.
  - b. Experience in developing housing, particularly permanent supportive housing.
  - c. Names and experience of key staff members.

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- d. Names and experience of development team members.
  - e. Experience and approach in working with mental health service providers during development and operation of permanent supportive housing projects.
  - f. Reason(s) your organization is interested in partnering with Tri-City on this and perhaps future projects.
3. Proposed project fee structure and total projected development cost per unit.
  4. Projected primary sources of project funding and past success at securing funding from those sources.
  5. Please attach the following documentation:
    - a. Articles of Incorporation.
    - b. By-Laws.
    - c. Most recent financial statements and previous fiscal year audit.
    - d. 501(c)3 determination letter.
    - e. List of Board of Directors with affiliations.
    - f. List of projects and references.
    - g. List of current projects that are pending funding and in conceptual phase.

**III. ADDITIONAL INFORMATION**

If you have questions regarding this Request for Qualification please contact:

Donald Pruyn

(909) 641-8797

RFQ responses are to be sent or delivered by October 27, 2011 to:

Tri-City Mental Health Center

Attention: Jesse Duff, Executive Director

1717 N. Indian Hill Boulevard #B

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