

**Request for Qualifications
NJDCA/NJDHS Special Needs Housing Partnership**

I. Statement of Need/ Background

The NJ Department of Human Services (DHS) is charged with finding appropriate housing for individuals with developmental disabilities in the community rather than in institutions set apart from the community and their families on isolated campuses. The State is now striving to provide supported housing in the least restrictive environment possible and to facilitate integration with the surrounding community.

The NJ Department of Community Affairs and the NJ Housing Mortgage Finance Agency (collectively, “the Departments”) is partnering with DHS to provide housing development expertise and funding to create homes designed to the specifications of DHS in order to offer community based housing to an expanded number of individuals with developmental disabilities.

The State’s capacity to move aggressively to reduce its reliance on institutions in favor of suitable housing integrated into communities throughout the state demands that it identify a pool of the most dynamic, experienced and reliable producers of homes for the developmentally disabled operating in NJ.

II. Objective

The objective of this partnership is to expedite the process of moving individuals out of institutions under the State’s Olmstead Plan; off the DHS waiting list; and/or to emergency community residential placements by qualifying housing developers and appropriate service providers who can ready homes for occupancy in communities throughout the State faster than DHS’s current operating model.

Toward this end, the Departments seek the purchase of single family three or four bedroom ranch style homes or two bedroom condos or apartments to create community housing arrangements ready for occupancy for a minimum of 100 individuals by December 31, 2011, an additional 200 by June 30, 2012, and 300 more by June 30 2013.

III. Purpose

The purpose of this Request for Qualifications is to assemble a roster of experienced housing developers and appropriate service providers with the capacity and technical expertise to acquire and manage units that meet the various residential needs of individuals with developmental disabilities and that meet their need for supports and services.

It is not the purpose of this RFQ to qualify providers on behalf of DHS nor does it guarantee that acceptance by the Department of Community Affairs will lead to DHS qualification.

This RFQ is an opportunity for developers/ service providers with documented organizational capacity, range, and depth of resources to be considered eligible for capital support to produce housing units for disabled individuals ready for a community living opportunity who are in Developmental Centers, are on the DDD waiting list, for whom emergency housing is needed or other similarly situated persons who are in need of such housing.

Please note that replies to this RFQ will not lead directly to a contract between the State of New Jersey and the candidates. The information received in response to this RFQ will be used to create a pool of capable organizations that have demonstrated success in developing housing for low income households in general and for disability communities in particular.

The State will provide interested municipalities with the pre-qualified roster of developers doing business in the area and the pre-qualified developers with a list of the interested municipalities in their business territory in order to facilitate the development of housing opportunities for developmentally disabled individuals. The DHS will provide a map identifying the preferred number and configuration of beds needed based on their clients' ties to a particular community. The list will be available to developers to be used as a guide when searching for properties.

Housing that is easily accessible to public transportation, community resources including shopping and services, in a neighborhood with sidewalks are important site considerations, although not requirements.

IV. Scope of Work

Providers qualified through this RFQ will be eligible to purchase and rehabilitate a fixed number of housing units. The exact number will be determined at time of engagement. The general geographic location and unit configuration for the housing will be made available to all developers chosen to participate in the program. Qualified organizations may submit project development plans for all or a portion of the requested units. A maximum cost of \$125,000 per bed will be allowed for purchase and any necessary rehabilitation under this initiative. Developers may earn up to an 8% developer fee. Purchase and construction financing may be made available through the HMFA, DCA and NJRA pursuant to the relevant qualifying criteria of those entities. Where any of those sources are utilized, the HMFA will make the final decision on the number of units authorized to be developed by any single organization. NJDHS will determine the appropriate concentration of special needs units in a given community.

The selected provider will be required to deliver units that are ADA compliant and conform to NJDHS licensing standards. Each residential unit must comply with the State's Uniform Construction Code. Fire suppression will be required in order to insure adequate protection for a vulnerable population. Funding for fire suppression will be available and is not included in the \$125,000 per bed cap.

Prior to making an application for project development, qualified developers, who are not also service providers, must identify a service provider acceptable to the DHS if unit occupancy is to rely on DDD referrals, services and operating funds.

V. **Funding**

Organizations whose project development plans best meet the State's objectives to create housing opportunities can expect sufficient funding to purchase and rehabilitate the types of housing units identified as needed by DHS. Any award will include funding for a capital improvement reserve.

State and federal funds are available through DHS to pay for the operational and service costs of individuals placed through its Division of Developmental Disabilities.

Funding for services must be identified prior to a commitment by the State for project development. A qualified organization whose sole business is real estate development can seek a service partner with or without the assistance of DHS. However, the allocation of public funds for operating and services will only go to service providers accepted by DHS.

VI. **Qualifications**

Developers chosen to participate in this initiative must have:

Knowledge of NJ's real estate market and experience with appropriate site selection, contract of sale negotiations, working with municipalities to secure permits and inspections and closing;

Knowledge of the construction industry in NJ and expertise in rehabilitating single family ranch-style homes with design considerations for disabled communities, multi-family apartment buildings, and/or condominium units; in developing a project pro forma, project management; familiarity with all pertinent federal, state and local regulations;

A proven track record of delivering units expeditiously and within agreed upon time frames with quality workmanship;

Financial audits that show a business on sound financial footing; and

A record of compliance with the Uniform Construction Code and the Americans with Disabilities Act

A developer/owner who will also be managing the operations and maintenance of properties but will not be employing a professional property management company will be required to provide staff training necessary to maintain building systems and evacuation protocols in cases of emergency.

Organizations or entities subject to outstanding fines or penalties by NJ DCA or NJ DHS will not be considered. Organizations or entities with an unresolved history of defaults to any State lending authority will not be considered.

VII. **Submission Requirements**

Organizations and entities responding to this RFQ must complete and return the following questionnaire. Complete applications must also provide the credentials and other items listed below under Additional Required Documentation.

Responses must be submitted by July 1, 2011. Applications may be delivered in hard copy via overnight express mail or sent electronically.

For electronic delivery please address your e-mail to: RBordzoe@dca.state.nj.us using the title Special Needs Housing Partnership in the subject line.

Hard copies (6) should be sent to:

Commissioners Office
NJ Department of Community Affairs
Box 800
101 South Broad Street
Trenton, N.J. 08625
Attn: Joyce Paul

Phone inquiries: 609-292-6420

Questionnaire

Property development

List all housing development services you currently provide: i.e. acquisition, new construction, renovation, property management, buy and lease.

Is your agency currently a grantee of DCA? If yes, describe:

Is your agency currently developing housing with HMFA assistance? If yes, describe:

Has your agency previously developed housing either for DCA or HMFA? If yes, describe:

Has your agency developed housing units in other States? If yes, describe:

Describe your active projects and projects in development if you have not previously done so:

Classify your organization's market niche in your own words:

Is your organization capable of design/build? Y___ N___

How many units of new construction has your organization completed? ___

Of the total, what percent was accessible? ___

Highest cost per sq. ft. \$_____ (location, year)

Lowest cost per sq. ft. \$_____ (location, year)

How many units has your organization purchased and renovated? _____
Average sq. foot cost overall \$ _____ for the most recent project
Year completed _____

Have you completed housing that was part of a COAH plan and for which the town received COAH credit? Y ___ N ___ If yes, describe that housing.

Have you had experience building or rehabilitating residential units for developmentally disabled individuals? Y ___ N ___ If yes, describe that housing and include all sources of development, operational and services funding.

What is your average residential construction cycle time from initiation to completion?
For new construction _____
For purchase and renovation _____

If full funding were provided, estimate the number of units you are equipped to buy, produce and/or operate within a year. You may base your estimate on any of the following combination of options: single family homes on individual scattered sites, within a larger multi-family housing development, etc...

List all NJ counties where your agency/entity operates.

List all NJ counties where your agency/ entity is prepared to operate.

Has your organization bought or sold foreclosures?
If yes, how many in the past two years? _____

Operating and Service Resources

Has your organization previously developed housing for NJDHS? Y ___ N ___ If yes, describe:

Does your organization have experience providing disability services? Y ___ N ___ If yes, describe:

Provide the # of individuals currently served through a contract with DDD. ___

Provide the # of individuals previously served through a contract with DDD. ___ Provide the expiration date of that contract.

Would you seek client referrals from DDD and require services and operating subsidy for each resident? Y ___ N ___ for some clients but not all _____.

List the partners and financial "relationships" that your agency regularly relies on to deliver housing and services. Include all state and federal agencies, lenders, foundations that contribute to your ability to raise public and private and funds.

Additional Required Documentation:

- Evidence of legal status (i.e. IRS tax exemption)
- Current NJ Business Registration Certificate
- Age of agency
- Years current Executive Director has with organization
- Resumes of Executive Staff, Housing Development and Property Management staff
- List of Board Members
- Most recent audit
- Table of Organization
- Verification of previous NJDCA, NJDHS or HMFA grants and loans
- Mission Statement
- Professional memberships