



Request for Proposals

Affordable Housing Unit for Sale

217 E. Rice Ranch Road, Orcutt CA

Proposal Submittal Deadline:

April 20, 2016, 3:00 p.m.

County of Santa Barbara
Department of Community Services
Housing and Community Development Division
123 East Anapamu Street, 2nd Floor
Santa Barbara, CA 93101
(805) 568-3534

Introduction

Notice is hereby given that proposals are being accepted from qualified buyers to purchase the **Affordable Housing Unit located at 217 E. Rice Ranch Road, Orcutt, CA**. Proposals will be received by the Community Services Department/Housing and Community Development Division, until **3:00 p.m., April 20, 2016**. At that date and time, all proposals will be publicly opened and the names of the Proposers will be read aloud. Please submit a proposal in accordance with the instructions provided in this document.

Description of the Property

The home located at 217 E. Rice Ranch Road, Orcutt, CA 93455 is a 2 bedroom/2 bath unit located in the Orcutt Bluffs Development in the Mission Highlands neighborhood (the "Property"). The Property is a single level end unit containing 1,001 square feet of bright and airy living space, kitchen stovetop, laundry hook-ups, central heating, and a detached one car garage with automatic garage door opener. The community amenities include a basketball court, barbeque area, a swimming pool, hot tub, and ample guest parking spaces for visitors. It is centrally located to nearby parks, the Oak Knoll shopping center, schools, medical facilities and more. Built in 1979, the Property has been recently updated with new exterior paint, dual pane windows, sliding glass doors, and a new enclosed patio with south facing, 180 degree panoramic views overlooking the Solomon Hills. You will find a vast wilderness of open space and hiking trails directly across the street. There is easy access to Highway 101, CA State Route 135, and Highway 1 for commuters. Taking only minutes to drive to the beach and to the wine country, homeowners will enjoy the best of Santa Barbara County.

The Property will be sold subject to the Resale Restrictive Covenant with the County of Santa Barbara which will expire on September 7, 2024; a copy of the Resale Restrictive Covenant is included herein as Attachment "A" for review and reference. The Resale Restrictive Covenant requires that any subsequent sale of the home until September 7, 2024 will be made to a Lower-Moderate Income applicant with a family size of 2-5 persons where the household earns 81-100% of the Area Median income for Santa Barbara County. The Property shall be an owner's primary residence with an owner occupancy requirement for 10 out of the 12 months of the year. The maximum sales price for the unit will be listed at a below market rate determined by the County of Santa Barbara and updated on an annual basis. The existing maximum sales price for the unit is \$203,600. All qualified buyers applications will be considered regardless of purchase price. However, the County retains the right to reject all offers and to re-initiate this RFP in the future.

Showings of the Property will be conducted by brokers or staff from the County's Housing and Community Development Division ("HCD"). To schedule a viewing of the Property, please contact Andrew Kish, Housing Program Specialist, at (805) 568-3534 or by email at akish@co.santa-barbara.ca.us

Examination of the Request for Proposal

Proposers should carefully examine the entire RFP and addenda, if any, and should become fully aware of the requirements for submitting a response.

Preparation

The proposal must be complete in all respects as required in these specifications, described in detail in the section entitled "REQUIRED PROPOSAL CONTENTS" of this RFP. Proposals are to be prepared in such a way as to provide a straightforward and concise discussion of the Proposer's ability to satisfy the requirements of this RFP. Emphasis should be placed on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

Steps for Proposal Development and Submittal

Step 1: Read the Buyer's Information Packet

The Buyer's Information Packet included herein as Attachment "B" includes all eligibility requirements the buyer must meet, as well as household size restrictions, income and asset restrictions, application review procedures, income determinations, and determining assets.

**Please read this information packet thoroughly*

Step 2: Pre-Approval of Bidding Application & Lender Financing

The "Bidding Application for Purchase" included here in as Attachment "C" must be completed, submitted with an initial application fee of \$25, and approved by the Housing and Community Development Division prior to submitting the proposal. All Bidding Applications must be submitted with a Pre-approval letter from a County Preferred Lender and be sent to HCD by mail or in person at **123 East Anapamu Street, 2nd floor, Santa Barbara CA 93101 no later than April 13th, 2016**. HCD shall have two (2) business days to review the Bidding Applications and respond to the proposer informing them of their eligibility to submit a sealed proposal to purchase the unit. When a proposer is deemed eligible, HCD will provide a formal Home Ownership Application (included here as attachment "D") to be completed and submitted with the sealed proposal and the remaining balance \$50 for the Home Ownership Application fee.

All proposers must receive a Pre-approval letter from a County preferred institutional lender. A list of County preferred institutional lenders are included in the Bidding Application.

Proposers are encouraged to include additional information they believe will assist in the evaluation of their proposals.

The deadline for submitting the Bidding Application for pre-approval is April 13th, 2016 at 3:00 p.m. HCD reserves the right to reject Bidding Applications for pre-approval not received by this date.

Step 3: Cover Letter & Offer to Purchase

Proposals must include a completed HCD Homeownership Application, \$50 for the remaining balance of the Homeownership Application fee, and a cover letter providing the primary contact person's information and offered purchase price. Please include all the following details: primary contact person's name, current address, phone number, and email address; household size, total household income, employment information; and offered purchase price. A sample cover letter is shown as Attachment E.

Step 4: Delivery of Proposal

Sealed proposals must be physically received by the Santa Barbara County Community Services Department/Housing and Community Development Division until **3:00 p.m., April 20th, 2016**, at the following address:

**County of Santa Barbara
Community Services Department - Housing
Attn: Rice Ranch RFP Response
123 East Anapamu Street, 2nd Floor
Santa Barbara, CA 93101**

Proposals postmarked 4/20/16, but received by the Community Services Department after that date will not be considered. At 3pm on Wednesday April 20th 2016, the proposals will be publicly opened and the names of the Proposers will be read aloud by a representative of the Community Services Department. No other information will be given at that time. Proposals received after that time will be returned to the proposer unopened.

Required Proposal Contents

All proposals should include, at a minimum, the information described in Step 3. The inclusion of any additional information the proposer believes will assist in the evaluation is encouraged.

Proposal Terms

Right to Reject Proposals and Waive Defects

This is not a bid solicitation and therefore, the County is not obligated to accept any proposal or to negotiate with any Proposer. In addition, the County reserves the right to reject any or all proposals without cause or liability, or waive any technical defect or discrepancy in a proposal.

Ownership of Proposal Documents

Proposer understands that all information, documents, records, and materials submitted to the County in response to this RFP, and subsequent documents deemed necessary by the County,

will become and remain irrevocably the exclusive property of the County. All information, documents, and material, with the exception of any documents that are exempt from public disclosure by law, will become public information and made available upon request for review to the other Proposers and the public after a selection has been made and recommended to the County Board of Supervisors.

Public Information Notice

All information received from Proposers will be considered confidential during the review process. After the proposal review team completes its evaluation, the team will recommend selection or another action to the County Community Services Director who will then make a recommendation to the County Board of Supervisors. At that point, all information will be treated as public information and made available upon request for review to the other Proposers and the public, with the exception of any documents that are exempt from public disclosure by law.

Proposal Evaluation Process

Criteria for evaluation

Specific criteria have been established to assist the County in the evaluation of the proposals.

- A. Applicant's ability to meet the Affordable Eligibility Restrictions as stated in the Buyer's Information Packet.
- B. Completed *Bidding Application for Purchase* that is written clearly and signed with a \$25 initial application fee.
- C. Pre-approval by a County preferred institutional lender as a qualified buyer.
- D. Completed Home Ownership Application

Home Ownership Application Review Procedures

- 1) Meet the qualification requirements detailed in Buyer's Information Packet
- 2) Applicant submits a payment of \$50 with Home Ownership Application
- 3) HCD Staff reviews the Home Ownership Application for completeness
- 4) HCD Staff will have up to one week to review each application, starting the date your application is deemed complete.
- 5) Once a complete application including all supporting documentation is received, HCD will review the application and notify the applicant when a decision is reached on HCD's selection of the buyer. All decisions are subject to third party verification.
- 6) Certifications are valid for a 90 day time period.
- 7) The property will be sold to the eligible buyer who submits the highest offer. In the event that multiple offers from eligible buyers are received at the same price, including the maximum sales price, a random number selection process will be employed to select the buyer.

Additional Information from Proposers

The Housing and Community Development Division of the Community Services Department, and the General Services Department reserve the right to use any additional criteria they deem to be appropriate in selecting the best proposal and may request information from Proposers beyond that specified in the RFP. In addition, Proposers may be requested to appear before the proposal review team. Upon conclusion of the evaluation process, all proposers that meet the Affordable Eligibility Requirements, are pre-approved by a County-preferred lender, and have an approved Bidding Application for Purchase, shall be notified in writing of their status as a Qualified Bidder.

Final Determination by County Board of Supervisors

Once the Community Services Department has determined the best proposal, it will make a recommendation to the Board of Supervisors as to the best proposal. The Board of Supervisors will meet in open session to consider the recommendations of the Community Services Department. All Qualified Bidders will be provided written notice of that open session meeting and will have the opportunity to attend. Ultimately, the Board retains the right to reject all bids and initiate a new RFP process, or opt not to sell the property at that time.

Questions

If further information is needed regarding the requirements contained in the RFP, please contact Andrew Kish with the County's Housing and Community Development Division at: (805) 568-3534 or akish@co.santa-barbara.ca.us

If it becomes evident that this RFP must be amended, a formal amendment will be issued to the Proposers and, if necessary, a new proposal due date will be established. Verbal communications from County staff concerning the RFP are not binding on the County and shall in no way excuse the successful Proposer of obligations as set forth in the RFP, unless the RFP has been formally amended.