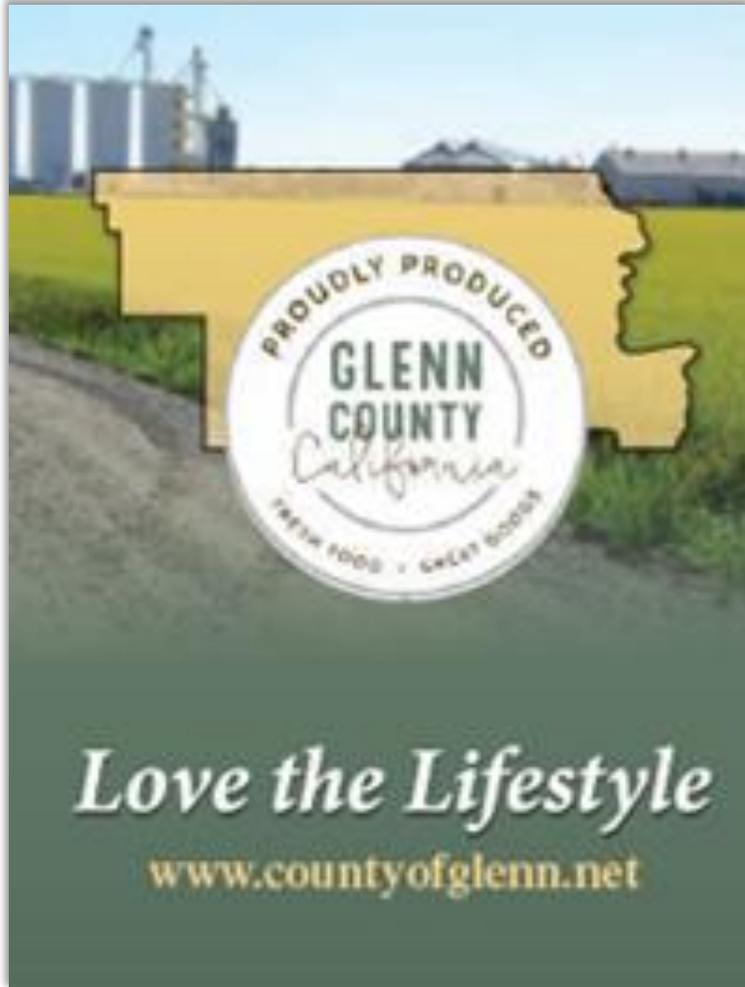


**REQUEST FOR LETTERS OF INTEREST  
for a Glenn County  
Housing Development Opportunity**



**In partnership with the  
Colusa-Glenn-Trinity Community Action Partnership**



**Please Respond by December 19, 2018**

# GLENN COUNTY HOUSING DEVELOPMENT OPPORTUNITY

## OVERVIEW OF HOUSING DEVELOPMENT OPPORTUNITY

Glenn County is located in Northern California and is primarily a rural, agricultural community. There is currently a high need for housing to meet the growing needs of Glenn County residents. The County is interested in the provision of supportive, transitional, affordable, workforce, and/or market rate permanent housing within the boundaries of Glenn County. The desire is to develop and grow in order to meet this housing need, while continuing to align with the region's rural roots and promoting our "Love the Lifestyle" approach to our community.

Glenn County (County), through its Community Action Department (CAD), is inviting Letters of Interest (LOI) in order to establish a pool of interested developers, experienced in the development of various housing solutions, including high-quality affordable housing and permanent supportive housing. The County seeks Letters of Interest from qualified firms for housing development activities in the Glenn County (County) area, and possibly extending into the Colusa and Trinity County areas.

In response to [California's 2017 Housing Package](#), Glenn County is joining the State in a renewed focus on housing. Glenn County recently completed a [Housing Study](#). Recent trending illustrates that availability of affordable housing in the area continues to diminish, and housing is becoming out of reach for an increased number of individuals and families. The anticipated project(s) would be mixed-use development(s), with up to 100% of the units being affordable housing for a range of AMI levels, including family, senior, veteran and/or supportive housing. Glenn County is especially interested in developers with experience with various funding sources, especially [No Place Like Home](#) grant funding. Respondents are warmly invited to share their vision, expressing the most creative and effective ways to meet this community-need.

The partnership Glenn County has with both Colusa and Trinity counties, through the [Colusa-Glenn-Trinity Community Action Partnership](#) (CGTCAP), is integral in our community development planning. It is favorable that prospective developers recognize this key partnership, and demonstrating both flexibility and consideration in meeting the needs of all three counties.

The County is anticipating selecting developer(s) through its procurement process in the Spring/Summer 2019. This RFLOI is not, in itself, an offer of work, nor does it commit Glenn County to fund any response submitted. Submission of this Letter of Interest is voluntary and non-binding. Failure to submit a Letter of Intent will not preclude a lead entity from applying to participate in the Housing Development Opportunity. The County is not liable for any costs incurred in the preparation or research of these LOI.

## SUBMISSION INSTRUCTIONS

Entities that are interesting in participating in the development of the Glenn County Housing Development Opportunity are strongly encouraged to submit a Letter of Interest by the close of business on December 19, 2018. Interested developers are asked to submit either paper or electronic copies of their LOI. Files electronically submitted should be in PDF format and emailed to [dhuguenard@countyofglenn.net](mailto:dhuguenard@countyofglenn.net) with "RFLOI-Developer" included in the subject line. Paper copies should be mailed to:

County of Glenn Community Action Department  
Danielle Huguenard  
420 East Laurel Street  
Willows, CA 95988

All costs incurred in the preparation shall be the responsibility of the preparer. All materials submitted in response to the RFLOI become the property of the County and may be returned only at the County's option and the proposer's expense.

## PRELIMINARY QUESTIONS

Please use the following list of preliminary questions or requests as a basis for the LOI

1. The County is interested in the provision of supportive, transitional, affordable, workforce, and/or market rate permanent housing within the boundaries of Glenn County, and possibly within the boundaries of the CGTCAP area. Responses should address the following:
  - Respondent's understanding of the issues and complexities of affordable and supportive housing;
  - Respondent's experience in working with California housing policy and regulations;
  - Respondent's understanding of rural housing;
  - Respondent's experience leveraging funding and responsiveness to [California's 2017 Housing Package](#), and in particular [No Place Like Home](#) funding
  - Feasibility of including such types of housing.
2. Identify and describe the primary developer/lead entity, including developer's name, corporation name (if applicable) or business name, addresses, telephone numbers, e-mail addresses, and the name of the primary project contact.
3. Identify each person or entity partner that would be conceivably involved with the project team. Also include potential investment and/or development partners (if any) and technical partners (architects, engineers, others). Please briefly describe their respective roles, including:
  - Information regarding the team member's experience and qualifications.
  - Example projects with which the team or key team members have been involved.

- Range of project types the project team can address and their scope of interest in this project.
  - Financing experience and capacity to leverage or maximize available funding, especially grant funding experience including [No Place Like Home](#) grant funding experience.
4. Briefly describe the developer’s relevant project experience for up to five projects. If available, please include examples of projects in Colusa, Glenn, or Trinity counties. The Community Action Department is most interested in current or recently completed projects and in assessing the developer’s experience in successful completion of projects of similar scale.

Projects used to demonstrate experience should provide the following information:

- Project name and location.
  - Description of project size and scope, including the number of units, unit type, and square footage costs for hotel, motel, and residential uses.
  - Submission of photos or drawings, if available.
  - Total project cost and a summary of approach to project financing. This could include descriptions of sources of funds, amount of debt, and equity. Please provide a description of financing experience and capacity to leverage or maximize available funding.
  - Challenges and obstacles addressed during the development and construction process.
  - Name of the architect and contact information.
  - Name of the construction manager or general contractor and contact information.
  - If applicable, the contact name and information of the primary public official who worked with the developer on the project, if a public sector agency was involved.
5. Briefly describe intent and process regarding property acquisition.
6. Briefly describe development and possible redevelopment, including potential land uses, development density, architectural character, and other indicators of development quality.
7. Provide a description of how health related aspects might be built into projects. Include awareness of healthy housing policy and project design, and any relevant experience implementing similar projects.
8. Identify any other significant factors, requirements, or preferences regarding the respondent’s ability to successfully complete this type of development project.

**Funding Provision**

Payment for services under any contract with the County is dependent upon the availability of County, State, and Federal funding. No award or contract will be made if funding is not available. Contracts may be awarded through the procurement process, in the most beneficial manner for the County, at a later time.

## **Public Records Act**

All correspondence with the County, including material submitted in response to this RFLOI shall become the property of Glenn County, may be reviewed and evaluated as part of this RFLOI process by any persons at the discretion of Community Action Department, and will become public records under the California Public Records Act (CA Government Code §6250, et seq.). As such, all documents that the proposer sends to the County will be subject to being publicly disclosed if requested by a member of the public. The Public Records Act provides for several limited and narrow exceptions to this disclosure requirement. Proposers are cautioned not to include confidential, proprietary, or privileged information in proposals. If the proposer believes that there are portions of their proposals exempt from disclosure under the Public Records Act, the proposer must mark said portion as such and state the specific provision under the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. Any response which contains language purporting to render all or significant portions of the response as “confidential” or “trade secret” or “proprietary,” or fails to adequately state an exemption under the Public Records Act will be considered a public record in its entirety and may be disclosed. While the Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the County may not be in a position to establish that the information submitted by a responder is a trade secret. If a request is made for information marked “confidential,” “trade secret,” or “proprietary,” the County will provide proposers with reasonable notice to seek protection from disclosure by a court of competent jurisdiction. The County, however, shall not in any way be liable or responsible in connection with the County’s disclosure of any response or any part thereof, if disclosure is required by the California Public records Act or pursuant to law or legal process.

## **CONTACT INFORMATION**

### **For additional program information, please contact:**

Glenn County Community Action Department

Danielle Huguenard, Housing and Community Development Program Manager

Phone: (530) 934-1457 Email: [dhuguenard@countyofglenn.net](mailto:dhuguenard@countyofglenn.net)