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## Request for Proposals

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For **Electrical Contractor Services** for **Installation of Electric Vehicle Charging Stations (EVCS)** At Nine (9) Locations Across the City of Ventura.

By **Homecomings, Inc.**

Nonprofit affiliate of Ventura Housing (Housing Authority of the City of San Buenaventura).

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*Submittal Deadline*

*All questions regarding this RFP must be submitted via email to:*

**4:00PM PST**  
**Monday April, 27 2026**

**David Ross**  
Associate Project Manager  
Dross@venturahousing.org

The responsibility for submitting a response to this Request on or before the stated time and date will be solely and strictly the responsibility of the Contractor. **Homecomings, Inc.** will in no way be responsible for delays caused by any occurrence.



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**RFP SCHEDULE**

RFP Released	March 16, 2026
Submit Intent to Respond	March 26, 2026
Submit all questions regarding this RFP on or before:	April 6, 2026
Responses to Questions/ Addendum will be issued	April 16, 2026
<b>Proposals Due:</b>	<b>4:00PM PST April 27, 2026</b>
Consultant Selection: (Estimated)	May 7, 2026
Notice to Proceed	May 18, 2026

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## PART I — PROJECT INFORMATION

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### Section 1.01 About Homecomings, Inc.

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Homecomings, Inc. is a California nonprofit public benefit corporation and the nonprofit affiliate developer of Ventura Housing (Housing Authority of the City of San Buenaventura - HACSB). Homecomings acts as the Sole/Managing Member of the General Partner in affordable housing limited partnerships, developing and preserving affordable multifamily housing throughout the City of Ventura. Projects developed by Homecomings utilize a range of funding sources including Project-Based Vouchers (PBVs), HOME Investment Partnerships Program funds, Low Income Housing Tax Credits (LIHTC), Rental Assistance Demonstration (RAD) program conversions, Restore-Rebuild program funds, and other local, state, and federal housing programs.

### Section 1.02 Overview

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**Homecomings, Inc.** (“Owner”) is requesting proposals from qualified licensed California C-10 Electrical Contractors to provide turn-key electrical construction services for the installation of owner supplied electric vehicle charging stations for 9 (nine) scattered sites across the portfolio. A detailed Scope of Services and Locations is provided in Section 1.06.

### Section 1.03 Project Description

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Homecomings, Inc. is implementing EV charging infrastructure improvements to support residents, visitors, and the broader community in advancing clean transportation goals. The program will deliver Level 2 Charging infrastructure at nine (9) occupied multifamily locations distributed across the City of Ventura.

The Contractor shall coordinate with Homecomings, , the City of Ventura (Authority Having Jurisdiction), Southern California Edison to obtain permits, schedule outages as needed, and complete all required inspections. Homecomings anticipates that construction will occur while sites remain operational; therefore, maintaining safe access, protecting existing utilities and improvements, and minimizing service disruptions are essential.

Site details are provided in **Exhibit A and Exhibit B**.

**Section 1.04 Design and Ownership Team**

The following team has been assembled for the project. Vendors selected through this RFP will be expected to coordinate directly with relevant team members as needed to complete their scope of work.

ROLE	ENTITY
Owner / Contracting Entity	Homecomings, Inc.
Manufacturer	Autel
Other Consultants	ForeFront Power

**Section 1.05 Scope of Services**

Homecomings is seeking an electrical contractor with demonstrated experience delivering EVCS installations in Southern California, including permitting, load calculations, service upgrades, conduit and wiring installation, commissioning, and closeout documentation. Experience working in the City of Ventura and/or with public agencies or affordable housing sites is highly desirable.

**(a) The selected Electrical Contractor shall:**

- Hold an active California C-10 Electrical Contractor license in good standing and comply with all permitting and inspection requirements.
- Perform pre-installation site verification, including confirming existing electrical service capacity, panelboard conditions, and constructability constraints.
- Furnish and install all electrical infrastructure required for EVSE operation, including conduit, conductors, grounding/bonding, overcurrent protection, disconnects, and metering, as applicable.
- Provide or coordinate through qualified subcontractors any trenching, sawcutting, concrete/asphalt patching, equipment pads, and protective devices, such as bollards, necessary to complete a code-compliant installation consistent with the drawings.
- Install EVSE equipment per the selected manufacturer’s requirements. **Proposer shall note that EVCS units are Owner-furnished.**
- Coordinate utility service work and schedule any outages required for safe installation.
- Commission and test each charging station, verify functionality and safety features, and provide training/turnover documentation to the Owner.
- Provide warranty coverage for workmanship and pass-through manufacturer warranties for supplied equipment, if applicable.

**(b) General Consultant Responsibilities:**

The following responsibilities apply to all engagements regardless of service type.

- All costs incurred during proposal preparation and submission are borne solely by the Respondent. Homecomings will not reimburse proposal costs under any circumstances.

- The Consultant shall be solely responsible for all direct costs incurred in performance of the scope, including travel, lodging, postage, shipping, reproductions, and subcontracts, unless expressly stated otherwise in the scope.
- All project communications shall be directed in writing to the Homecomings Project Manager identified on the cover page. No other Homecomings or HACSB staff may be contacted during the RFP without written authorization.
- The Consultant shall maintain all required licenses, certifications, and insurance throughout the term of the contract. Lapse in required coverage is grounds for contract termination.
- All work product, reports, and deliverables produced under this contract shall become the property of Homecomings, Inc. upon delivery and acceptance.
- The Consultant shall not assign or subcontract any portion of the work without prior written consent of Homecomings.

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## PART II — SUBMITTING YOUR PROPOSAL

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### Section 2.01 RFP Submission and Format

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Please submit your proposal no later than the date of the Submission Deadline **via email** addressed to:

**Email to: David Ross**  
**Associate Project Manager**  
[Dross@venturahousing.org](mailto:Dross@venturahousing.org)

**Subject line: "RFP EVCS Installation Proposal"**

Firms intending to respond should submit a brief email to the contact listed on the cover page by the date above with the subject line " EVCS Installation — Intent to Respond." No formal format is required — firm name and primary contact information is sufficient. All questions, responses to questions, and any addenda issued during the solicitation period will be distributed to firms who have submitted an Intent to Respond. Submitting an Intent to Respond is encouraged but does not obligate your firm to submit a proposal, and failure to submit one will not disqualify your proposal.

Submissions must be made by email.

**Section 2.02 Submission Timeline**

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The following schedule governs this solicitation. All dates are firm. Proposals received after 4:00 pm PST on the deadline may not be considered.

RFP Released	March 16, 2026
Submit Intent to Respond	March 26, 2026
Submit all questions regarding this RFP on or before:	April 6, 2026
Responses to Questions/ Addendum will be issued	April 16, 2026
<b>Proposals Due:</b>	<b>4:00PM PST April 27, 2026</b>
Consultant Selection: (Estimated)	May 7, 2026
Notice to Proceed	May 18, 2026

**Section 2.03 Required Proposal Contents**

Proposals shall be submitted as a single PDF document containing all of the following items in the order listed. Failure to include required items may result in the proposal being deemed non-responsive.

#	REQUIRED ITEM	WHAT TO INCLUDE
1	<b>Cover Letter</b>	Firm name, address, phone, email. Signed by officer authorized to bind the firm. Statement that the proposal is valid for at least 90 days.
2	<b>Qualifications &amp; Experience</b>	Firm history, years in business, relevant project experience (past 3 years). Required certifications, C-10 License.
3	<b>Project Approach &amp; Methodology</b>	Describe your firm’s approach to completing the scope of work. Demonstrated understanding of scope. Methodology for completing the work. Knowledge of applicable regulatory requirements.
4	<b>Project Schedule</b>	Timeline in calendar days from Notice to Proceed (NTP). Key milestones. Assume NTP date outlined in Section 2.02 or provide written justification for alternate assumption.
5	<b>Fee Proposal</b>	Detailed pricing with all cost components and a Total Not-to-Exceed (NTE) amount. Clarity of cost explanation required.
6	<b>References</b>	Three (3) client references with similar scope. Organization, contact name, phone, and email. Note: do not list Homecomings or HACSB staff as references.
7	<b>Legal / Judgment Disclosure</b>	Disclose any indictment, conviction, or civil judgment involving fraud or misconduct in the past 3 years.
8	<b>Section 3 / M-WBE Documentation</b>	If Claiming, then Documentation of Section 3 business status or Women/Minority-Owned Business Enterprise certification, if applicable.

PART III — SELECTION

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**Section 3.01 Evaluation Criteria & Scoring of Qualifications**

All proposals that pass the threshold review will be evaluated by a review committee using the standard scoring matrix below. Homecomings reserves the right to adjust point weights for project-specific circumstances with Director approval; any adjustments will be disclosed by addendum prior to the submission deadline.

#	EVALUATION FACTOR	PTS	WHAT REVIEWERS ARE LOOKING FOR
1	<b>Qualifications &amp; Experience</b>	25	Firm history, relevant project experience in Ventura County, required certifications, familiarity with applicable regulatory and or permitting framework.
2	<b>Cost / Fee Proposal</b>	25	Reasonableness of fees, clarity of pricing, NTE amount, basis for cost.
3	<b>Project Approach &amp; Understanding</b>	20	Demonstrated understanding of scope, quality of methodology, knowledge of local and applicable state requirements.
4	<b>Project Schedule</b>	25	Realistic timeline, clear milestones, demonstrated availability to meet Homecomings' project deadlines.
5	<b>Section 3 / M-WBE Status</b>	5	Documented Section 3 business certification or Women/Minority-Owned Business Enterprise status with supporting documentation.
TOTAL		100	

**Section 3.02 Selection Process and Criteria**

**(a) Threshold Review**

Prior to scoring, Homecomings will conduct a threshold review to confirm: (1) the submittal is complete and in the required format; and (2) the respondent is not subject to active federal, state, or local debarment. Proposals failing threshold review will not be evaluated.

**(b) Evaluation & Award**

A review committee will score all proposals passing threshold review using the matrix in Section 3.1. Following scoring, Homecomings expects to immediately negotiate with the highest-ranked respondent on contract terms and final pricing. If negotiations fail for any reason, Homecomings may proceed to negotiate with the next-ranked respondent.

Homecomings reserves the right to: request oral presentations or additional information from any respondent prior to final selection; consider information about a firm beyond what was submitted in the response; and award to the respondent deemed most advantageous to Homecomings regardless of fee alone.

**PART IV — CONTRACT & TERMS**

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**Section 4.01 Contract Type**

The selected respondent will be required to execute a **Small Works Construction Contract**, The form of contract is attached as **Exhibit D**. Respondents are encouraged to review Exhibit D before submitting. Exceptions to the form of contract must be noted in the proposal. The respondent shall provide appropriate state and local certifications and licensing documents.

The initial contract term shall be through project completion. Homecomings may, at its sole discretion, extend the agreement upon mutual written agreement. Time is of the essence.

The selected respondent must hold all applicable state and local licenses required to perform the scope of work throughout the contract term.

**Section 4.02 Insurance**

Before commencing work, the selected Contractor shall furnish Homecomings, Inc. with certificates of insurance evidencing the minimum coverage below. Full insurance requirements, endorsement language, carrier rating requirements, and Additional Insured designations are set forth in the Form of Contract attached as **Exhibit D**. In the event of any conflict between the summary table below and Exhibit D, the requirements set forth in Exhibit D shall prevail.

**Small Works Construction Contract — Insurance Requirements**

COVERAGE TYPE	MINIMUM REQUIRED
<b>Workers' Compensation</b>	Statutory/CA Law: Employer's Liability \$1,000,000 per occurrence; Waiver of Subrogation required
<b>Commercial General Liability</b>	\$2,000,000 per occurrence / \$4,000,000 general aggregate / \$2,000,000 products & completed operations aggregate
<b>Automobile Liability</b>	\$1,000,000 per occurrence CSL
<b>Professional Liability (E&amp;O)</b>	\$1,000,000 per claim / \$2,000,000 annual aggregate
<b>Excess / Umbrella Liability</b>	As needed to meet above limits

**Subcontractor Insurance**      Same as above (CGL aggregate may be \$1,000,000)

All certificates must: (1) name Homecomings, Inc., 995 Riverside Street, Ventura, CA 93001 as Additional Insured; (2) include a 30-day cancellation notice provision; (3) state that the Contractor's insurance is primary and non-contributory with respect to Homecomings; and (4) be issued by a carrier with an A.M. Best rating of A-: VII or higher.

### **Section 4.03    Terms and Conditions**

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#### **(a) Staff Communications**

Under no circumstances may any member of the Board or any staff member other than the contact specified on the cover page be contacted during this RFP process. Failure to comply will result in disqualification. All questions must be submitted in writing to the designated contact no later than the question deadline in Section 2.01. All questions will be answered in writing by email and distributed to all parties who have indicated they may respond to this RFP.

#### **(b) Release of Information**

Information submitted in response to this RFP will not be released by Homecomings, Inc. during the evaluation process or prior to a contract award. All materials submitted in response to a federally funded solicitation may be made available to the public once a selection has been made. Any information claimed as proprietary must be clearly marked; Homecomings cannot guarantee confidentiality of submitted materials.

#### **(c) Homecomings' Right to:**

Homecomings, Inc. may, at its sole and absolute discretion, reject any and all, or parts of any and all, proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the responses received as a result of this RFP. Also, the determination or the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of Homecomings, Inc.

#### **(d) Non-Discrimination**

The Respondent warrants adhering to all civil rights, equal opportunity, and fair housing and Section 3 regulations. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination on the grounds of race, color, religion, sex, gender identity, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, age, medical condition, genetic information, citizenship, primary language, immigration status, justice system involvement, or any other class protected under federal or state fair housing law.

#### **(e) Conflict of Interest**

The Respondent warrants that it presently has no interest and will not acquire any interest direct or indirect, which would conflict in any manner or degree with the performance of services under this contract.

**(f) Debarment & Suspension**

By submitting a proposal, the Respondent certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

## EXHIBIT A : SITE ADDRESSES

Homecomings anticipates installation of EVSE at the following nine (9) locations. Refer to Exhibit B (Site Layout) for site-specific details. Refer to Exhibit C (Spec Sheet) for information on Owner-Supplied station equipment.

#	Site Name	Address	Planned EVCS (Qty/Type)	Notes
1	Villages at Westview I	251 W Vince St. Ventura	1 / Dual Port	Replace
2	Westview Village II	247 W Warner St. Ventura	1 / Dual Port	New
3	Westview Village III	1023 Riverside St. Ventura	1 / Dual Port	New
4	Westview Village III	1071 Riverside St. Ventura	1 / Single Port	New
5	Westview Village III	336 W Flint St. Ventura	1 / Single Port	New
6	Westview Village III	340 Warner St. Ventura	1 / Single Port	New
7	Willett Ranch	54 – 55 Willett St. Ventura	3 / Single Ports	New
8	Rancho Verde	10575 Los Gatos St. Ventura	1 / Dual Port	Replace
9	Valentine Road	5818 Valentine Rd. Ventura	1 / Single Port 1 / Dual Port	New
		Total:	7 Single Ports 5 Dual Ports	

## EXHIBIT B : SITE LAYOUT

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Homecomings obtained initial feasibility and site analysis from ForeFront Power. Click on the PDF icons below to view each site, location of EVSE and associated Electrical Room Equipment. **Note: all underground conduit is existing.**



RFP Attachments Folder : Site Layouts

<https://hacityventura.box.com/s/w4cygt7yy8wuiwe4tsarv6s1p8ce8j52>

## EXHIBIT C : SPEC SHEETS

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Homecomings, Inc. will purchase the Autel Electric Vehicle Charging Stations in both Single Charger and Dual Charger Configurations. Click on the PDF icons below to view the equipment documentation.



**RFP Attachments Folder : Equipment Specs**

<https://hacityventura.box.com/s/w4cygt7yy8wuiwe4tsarv6s1p8ce8j52>

## EXHIBIT D : FORM OF CONTRACT

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Review the Construction Contract by clicking the PDF icon below.



**RFP Attachments Folder : Contract Sample**

<https://hacityventura.box.com/s/w4cygt7yy8wuiwe4tsarv6s1p8ce8j52>