
Request for Proposals

For **Qualified Sustainability Consultants** for **Pasteur Court** A 33-unit permanent housing project serving homeless households and low-income families. Unaddressed parcels at the western terminus Pasteur Drive, Ventura, CA 93003.

APNs: 138-0-042-115, 125

By **Homecomings, Inc.**

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

Submittal Deadline

All questions regarding this Request must be submitted via email to:

4:00PM PST
Wednesday, April 22, 2026

Kyler Carlson
Sr. Project Manager
KCarlson@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.



Part I — Project information	3
Section 1.01 About Homecomings, Inc.	3
Section 1.02 Overview	3
Section 1.03 Project Description	3
Section 1.04 Design and Ownership Team	4
Section 1.05 Regulatory Context	5
Section 1.06 Scope of Services	5
Part II — Submitting your proposal	7
Section 2.01 RFP Submission and Format	7
Section 2.02 Submission Timeline	8
Section 2.03 Required Proposal Contents	8
Part III — Selection	9
Section 3.01 Evaluation Criteria & Scoring of Qualifications	9
Section 3.02 Selection Process and Criteria	10
Part IV — Contract & Terms	10
Section 4.01 Contract Type	10
Section 4.02 Insurance	11
Section 4.03 Terms and Conditions	11
Exhibits	
EXHIBIT A- Project Description	12
EXHIBIT B- Form of Contract	12
EXHIBIT C- Project Entitlement Plan Set	12

RFP SCHEDULE

RFP Released	April 6, 2026
Submit all questions regarding this RFP on or before:	Monday, April 13, 2026
Responses to Questions/ Addendum will be issued	Wednesday, April 15, 2026
Proposals Due:	4:00PM PST Wednesday, April 22, 2026
Consultant Selection: (Estimated)	Wednesday, April 29, 2026
Notice to Proceed	Monday, May 4, 2026

PART I — PROJECT INFORMATION

Section 1.01 About Homecomings, Inc.

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

Homecomings, Inc. (“Owner”) is seeking proposals from qualified sustainability consultants to provide comprehensive green building and sustainability services for Pasteur Court, a new construction affordable housing development located in Ventura, California. The project is financed through the California Tax Credit Allocation Committee (TCAC) Low-Income Housing Tax Credit program and is subject to TCAC sustainability requirements for competitive scoring and placed-in-service compliance, for the development described below, and potentially for future affordable housing projects.

Responses to this RFP will be evaluated both for the specific project scope described herein and to establish a pool of qualified consultants from whom Homecomings may solicit proposals for future developments. Firms that demonstrate relevant qualifications but are not selected for this engagement may still be included in the qualified pool at the sole discretion of Homecomings.

Section 1.03 Project Description

Homecomings proposes to develop a new 33-unit affordable housing community on a vacant parcel adjacent to 5818 Valentine Road in Ventura, California. The project will serve 17 households experiencing homelessness and 15 low-income households at 30–50% AMI. The development consists of a three-story, Type V wood-frame residential building containing 30 one-bedroom and 3 two-bedroom units, all ADA-adaptable with 15% fully ADA-accessible, supported by 17 Project-Based Vouchers. Community amenities include shared community space, property management and case management offices, a common laundry facility, and a rooftop deck, with 24 secured parking spaces and drought-tolerant landscaping. The project is currently in the Construction Documents phase.

The project will apply for a TCAC Low-Income Housing Tax Credit allocation, with an anticipated application in the July funding round. Construction is anticipated to last approximately 18 months. Sustainability features include solar photovoltaic systems targeting 100% energy offset, full CALGreen compliance, EV charging stations, and all-electric building systems. The Owner's default green building certification pathway is

GreenPoint Rated Gold; however, the selected Consultant will be expected to evaluate and recommend the optimal certification pathway based on the current state of the design.

A full Project Description including site details, unit mix, construction type, sustainability features, entitlement status, and utility information is provided in **Exhibit A**.

A Link to the Entitlement Plan set is Here:

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. they will coordinate with.

ROLE	ENTITY
Owner / Contracting Entity	PASTEUR COURT LP
Developer	Ventura Housing
Architect	Dicecco Architecture Incorporated
Owner's Representative	S.L. Leonard & Associates
Civil Engineer	Encompass Consultant Group
Structural Engineer	RGSE Inc.
MEP Engineer	Consulting West
Landscape Architect	PCLD
Geotechnical Engineer	Earth Systems
CASp Consultant	Thomas Jacob Flitsch
Waterproofing Consultant	Warhorse Consulting Services
Entitlement Planner	Sanbell, Inc.
Dry Utilities Consultant	TBD
Interior Design	TBD

Section 1.05 Regulatory Context

The selected consultant must demonstrate working knowledge of and ensure project compliance with the following regulatory frameworks:

- TCAC Regulations, including current sustainability scoring criteria and placed-in-service documentation requirements
- California Title 24, Part 6 (Energy Code) and Part 11 (CALGreen Code)
- Applicable green building certification standards (GreenPoint Rated, Enterprise Green Communities, LEED for Homes, NGBS)
- California Energy Commission requirements for solar photovoltaic systems
- Local jurisdiction requirements for the City of Ventura and County of Ventura

Section 1.06 Scope of Services

The following is a concise summary of all services required under this engagement. Respondents should demonstrate the ability to perform each item below. Consultants are encouraged to propose their preferred methodology for achieving these requirements.

The Sustainability Consultant shall provide the following services across the project lifecycle. Because the project is currently in the Construction Documents phase, certain tasks are expected to be completed on an expedited basis concurrent with CD completion. Respondent should take note of any item required ahead of the JULY 21, 2026 TCAC 9% Deadline and notify owner if challenges meeting such Deadline.

(a) The selected Consultant shall provide the following services as necessary:

Tax Credit Application Certification & TCAC Optimization

- Evaluate green building certification pathways (GPR Gold as baseline; alternatives as warranted) and recommend the optimal pathway based on current CD-phase design, TCAC point potential, cost, and timeline
- Recommend to Owner ways to Maximize TCAC sustainability scoring
- Conduct a sustainability kickoff work session with the full project team
- Preliminary and final as-built energy modeling (CEC-approved software, CEPE-endorsed) for TCAC application and placed-in-service
- Completion of a Sustainable Building Methods workbook, if required.
- Title 24 Part 6 and CALGreen (Part 11) compliance support

CUAC & Utility Allowance

- Baseline CUAC for the July TCAC application
- Final placed-in-service CUAC reflecting as-built conditions

- Common area energy load analysis, metering configuration recommendations (NEM/VNEM), and rate schedule guidance for the operating pro forma.

Incentive Program Support

- Identify, evaluate, and assist with applications for all applicable incentive and rebate programs (SOMAH, LIWP, BUILD, 3C-REN, TECH Clean California, IRA/45L/ITC, SCE SGIP/SoCalGas utility rebates)

Preliminary PV System Sizing

- Preliminary solar PV system sizing (module/inverter specs, DC/AC capacity, annual kWh production estimate, SOMAH/VNEM compatibility) — sufficient for TCAC application, not permit-ready.

Construction Document Review & Design Integration

- Comprehensive review of CDs for green building certification compliance; specification support and product recommendations;

Construction Phase Services

- Pre-construction kickoff with general contractor; periodic site inspections at critical milestones (as required by the certification pathway); ongoing submittal and substitution review
- HERS field verification and diagnostic testing (QII, duct sealing, refrigerant charge, fan watt draw, ventilation, PV verification, thermal bypass inspection); results registered with CEC-approved HERS provider
- Building systems commissioning if required by the selected certification pathway (OPR, BOD review, functional testing, Cx report)

Post-Construction & Ongoing

- Final as-built energy model (CEPE-endorsed); IAQ testing if required; green building certification coordination and delivery of final certificate; TCAC placed-in-service sustainability documentation package
- CALGreen Building Owner's Manual (maintenance checklists, equipment O&M, control sequence documentation); property management training session
- 60-month post-occupancy measurement & verification
- Annual CUAC updates during the TCAC performance period (Provide pricing as optional add-on)

The Consultant may recommend additional tasks or services not specifically enumerated above that are typically required in affordable housing developments to assist the Owner in meeting the project's sustainability, compliance, and funding goals. Any recommended additional services shall be clearly identified in the Consultant's proposal as separate optional line items with associated fees, distinct from the base scope. Inclusion of thoughtful additional service recommendations will be considered favorably in the evaluation as evidence of the Consultant's depth of experience with comparable projects.

(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 Ventura Housing 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.

PART II — SUBMITTING YOUR PROPOSAL

Section 2.01 RFP Submission and Format

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

Email to: Kyler Carlson, Sr. Project Manager
kcarlson@venturahousing.org

Subject line: **[Your Company] Sustainability Proposal – Pasteur Court**

Firms intending to respond should submit a brief email to the contact listed on the cover page with the subject line "Pasteur Court, Sustainability— 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

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	April 6, 2026
Submit all questions regarding this RFP on or before:	Monday, April 13, 2026
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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	Cover Letter	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	Qualifications & Experience	Firm history, years in business, relevant project experience (past 3 years). Required certifications (e.g., MAI, HEROS, CA contractor license, CA DRE license).
3	Project Approach & Methodology	Describe your firm's approach to completing the scope of work. Demonstrated understanding of scope. Methodology for completing the work. Knowledge of applicable HUD, state, AHJ or regulatory requirements.
4	Project Schedule	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. SPECIFICALLY INCLUDE THE TIMELINE FOR DELIVERING ITEMS THAT ARE NEEDED AHEAD A 9% TAX CREDIT APPLICATION

5	Fee Proposal	Detailed pricing with all cost components and a Total Not-to-Exceed (NTE) amount for Items Required up to Placed in Service. Clarity of cost explanation required.
6	References	Three (3) client references with similar scope. Organization, contact name, phone, and email. Note: do not list Homecomings or Ventura Housing staff as references.
7	Legal / Judgment Disclosure	Disclose any indictment, conviction, or civil judgment involving fraud or misconduct in the past 3 years.
8	Section 3 / M-WBE Documentation	If Claiming, then Documentation of Section 3 business status or Women/Minority-Owned Business Enterprise certification, if applicable.

PART III — SELECTION

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	Qualifications & Experience	20	Firm history, relevant project experience in Ventura County, required certifications, familiarity with applicable regulatory framework (RAD, LIHTC, NEPA, MAI, HUD Section 18, etc.).
2	Cost / Fee Proposal	25	Reasonableness of fees or commission structure, clarity of pricing, NTE amount, basis for cost.
3	Project Approach & Understanding	20	Demonstrated understanding of scope, quality of methodology, knowledge of HUD and applicable state requirements.
4	Project Schedule	30	Realistic timeline, clear milestones, demonstrated availability to meet Homecomings' project deadlines.
5	Section 3 / M-WBE Status	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 may, at its sole discretion, take one or more of the following actions:

- Negotiate directly with the highest-ranked respondent on contract terms and final pricing for the project described in this RFP. If negotiations fail for any reason, Homecomings may proceed to negotiate with the next-ranked respondent.
- Establish a pre-qualified pool of respondents who meet a minimum scoring threshold, from which Homecomings may solicit proposals for this project or future projects on an as-needed basis without issuing a new RFP. Inclusion in the pre-qualified pool does not guarantee a contract award for any project.
- Award a contract for the full scope of services described herein, or for any portion thereof, to one or more respondents.

Homecomings is not obligated to award a contract as a result of this RFP and may elect to re-solicit, negotiate with any respondent regardless of ranking order, or cancel this solicitation at any time.

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; and negotiate modifications to the proposed scope of services with the selected respondent prior to contract execution.

PART IV — CONTRACT & TERMS

Section 4.01 Contract Type

The selected respondent will be required to execute a **Professional Services Agreement (PSA)**. The form of contract is attached as **Exhibit B**. Respondents are encouraged to review Exhibit B 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 B**. In the event of any conflict between the summary table below and Exhibit B, the requirements set forth in Exhibit B shall prevail.

Professional Services Agreement (PSA) — Insurance Requirements

COVERAGE TYPE	MINIMUM REQUIRED
Workers' Compensation	Statutory/CA Law: Employer's Liability \$1,000,000 per occurrence; Waiver of Subrogation required
Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 general aggregate / \$1,000,000 products & completed operations aggregate
Automobile Liability	\$1,000,000 per occurrence CSL
Professional Liability (E&O)	\$1,000,000 per claim / \$2,000,000 annual aggregate

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

(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.

EXHIBITS

All Exhibits including any RFI(s) and issued Addenda can be accessed at the following link: <https://hacityventura.box.com/s/k4p6zfxe415eck5tb69pjr6h6hcrdfr16>

[EXHIBIT A- Project Description \(](#)

[EXHIBIT B- Form of Contract](#)

[EXHIBIT C- Project Entitlement Plan Set](#)
