VENTURA
HOUSING

Request for Proposal (RFP) for Main Office Space Planning, Warehouse Conversion, and Renovation

RFP RELEASE DATE:
10/27/2026

PROPOSALS DUE:
11/17/2026 – 4 PM – Pacific Time

PROPOSAL SUBMISSION:

Proposals must be submitted **via email** to:

Francisco Camarena
IT and Maintenance Director
fcamarena@venturahousing.org

1. GENERAL INFORMATION

1.1 Introduction

Ventura Housing, formerly known as the Housing Authority of the City of San Buenaventura was established in 1949 to provide safe, quality, and affordable housing for families unable to afford market-rate housing. Ventura Housing administers its programs locally in compliance with federal and state laws.

Ventura Housing's mission is to develop and provide quality affordable housing for eligible low-income residents of Ventura. The organization fosters partnerships to support residents in achieving personal goals related to literacy, education, health, wellness, job training, and employment, ultimately promoting economic self-sufficiency and personal growth.

Ventura Housing is responsible for developing and managing low-income rental housing, implementing financing strategies to promote affordable housing, overseeing public housing operations and rental assistance programs, administering Section 8 housing vouchers, and providing community services and housing rehabilitation programs. The agency currently owns and manages over 1,000 housing units and administers more than 1,500 Section 8 vouchers, serving both incorporated and unincorporated areas of the City of Ventura.

Ventura Housing's staff brings extensive expertise in real estate development, property management, housing services, and Section 8 program administration. The organization also manages financial services, human resources, procurement, facility operations, and risk management. With a culturally diverse team, Ventura Housing offers bilingual services in English, Spanish, and other languages as needed.

Ventura Housing is governed by a seven-member Board of Commissioners appointed by the Ventura City Council. Five members serve four-year terms, while two Resident Commissioners serve two-year terms. The Board is responsible for establishing policies, long-term goals, and strategic direction for the organization.

For work planning purposes, please note, Ventura Housing works a 4/10 work schedule (7:00am- 5:30pm) with Fridays off.

1.2 Purpose

Ventura Housing is seeking proposals from qualified firms to provide comprehensive design build services for the assessment, space planning, design, and renovation of its main office located at 995 Riverside Street, Ventura, California.

The primary focus of the project is the conversion of the existing warehouse area into functional office space. Ventura Housing is interested in maximizing the number of usable office spaces while creating a professional, efficient, and comfortable work environment. Enclosed offices are preferred; however, Ventura Housing is open to alternative layouts or a combination of enclosed offices, shared spaces, and other workplace configurations when recommended as part of the design process.

The selected firm will be expected to evaluate existing conditions, meet with Ventura Housing leadership and designated departments to identify current and future space needs, develop

conceptual design alternatives, provide preliminary cost estimates, and ultimately complete the approved design and construction.

The project may also include improvements to other portions of the main office, including expansion and modernization of the existing kitchen and breakroom, evaluation of restroom capacity and accessibility, improved access to natural light, new or modified windows and doors, finished ceilings, and other improvements identified during the planning and design process.

Ventura Housing is not prescribing a final layout at this stage and is seeking the expertise of the selected firm to recommend the most effective use of the available space.

1.3 Overview

The selected contractor will provide comprehensive assessment, programming, space planning, design, permitting, and construction services for the renovation of Ventura Housing's main office located at:

995 Riverside Street
Ventura, CA 93001

The primary focus of the project is the conversion of the existing warehouse area into permanent office space. The entire warehouse area is available for redevelopment, and Ventura Housing is interested in maximizing the number of functional workspaces while maintaining a professional, efficient, comfortable, and flexible office environment.

While Ventura Housing's preference is for enclosed offices, the selected contractor may recommend a combination of enclosed offices, shared workspaces, conference rooms, collaboration areas, or other configurations if they provide a more effective use of the available space.

The selected contractor will also be encouraged to evaluate the relationship between the warehouse area and the existing office layout as a whole. Although the warehouse conversion is the primary focus, recommendations may include improvements to adjacent or existing office areas when such changes improve workflow, circulation, accessibility, efficiency, or overall use of the facility.

Key project goals include:

- Maximizing usable office space
- Providing enclosed offices where feasible
- Increasing natural light through windows and other appropriate design solutions
- Providing finished ceilings and a completed office environment
- Improving circulation and overall functionality
- Evaluating restroom capacity and accessibility as part of the proposed office expansion
- Expanding and modernizing the existing staff kitchen and breakroom

- Evaluating opportunities for an exterior door and covered outdoor seating adjacent to the kitchen or breakroom

- Providing flexibility for future departmental growth and changing staffing needs

The selected contractor will be responsible for developing the project from initial assessment through final construction, including staff and departmental interviews, programming, conceptual layouts, cost estimating, design development, construction documents, permitting, construction, project management, and final completion.

Construction will occur within an occupied facility. Ventura Housing staff and operations must remain functional throughout the project, and the selected contractor will be expected to develop an appropriate phasing and construction plan to minimize disruption. Ventura Housing typically has an extended office closure during the December holiday period, which may provide an opportunity to schedule portions of the work that would otherwise significantly disrupt operations.

1.4 Project Description

Based on existing conditions and conceptual planning for Ventura Housing's main office, the project is expected to include a comprehensive evaluation and renovation of the existing warehouse and adjacent office areas.

The selected contractor shall work with Ventura Housing to develop a final design that may include:

- Conversion of the existing warehouse area into permanent office space

- Maximizing the number of functional offices within the available area, with enclosed offices preferred where feasible

- Consideration of a combination of enclosed offices, shared workspaces, conference rooms, collaboration areas, and other office configurations where appropriate

- Formal meetings or interviews with Ventura Housing leadership and designated departments to identify staffing needs, workflow, privacy requirements, storage needs, meeting space, technology requirements, and future growth considerations

- Development of multiple conceptual layout options for Ventura Housing review

- Incorporation of natural light through new or modified windows, interior glazing, or other appropriate design solutions

- Installation of finished ceilings and appropriate lighting, HVAC, electrical, data, and other building systems necessary to support office occupancy

- Evaluation of existing restrooms for capacity, accessibility, and any improvements that may be required as a result of the proposed office expansion

- Evaluation of the existing kitchen and breakroom for expansion and modernization, generally consistent with Ventura Housing's previous kitchen expansion concept

- Consideration of a new exterior door from the kitchen or breakroom area providing access to the rear of the building

- Evaluation of a covered outdoor seating or break area adjacent to the kitchen, if feasible

- Evaluation of circulation, entrances, exits, accessibility, and overall connectivity between the existing office and the converted warehouse area

- Preliminary and updated cost estimates throughout the design process so Ventura Housing can evaluate options and determine the final project scope

Ventura Housing is intentionally allowing flexibility in the final design and is seeking the selected contractor's professional recommendations regarding the best use of the available space. Final layout, materials, finishes, and project scope shall be developed collaboratively with Ventura Housing and shall not proceed to construction until approved in writing.

1.5 Board of Commissioners

Ventura Housing operates under the authority of its Board of Commissioners. The Board is responsible for the overall governance and oversight of Ventura Housing's activities and policies.

1.6 Contact Information

Francisco Camarena
IT and Maintenance Director
Ventura Housing
995 Riverside Street
Ventura, CA 93001
(805) 626-5810
fcamarena@venturahousing.org

1.7 Expenses Associated with Submission

All costs related to the preparation and submission of a proposal in response to this RFP shall be **borne solely by the respondent**. Ventura Housing will not reimburse any respondent for these costs, regardless of whether the respondent is selected.

1.8 Options and Discretion

Ventura Housing reserves the right, at its sole and absolute discretion, to:

- Reject any or all proposals, or any portion thereof;

- Re-advertise this RFP;

- Postpone or cancel the RFP process at any time;

- Waive any irregularities in the RFP or in the proposals received;
- Determine the criteria and process for evaluating proposals and decide whether an award will be made.

2. Scope of Services

The selected contractor shall provide all labor, materials, equipment, professional services, supervision, and project management necessary to complete a comprehensive design build renovation of Ventura Housing's main office, with primary emphasis on the conversion of the existing warehouse area into permanent office space and the expansion and improvement of the existing kitchen and breakroom.

The scope shall include assessment of existing conditions, staff programming and interviews, space planning, conceptual design, cost estimating, design development, construction documents, permitting, construction, and project closeout.

Ventura Housing expects the selected contractor to provide a complete project from initial evaluation through final construction and occupancy.

2.1 Existing Conditions Assessment

The selected contractor shall conduct a comprehensive assessment of the existing main office and warehouse area to document current conditions and identify factors that may affect the proposed renovation.

At a minimum, the assessment shall include:

- Verification of existing dimensions and field conditions
- Review of the existing warehouse area, adjacent office spaces, kitchen and breakroom, restrooms, entrances, exits, and circulation areas
- Evaluation of existing walls, ceilings, flooring, doors, windows, and other architectural conditions
- Evaluation of existing electrical, lighting, HVAC, plumbing, fire and life safety, data, communication, and other building systems that may be affected by the proposed improvements
- Identification of structural or building conditions that may affect the conversion of the warehouse into permanent office space
- Evaluation of opportunities to increase natural light through new or modified windows, interior glazing, or other design solutions
- Evaluation of restroom capacity and accessibility in relation to the proposed increase in office occupancy

- Identification of applicable accessibility, building code, fire and life safety, permitting, and occupancy requirements

- Identification of any existing conditions that may require repair, replacement, modification, or upgrade as part of the project

The selected contractor shall identify any significant concerns, limitations, or potential additional costs discovered during the assessment and shall discuss those findings with Ventura Housing before proceeding with conceptual design.

Ventura Housing may provide available drawings, photographs, plans, or other existing building information for reference. The selected contractor shall be responsible for verifying all dimensions and existing conditions in the field.

2.2 Programming and Staff Interviews

The selected contractor shall conduct a programming and needs assessment process with Ventura Housing leadership and designated departments prior to developing final conceptual layouts. The purpose of this process is to better understand current staffing, departmental operations, space needs, privacy requirements, storage needs, technology requirements, workflow, collaboration needs, and anticipated future growth.

The selected contractor shall:

- Meet with Ventura Housing leadership to confirm overall project goals and priorities

- Conduct interviews or working sessions with designated departments and staff that may potentially occupy the renovated warehouse or other affected areas

- Evaluate staffing levels, office needs, shared space needs, meeting space, storage, privacy, and departmental workflow

- Identify technology, electrical, data, communication, and equipment needs that may affect the proposed layout

- Evaluate opportunities for future flexibility and changes in departmental staffing or use of the space

- Identify common or shared needs that may be addressed through conference rooms, collaboration areas, storage areas, copy or work rooms, or other shared spaces

- Consider the relationship between the proposed warehouse conversion and the existing office layout

Ventura Housing has not determined which department or departments will ultimately occupy the converted warehouse area. The selected contractor shall use the information gathered during this process to develop recommended space requirements and conceptual design alternatives for Ventura Housing review. Ventura Housing will coordinate staff participation and identify the departments and employees to be included in the programming process.

2.3 Conceptual Design and Space Planning

The conceptual design phase shall include development of multiple layout options for Ventura Housing review and discussion.

At a minimum, the selected contractor shall:

- Develop at least two conceptual space planning options for the warehouse conversion and related office improvements
- Identify the proposed number and location of enclosed offices, shared offices, conference rooms, collaboration areas, storage areas, circulation paths, and other support spaces
- Maximize the efficient use of the available warehouse area while maintaining appropriate circulation, accessibility, privacy, and functionality
- Give preference to enclosed offices where feasible, while allowing alternative configurations when they provide a more effective use of space
- Incorporate natural light through new exterior windows, interior glazing, or other appropriate design strategies
- Incorporate finished ceilings, appropriate lighting, and a professional office environment throughout the converted warehouse area
- Evaluate the relationship between the converted warehouse area and the existing office, including access, circulation, departmental adjacency, and workflow
- Incorporate expansion and modernization of the existing kitchen and breakroom into the overall planning effort
- Evaluate opportunities for a rear exterior door and covered outdoor seating or break area adjacent to the kitchen
- Identify potential restroom, accessibility, HVAC, electrical, data, fire and life safety, or other building system improvements associated with each concept
- Consider future flexibility so that office spaces can accommodate changes in staffing or departmental use over time

Each conceptual option shall include sufficient drawings, diagrams, or renderings to allow Ventura Housing to understand the proposed layout and major design features. The selected contractor shall present the conceptual alternatives to Ventura Housing, explain the advantages and limitations of each option, and incorporate Ventura Housing feedback before proceeding to design development. No conceptual option shall be considered final until approved in writing by Ventura Housing.

2.4 Cost Estimating and Alternatives

The selected contractor shall provide preliminary and updated cost estimates throughout the planning and design process so Ventura Housing can evaluate the financial impact of proposed design options before authorizing final construction.

At a minimum, the selected contractor shall:

- Provide preliminary construction cost estimates for each conceptual design option
- Identify major cost drivers, including structural modifications, windows, finished ceilings, HVAC, electrical, plumbing, fire and life safety systems, accessibility improvements, data infrastructure, kitchen improvements, and other significant building upgrades
- Clearly identify assumptions, allowances, exclusions, and potential contingencies included in each estimate
- Provide value engineering recommendations when appropriate to reduce cost while maintaining functionality, quality, and project goals
- Identify optional improvements or alternates that Ventura Housing may choose to include or remove depending on available funding and priorities
- Provide updated cost estimates as the design is refined and before Ventura Housing authorizes final construction
- Notify Ventura Housing promptly if anticipated project costs change significantly during design development or permitting

The selected contractor shall work collaboratively with Ventura Housing to develop a final project scope that balances functionality, quality, long term operational needs, and overall project cost.

Ventura Housing has not established a final construction budget for this project and will rely on the selected contractor's assessment, conceptual planning, and cost estimating process to assist in determining the appropriate project scope and funding requirements.

2.5 Design Development and Construction Documents

Following Ventura Housing's approval of a preferred conceptual design, the selected contractor shall develop the approved concept into a complete design suitable for permitting and construction.

The selected contractor shall:

- Refine the approved layout and incorporate Ventura Housing comments and requested revisions
- Prepare detailed architectural, electrical, mechanical, plumbing, data, fire and life safety, accessibility, and other drawings as required for the project

- Develop specifications for materials, finishes, doors, windows, ceilings, lighting, flooring, cabinetry, fixtures, and other project components

- Coordinate all required engineering and specialty design services

- Confirm the location and requirements for electrical power, data, communications, HVAC, plumbing, fire protection, and other building systems serving the new office areas

- Incorporate the approved kitchen and breakroom improvements into the final design

- Incorporate approved exterior improvements, including any new exterior door, covered seating area, or related site improvements

- Address accessibility and code compliance throughout the affected project areas

- Coordinate the proposed improvements with existing building systems and conditions

- Provide updated construction cost estimates as the design is developed

- Submit design documents to Ventura Housing for review at appropriate milestones prior to finalization

The selected contractor shall be responsible for providing complete construction documents necessary to obtain required permits and construct the approved project. Ventura Housing shall be provided an opportunity to review and approve the design before documents are submitted for permit or construction. No material change to the approved design shall be made without prior approval from Ventura Housing.

2.6 Permitting and Approvals

The selected contractor shall be responsible for identifying, coordinating, preparing, and obtaining all permits, plan reviews, inspections, and approvals required to complete the project.

The selected contractor shall:

- Determine applicable building, fire, accessibility, planning, and other permitting requirements associated with the proposed renovation and change in use of the warehouse area

- Prepare and submit all required plans, applications, calculations, and supporting documentation to the appropriate reviewing agencies

- Coordinate directly with the City of Ventura and any other applicable agencies throughout the plan review and permitting process

- Respond to plan check comments and revise drawings or documents as necessary to obtain approval

- Coordinate required inspections during construction

- Obtain final approvals and sign offs necessary for occupancy and completion of the project

- Keep Ventura Housing informed of permitting status, anticipated review timelines, required corrections, and any issues that may affect project cost or schedule

All permit fees, plan check fees, inspection fees, and other governmental fees shall be clearly identified in the contractor's proposal and cost estimates. The selected contractor shall not begin any work requiring a permit until the required permit or approval has been obtained.

2.7 Construction and Buildout

Following approval of the final design and receipt of all required permits, the selected contractor shall provide all labor, materials, equipment, supervision, coordination, and project management necessary to complete the approved renovation.

The construction scope may include, but is not limited to:

- Demolition and removal of existing warehouse improvements as required

- Construction of new walls, enclosed offices, conference rooms, shared work areas, storage areas, and other approved spaces

- Installation of finished ceilings throughout the converted office area

- Installation or modification of doors, windows, interior glazing, and related architectural features

- Installation or modification of flooring, wall finishes, paint, cabinetry, counters, and other interior finishes

- Electrical improvements, including lighting, outlets, dedicated circuits, and other power requirements

- Data and communication infrastructure necessary to support Ventura Housing operations

- HVAC modifications or new systems necessary to provide appropriate heating, cooling, ventilation, and comfort within the converted office area

- Plumbing modifications associated with the approved kitchen, restroom, or other improvements

- Fire and life safety improvements required by the approved design or applicable codes

- Accessibility improvements required for the renovated areas

- Construction of approved kitchen and breakroom improvements
- Construction of any approved exterior door, covered outdoor seating area, or related exterior improvements

- Coordination with subcontractors, inspectors, utilities, and other parties necessary to complete the project

The selected contractor shall maintain the work area in a safe and orderly condition and shall protect existing Ventura Housing property, equipment, systems, and occupied areas throughout construction. The contractor shall coordinate all work with Ventura Housing to minimize disruption to staff and normal agency operations. Any damage to existing facilities caused by construction activities shall be repaired by the contractor at no additional cost to Ventura Housing. All work shall be completed in accordance with the approved plans, applicable codes, manufacturer requirements, and accepted industry standards.

2.8 Kitchen and Breakroom Improvements

The selected contractor shall evaluate and incorporate improvements to the existing kitchen and breakroom area as part of the overall project design. Ventura Housing's intent is to create a larger, more functional, and more comfortable staff kitchen and breakroom that supports daily staff use and integrates appropriately with the renovated office environment.

The selected contractor shall:

- Evaluate expansion of the existing kitchen into the adjacent laundry or storage area
- Develop a layout that improves seating capacity, circulation, food preparation space, storage, and overall usability
- Evaluate the most efficient use of existing plumbing and utilities while allowing modifications when they provide a better long term design
- Evaluate placement of cabinets, counters, appliances, sinks, and other kitchen components
- Incorporate durable, commercial quality finishes suitable for regular staff use
- Evaluate opportunities for additional natural light within the kitchen and breakroom area
- Evaluate installation of a new exterior door providing access to the rear of the building
- Evaluate the feasibility of a covered outdoor seating or break area connected to the kitchen or breakroom
- Coordinate all required electrical, plumbing, lighting, ventilation, accessibility, and other building system improvements
- Incorporate the kitchen and breakroom improvements into the overall conceptual design options and project cost estimates

Ventura Housing may provide previous conceptual kitchen plans and preferences as reference material. The selected contractor may recommend modifications to those concepts when such changes improve functionality, cost effectiveness, or integration with the overall office renovation. Final kitchen and breakroom improvements shall be reviewed and approved by Ventura Housing as part of the overall project design.

2.9 Restrooms, Accessibility, and Building Systems

The selected contractor shall evaluate the existing restrooms, accessibility conditions, and major building systems to determine whether improvements are required or recommended as part of the proposed office expansion and warehouse conversion.

The selected contractor shall:

- Evaluate whether the existing restroom facilities are adequate for the anticipated occupancy and use of the renovated space
- Identify any restroom modifications or improvements required to meet applicable accessibility or building code requirements
- Evaluate accessible routes, doors, clearances, entrances, exits, and other conditions affected by the proposed renovation
- Review existing HVAC systems and determine whether modifications, extensions, or new equipment are required to adequately serve the converted office area
- Review existing electrical capacity, lighting, outlets, and power distribution and identify improvements necessary to support the proposed office use
- Evaluate data and communication infrastructure requirements, including pathways, cabling locations, equipment needs, and connectivity to existing Ventura Housing systems
- Evaluate existing plumbing systems where affected by kitchen, restroom, or other proposed improvements
- Evaluate fire and life safety systems, including alarms, sprinklers, emergency lighting, exit signage, and other systems that may be affected by the project
- Identify any required upgrades resulting from the conversion of the warehouse area to office occupancy
- Coordinate all required modifications with the final approved design and construction documents

Any significant building system upgrades identified during the assessment or design process shall be clearly presented to Ventura Housing, including their anticipated cost and impact on the project schedule. The selected contractor shall incorporate all required building system and accessibility improvements into the overall project design, permitting, cost estimating, and construction process.

2.10 Construction Phasing and Occupied Office Requirements

The selected contractor shall develop and maintain a construction phasing plan that allows Ventura Housing to continue normal operations throughout the project to the greatest extent practical.

The selected contractor shall:

- Coordinate construction activities with Ventura Housing staff before work begins
- Identify areas that will be affected during each phase of construction
- Maintain safe access to occupied portions of the building throughout the project
- Minimize disruption from noise, dust, odors, utility interruptions, deliveries, and other construction activities
- Provide appropriate temporary barriers, dust control, signage, and safety measures to separate construction areas from occupied workspaces
- Coordinate any planned utility shutdowns, access restrictions, or other significant disruptions with Ventura Housing in advance
- Maintain required emergency exits, accessible routes, and life safety systems throughout construction
- Schedule highly disruptive work outside normal business hours when reasonably necessary and approved by Ventura Housing
- Coordinate work that may affect staff workstations, offices, conference rooms, restrooms, kitchen areas, or other occupied spaces
- Provide a proposed project schedule identifying major construction phases, anticipated durations, and any periods when Ventura Housing staff may need to temporarily relocate from affected areas

Ventura Housing generally operates Monday through Thursday from 7:00 AM to 5:30 PM and is closed on Fridays. Fridays may be used for construction activities that would significantly disrupt normal office operations, subject to prior coordination and approval. Ventura Housing also typically experiences reduced office activity or closure during portions of the December holiday period. The selected contractor shall work with Ventura Housing to evaluate whether disruptive or time sensitive portions of the project can be scheduled during this period.The selected contractor shall not interrupt normal building operations, utilities, access, or essential services without prior authorization from Ventura Housing.

2.11 Extra Work and Changes in Scope

Any work that is outside the approved project scope or final construction documents shall require prior written authorization from Ventura Housing before the contractor proceeds. The selected contractor shall not perform additional work or incur additional costs without written approval.

If additional work is identified during design, permitting, or construction, the contractor shall provide Ventura Housing with a written description of the proposed work, the reason it is required, any impact to the project schedule, and a detailed cost proposal.

Additional work may include, but is not limited to:

- Unforeseen existing conditions
- Required code or permitting changes not reasonably identifiable during the initial assessment
- Owner requested changes to the approved design
- Additional building system upgrades
- Changes resulting from concealed structural, electrical, plumbing, HVAC, or other conditions
- Additional improvements requested by Ventura Housing after approval of the final project scope

No change order or extra work shall be considered authorized unless approved in writing by Ventura Housing. The contractor shall make reasonable efforts to identify potential additional costs as early as possible and shall not delay notification of known conditions that may affect project cost or schedule.

2.12 Quality Standards and Project Closeout

The selected contractor shall complete all work in a professional manner and in accordance with the approved plans, applicable codes, manufacturer requirements, and accepted industry standards.

The selected contractor shall:

- Use materials, fixtures, equipment, and finishes appropriate for a professional office environment and suitable for long term use
- Maintain consistent workmanship and finish quality throughout the renovated areas
- Protect existing facilities, equipment, furniture, and building systems during construction
- Correct defective, incomplete, or nonconforming work at no additional cost to Ventura Housing
- Coordinate final inspections and correction of any outstanding items identified by Ventura Housing or regulatory agencies
- Complete a final walkthrough with Ventura Housing and prepare a punch list of remaining items
- Complete all punch list items prior to final project acceptance

- Provide Ventura Housing with applicable warranties, operating manuals, product information, permits, inspection records, and closeout documentation

- Provide final record drawings or as built documentation reflecting significant changes made during construction

- Provide any required training or orientation for new equipment, systems, controls, or building components installed as part of the project

- Remove construction debris, temporary protection, equipment, and materials and leave all affected areas clean and ready for occupancy

Final payment shall be subject to completion of all required work, correction of outstanding deficiencies, delivery of required closeout documentation, and final acceptance by Ventura Housing. The selected contractor shall provide warranty information for all labor, materials, equipment, and systems installed as part of the project and shall identify the applicable warranty periods in the proposal or final contract documents.

3. LICENSING, INSURANCE, AND CONTRACT REQUIREMENTS

3.1 Unauthorized Subcontracting

The Contractor shall not assign any rights or delegate overall responsibility for performance of this contract, including selling, transferring, or assigning the contract to another general contractor or entity, without the prior written consent of Ventura Housing. Any unauthorized assignment or delegation may result in termination of the contract.

The Contractor may utilize qualified subcontractors, consultants, architects, engineers, and specialty trade contractors as necessary to complete the work, including electrical, plumbing, HVAC, framing, glazing, fire protection, data, and similar services.

The Contractor shall identify major subcontractors and professional consultants as required by Ventura Housing and shall remain fully responsible for the performance, coordination, quality, and completion of all work performed by its subcontractors and consultants.

No subcontracting arrangement shall relieve the Contractor of any responsibility or obligation under the contract.

3.2 Contract Period

This contract is for a one-time project for the assessment, space planning, design, permitting, and construction of improvements to Ventura Housing’s main office, including conversion of the existing warehouse area into office space and related facility improvements.

The selected contractor shall:

- Begin work as soon as possible following contract execution and issuance of a Notice to Proceed.

- Provide a detailed project schedule outlining all phases of work, including existing conditions assessment, staff interviews and programming, conceptual design, cost estimating, design development, permitting, construction, and final completion.

- Update the project schedule as necessary throughout the project and promptly notify Ventura Housing of any conditions that may materially affect the anticipated completion date.

The final construction schedule and anticipated completion date shall be established following completion of the initial assessment, conceptual design, and project cost evaluation and shall be subject to approval by Ventura Housing.

The contract shall remain in effect until:

- All work has been completed.

- Final inspections and required approvals have been obtained.

- All required closeout documentation has been provided.

- Ventura Housing has accepted the project as complete.

Failure to maintain reasonable progress in accordance with the approved project schedule may result in corrective action, withholding of payments, or termination of the contract.

3.3 Licensing and Insurance Requirements

The Contractor must hold a valid California Contractor's License (Class B, General Building Contractor) or other appropriate classification required to perform the work. Prior to contract award (but **not as part of the proposal submission**), the selected Contractor must provide the following documentation:

1. **Workers' Compensation Insurance**
    - Proof of current coverage for all employees (other than the owner if no employees work on-site).
2. **General Liability Insurance**
    - Minimum coverage: $1,000,000 per occurrence; $1,000,000 general aggregate.
    - Must include damage to premises/fire damage of $50,000 and medical expenses any one person of $5,000.
    - Ventura Housing must be named as an **additional insured**.
    - Maximum deductible: $5,000.
3. **Automobile Insurance**
    - Coverage for all vehicles used in performance of services.
    - Minimum limits: $2,000,000 combined single limit; if vehicles are not owned by the Contractor, limits of $250,000/$500,000 with $5,000 medical pay.
4. **Business License**
    - Proof of all applicable City, County, and/or State business licenses required to perform construction, remodeling, and related services.
5. **Profile of Firm Form**
    - Contractors must submit relevant information regarding insurance, licenses, and qualifications on the **Profile of Firm Form**.

- Copies of certificates are **not required** with the proposal and will be collected from the successful proposer prior to contract execution.

3.4 Right to Negotiate Fees

Ventura Housing reserves the right to negotiate final fees with the top-rated proposer.

- Negotiations may begin after selection of the top-rated proposer.
- If negotiations are not successfully concluded within **five (5) business days**, Ventura Housing may begin negotiations with the next-rated proposer.
- Ventura Housing reserves the right to negotiate and award contracts to more than one proposer if deemed in the Agency's best interest.

3.5 Contract Service Standards

- All work performed under this RFP must comply with **all applicable local, state, and federal codes, statutes, laws, and regulations**.
- Ventura Housing expects all services to meet **professional construction and industry standards** as outlined in Section 2 – Scope of Services.
- If Ventura Housing determines that work is consistently **unsatisfactory**, the Contractor will be notified in writing via a **"Notice to Cure"**.
- After **a reasonable number of attempts to correct deficiencies**, Ventura Housing reserves the right to **terminate the contract with thirty (30) days' written notice**.
- Termination under this clause does not waive Ventura Housing's right to seek reimbursement or remediation for prior deficiencies, if applicable.

3.6 Prompt Return of Contract Documents

All required contract documents, including signed contracts, must be submitted to Ventura Housing within **ten (10) business days** of notification of award.

4. RFP INSTRUCTIONS

4.1 RFP Submission and Format

Proposals must be submitted **via email** to:

Francisco Camarena
IT and Maintenance Director
fcamarena@venturahousing.org

Submissions sent by any method other than the one specified will not be accepted. Proposals will be scored independently by the designated panelists after the submission deadline

Email subject line must include: "RFP – Main Office Space Planning – [Firm Name]"

4.2 Required Information and Format

To be considered for selection, respondents must follow the format outlined in this RFP and submit the following items in the specified order. The evaluation of qualifications will be based on the criteria presented in this RFP.

Submission Requirements:

Contractors must submit:

Project Approach

- Understanding of Ventura Housing's project goals and existing facility needs
- Proposed approach to existing conditions assessment and space planning
- Proposed approach to staff and departmental interviews
- Approach to developing conceptual design alternatives
- Approach to maximizing enclosed office space, natural light, functionality, and future flexibility
- Approach to design development, permitting, construction, and project closeout
- Approach to completing construction within an occupied facility while minimizing disruption to Ventura Housing operations

Project Cost and Fee Structure

- Proposed fee for initial assessment, programming, conceptual design, and related preconstruction services
- Proposed design and professional service fees or methodology for determining such fees
- General contractor fee, overhead, profit, or other applicable construction management fees
- Proposed subcontractor markup, if applicable
- Hourly rates or other rates that may apply to additional services
- Description of the contractor's approach to construction cost estimating and value engineering
- Any other anticipated fees or costs that Ventura Housing should consider when evaluating the proposal

Final construction costs will be developed following completion of the assessment and conceptual design process and shall be subject to Ventura Housing review and approval before construction proceeds.

Project Schedule

- Estimated timeline for the assessment and programming phase
- Estimated timeline for conceptual design and cost estimating
- Estimated timeline for design development and permitting
- Preliminary estimate of construction duration
- Description of the proposer's availability and ability to begin the project following contract award

Experience and Qualifications

- Experience with similar office renovations, warehouse conversions, adaptive reuse, or design build projects
- Experience completing projects in occupied office environments
- Experience with public agencies or similar organizations, if applicable
- Qualifications and experience of key personnel who will be assigned to the project
- Identification of the proposed architect, design professionals, engineers, and major consultants, if known at the time of proposal

References

Provide references for similar projects completed by the proposer, preferably involving office renovations, warehouse conversions, design build delivery, or work within occupied facilities.

4.3 Evaluation of Qualifications

The proposals will be evaluated by the following factors. Up to the following number of points will be assigned

Evaluation Criteria	Points
Project Approach and Understanding – Quality and clarity of the proposed approach to assessment, programming, space planning, conceptual design, construction, and understanding of Ventura Housing's overall project goals	**40**
Experience and Qualifications – Demonstrated experience with similar design build, office renovation, warehouse conversion, adaptive reuse, or occupied facility projects and qualifications of the proposed project team	**30**
Project Cost and Fee Structure – Competitiveness, transparency, and reasonableness of proposed design, preconstruction, general contractor, markup, and other applicable fees	**15**
Project Schedule and Capacity – Ability to begin and complete the various phases of the project within a reasonable timeframe and demonstrated capacity to perform the work	**10**
References – Quality and relevance of references for similar completed projects	**5**

4.4 Site Visits

A mandatory site walk will be scheduled for all interested proposers. Attendance at the site walk is required for proposal eligibility.

The purpose of the site walk is to allow proposers to:

- Review existing conditions
- Review the existing warehouse area, kitchen and breakroom, adjacent office spaces, restrooms, exterior areas, access points, and other portions of the facility that may be affected by the proposed project
- Ask questions regarding the project scope
- Verify site constraints, dimensions, access, existing building systems, and other conditions that may affect the proposed work
- Become familiar with the occupied office environment and operational considerations that may affect project phasing and construction

Details are as follows:

Location: 995 Riverside Street, Ventura, CA 93001

Date/Time: November 10th, 2026, @ 10 AM Pacific

Proposers are encouraged to thoroughly review the site prior to submitting a proposal. No additional compensation will be provided for misunderstandings of visible or reasonably identifiable site conditions. Ventura Housing may provide available drawings, photographs, or other existing building information for reference; however, proposers remain responsible for conducting their own site review and verifying conditions relevant to their proposal.

4.5 RFP Terms and Conditions

- **Staff Communications**
  - All questions or requests for clarification must be submitted in writing to fcamarena@venturahousing.org by
  - **11/13/2026 – 4 PM – Pacific Time**
  - Responses will be provided in writing via email and shared with all parties who have expressed interest in the RFP.
- **Timetable for Submission**
  - The deadline for submitting proposals is:
  - **11/17/2026 – 4 PM – Pacific Time**
- **Release of Information**
  - Information submitted in response to this RFP will remain confidential during evaluation and until a contract is awarded.
- **Proprietary Information**

    - Respondents should note that materials submitted in response to this fully or partially federally funded solicitation may be subject to public disclosure after a contract award.
- **Term of Contract**
    - The selected respondent must provide all required state and local certifications and licensing documents, if applicable.
- **Ventura Housing Reserves the Right To:**
    - Request additional information or conduct oral interviews before final selection.
    - Consider external information about a firm beyond what is submitted in the response or interview.
    - Reject any or all responses and waive any irregularities as deemed necessary.
- **Non-Discrimination & Conflict of Interest**
    - Respondents must comply with all applicable civil rights, equal opportunity, fair housing, and Section 3 regulations.
    - Respondents must affirm they have no existing or potential conflicts of interest—direct or indirect—that could affect their ability to perform the services outlined in the contract.

4.6 RFP Schedule

RFP Schedule	
RFP Released	10/27/2026
Site Walk Tour	11/10/2026 @ 10 AM PST
Submit all questions regarding this RFP on or before:	11/13/2026 @ 4 PM PST
RFP Responses Due:	11/17/2026 @ 4 PM PST
RFP Contractor Selection:	Approx. Week of Nov 30th. 2026

SUBMISSIONS RECEIVED AFTER
11/17/2026 – 4 PM PST

MAY NOT BE CONSIDERED

5. EXHIBITS

This RFP and All/Any Exhibits may be accessed at the our website:
https://www.venturahousing.org