



Request for Proposal Part 1 of 2  
Feasibility Study Proposals  
July 28, 2025

**Ojai Permanent Supportive Housing**

**611 South Montgomery Street, Ojai, CA 93023**

(Was previously 414 South Ventura Street, Ojai, CA 93023)

**30 Units of permanent housing for unhoused individuals**

**RFP Managed by DignityMoves**

**PART 1 PROPOSALS DUE BY: August 22, 2025**

**Statement of Work (SoW):**

**Design Development Documentation 07252025, 80 Sheets**

**Ojai Permanent Supportive Housing Design Development Architectural Outline**  
**Specifications 07252025**

**NOTE:**

Contractors are responsible to review all the drawings included in the Part 1 RFP documents issued July 28, 2025 as well as the Request for Qualification documents issued July 11, 2025.



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## **Request for Proposal**

### **Part 1- Feasibility Study Services**

City of Ojai Permanent Supportive Housing  
611 South Montgomery Street, Ojai, CA 93023

Questions related to this Part 1, Request for Proposal (RFP) are to be submitted by email to the address shown below by noon PST on August 8, 2025. Responses from DignityMoves will be communicated via email to all participants on or before the end of day on August 15, 2025.

Please email all final submittal materials no later than noon PST August 22, 2025, to

[Ojaibids@dignitymoves.org](mailto:Ojaibids@dignitymoves.org)

#### **1. Introduction**

DignityMoves on behalf of the City of Ojai is currently developing a ground up, sustainably designed Permanent Supportive Housing Project consisting of 30 individual sleeping units in Ojai, CA. This is the first part of a two-part process in which Part 2 will be a formal Notice of Invitation to Bid with a pre-qualified list of contractors leading to award of the project to the lowest qualified bidder.

Part 1 of the RFP for Feasibility Study Services has been developed for the purpose of receiving detailed cost and scope definition information from pre-qualified general contractors to accelerate the project schedule, foster cost savings/value engineering and encourage collaboration between design and construction to maximize innovation opportunities and quality. Part 2 RFP will be issued on date TBD, currently estimated to be in November 2025.

DignityMoves is seeking proposals from Contractors who have been selected and determined to be qualified to bid on the project based on their responses to the Request for Qualifications issued by DignityMoves for this project.

As a successful candidate, your firm is invited to submit a proposal in accordance with the requirements set forth herein.



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We are currently in the design process and have successfully completed Design Development Documentation which is attached and is an important part of this RFP. Permit and Construction Drawings are in progress and a building permit is expected to be issued in early 2026.

Based on the quality and professionalism demonstrated in your Part 1 proposal, you will be invited to participate in the Part 2 RFP process. Part 2 will include a Notice of Invitation to Bid on 100% Construction Documentation ready for permitting. This project is subject to the requirements in the California Public Contract Code, so the price proposal in Part 2 will be the Guaranteed Maximum Price (GMP). This invitation does not guarantee selection for the final contract. The Part 2 RFP will be issued at date to be determined and is anticipated in November 2025.

The successful contractor must be approved by the Ojai City Council in a public meeting.

### **2. Project Description**

The Ojai Permanent Supportive Housing Project is located adjacent to the City's Public Works Yard on South Signal Street and will have an address designated as 611 South Montgomery Street, Ojai, CA 93023. The Project is for the development of permanent supportive housing to provide a direct pathway to housing for the unhoused people currently living in an encampment at Ojai City Hall.

Through the California Department of Housing and Community Development Encampment Resolution Funding grant (the "grant"), the City of Ojai plans to develop on City-owned property a single-story permanent supportive housing project for formerly unhoused individuals containing thirty (30) residential units each with ensuite bathrooms, a common area in the middle of the development, laundry and dining facilities, solar-ready for future installation, and offices for on-site case managers and site security (together with all related facilities, the "Project").

The Project is approximately 10,873 SF of built area and shown on the Design Development (DD) Documentation including Outline Architectural Specifications.

### **3. Schedule**



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The design team has completed DD Drawings in accordance with Conditions of Approval by the City of Ojai City Council dated May 27, 2025. 100% Construction documents and submission into the City of Ojai for building permit is anticipated on or before October 21, 2025.

#### **4. Scope of Work for this RFP and required deliverables**

##### **A. Scheduling**

1. Provide a project schedule including, but not limited to:
  - .1 Construction milestones
  - .2 Estimate/Pricing dates
  - .3 Interface of Project Close out including punch list, review and incorporation of "Certificate of Occupancy", final sign off process and timeframes

##### **B. Financial Planning**

1. Prepare overall project construction budget with subcontractor input
2. Identify budgets for each discipline and costs for alternates as necessary.

##### **C. MEP Review**

1. In conjunction with the design team, provide feedback and constructability of proposed MEP design. Including lead times, cost, clash analysis and manufacturer preference.

##### **D. Value Engineering**

1. Provide a description of the most cost-efficient methods and materials to reduce project costs and schedule.
2. Provide VE and Constructability reviews for all components with particular attention to MEP and Structural documentation.
3. Provide a review of design drawings to provide Developer with any and all opportunities to maintain budget and save project costs
4. Provide cost comparisons of alternate systems/concepts.
5. Identify long-lead items, document and implement plan for early procurement

#### **5. Project Budget**

The project budget is a critical element of the project and must not be exceeded. The general contractor is critical to the project team providing cost information to the designers to ensure the project remains within budget.



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### **6. Specific Proposal Requirements**

Please email all submittal materials no later than noon PST on August 22, 2025 to  
[Ojaibids@dignymoves.org](mailto:Ojaibids@dignymoves.org)

### **7. Statement of Qualifications**

Contractors have been selected and determined to be qualified to bid on the project based on their responses to the Request for Qualifications issued by DignityMoves and received on or before July 25, 2025. Qualified Contractors have demonstrated successful experience with similar projects of comparable size and complexity, using bio-based materials and demonstrating a high level of sustainability as well as being successfully completed, including in the Ojai Valley and Ventura County areas.

### **8. Contract / General Conditions**

The anticipated contract for this project will be the AIA A102 GMP Agreement with A201 General Conditions or similar contract. Conditions of Contract will include referenced materials as stated in the Request for Qualifications document dated June 12, 2025.

Prior to submitting the Part 2 Bid, to be issued on date TBD, currently estimated to be in November 2025, bidders must visit the site of work and complete their own investigations to satisfy themselves as to the existing conditions affecting the work proposed. If the bidder chooses not to visit the site or conduct investigations, he will, nevertheless, be charged with the knowledge of conditions which reasonable inspection and investigation would have disclosed.

### **9. Proprietary Information**

Any restrictions on the use of the information contained within a proposal must be clearly stated within the proposal.

All responses to this RFP accepted by the City of Ojai, and any subsequent RFP shall become the exclusive property of the City. All proposals accepted by the City of Ojai shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Trade Secret," "Confidential," or "Proprietary." Each element of a proposal that a Proposer desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations)



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shall not be sufficient and shall not bind the City of Ojai in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City of Ojai and DignityMoves shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

### **10. Inquiries**

Questions related to this RFP are to be submitted by email to [Ojaibids@dignitymoves.org](mailto:Ojaibids@dignitymoves.org) by noon PST on August 8, 2025. Responses from DignityMoves will be communicated via email to all participants on or before the end of day on August 15, 2025. There will be no direct communication between individual/specific participants and DignityMoves and all questions and responses to questions will be shared equally with all participants.

### **11. Addendum or Supplements to the RFP**

In the event it becomes necessary to revise any part of the RFP, an addendum will be provided to each firm that received the original RFP.