

# South Bay Cities Council of Governments

November 12, 2025

## REQUEST FOR PROPOSALS ON CALL AFFORDABLE HOUSING DEVELOPMENT EVALUATION

Deadline for submittal is 5:00 P.M. on Monday, December 1, 2025:

Questions must be submitted in writing by e-mail to: [kevinu@southbaycities.org](mailto:kevinu@southbaycities.org)

By 5:00 P.M on Friday, November 21, 2025.

Responses to all questions to be posted Monday, November 24, 2025

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*The South Bay Cities Council of Governments is a joint powers authority of 16 cities and the South Bay unincorporated areas of Los Angeles County that share the goal of maximizing the quality of life and productivity of our area. Information on the SBCCOG can be found at: [www.southbaycities.org](http://www.southbaycities.org)*

### **Project Overview**

The South Bay Cities Council of Governments (SBCCOG) is seeking proposals from qualified firms to provide affordable housing review services for developments that may receive funding through the Los Angeles County Affordable Housing Solutions Agency (LACAHS) for projects in the South Bay. The selected consultant will evaluate project feasibility, financial structure, and compliance with LACAHS funding requirements to support the SBCCOG's funding recommendations.

### **Background**

The SBCCOG is an Eligible Jurisdiction that receives annual allocations from LACAHS to support the development of new affordable housing across the South Bay region. For FY 2025-2026, the Los Angeles County Affordable Housing Solutions Agency has allocated the South Bay Cities Council of Governments \$7,302,325 for Production, Preservation, and Ownership (PPO) activities. Of the allocation, 77.25% (approximately \$5,641,046) is required to be distributed towards new construction. The remaining 22.75% (approximately \$1,661,279) can be distributed towards any eligible PPO program including construction, preservation, acquisition, rehabilitation, ownership, and rent and operating subsidies. Projects utilizing LACAHS funds must meet program requirements, including 100% affordability and compliance with prevailing wages and other regulatory standards.

The SBCCOGs' current legal structure limits the SBCCOG's ability to allocate funding for all eligible LACAHS programs. Under its current authority, the SBCCOG can only provide direct project investments for new affordable housing developments as grants. As a result, for the duration of the contract, the consultant will only evaluate 100% affordable housing projects that meet LACAHS guidelines. To expand its capacity to fund and finance affordable housing initiatives, the SBCCOG is exploring the creation of a South Bay Regional Housing Trust. Overall, to ensure the effective deployment of these funds, the

SBCCOG requires an independent review for each project prior to making funding commitments.

### **Scope of Services**

The selected consultant will complete analyses for affordable housing developments, including, but not limited to:

- Review of project ownership structure, organizational chart, and developer/sponsor qualifications.
- Assessment of sponsors and guarantor financial capacity and organizational documents.
- Verification of site control, preliminary title, and ALTA survey.
- Evaluation of zoning compliance, entitlements, environmental status (CEQA/NEPA), and any permits secured.
- Review of Phase I/II Environmental Site Assessments and any required mitigation.
- Analysis of preliminary plans, specifications, construction schedule, and cost estimates.
- Review of general contractor qualifications, prevailing wage compliance, ADA accessibility, and any applicable Project Labor Agreements.
- Detailed financial review including:
  - Sources and Uses
  - Pro forma and operating assumptions
- Appraisal, cost estimate, and market study
- Verification of financing commitments, letters of Intent, and subsidy layering review (SLR).
- Review of draft regulatory agreements, rent schedules, and compliance with affordability restrictions.
- Evaluation of property management plan, insurance coverage, and long-term compliance framework.
- Identify any risks – including developer reputation, valuation legitimacy, and project viability
- Preparation of written reports summarizing findings, identified risks, and recommended conditions for approval.

### **Schedule**

The estimated timeline for this scope of work assumes December 10, 2025, 2025, start date. The total project is expected to last 6 months with options for renewal. This is an Ad-Hoc engagement; consultant will be needed as projects are submitted to SBCCOG

### **PROPOSAL REQUIREMENTS**

Proposals shall be no more than 10 pages, excluding resumes and references, and submitted in the specified format as follows:

**Cover Letter** – The cover letter shall outline relevant experience in affordable housing, particularly for projects financed with public funds and tax credits. Additionally, provide the name, mailing address, telephone number, email address, title, and signature of the firm’s authority and/or contact person for this procurement. Lastly, include the office location if it is different than the mailing address.

**Project Team Qualifications** – Describe the responsibilities of team members and their qualifications. Identify the project manager and principal contact person. Provide references (minimum two and maximum of six) preferably including a government agency for relevant experience for similar projects/services. Include project team member resumes

**PROCUREMENT SCHEDULE**

SBCCOG intends to have the consultant under contract by Wednesday, December 10, 2025. Due to time constraints, interviews may not be scheduled; however, if time permits, interviews will be conducted on December 4, 2025, from 2pm-4pm via Zoom. In support of the selection process, the following schedule of events has been prepared:

Date	Key Events
December 1, 2025	Proposals due to SBCCOG by 5:00 PM
December 2-3, 2025	Proposal evaluations
December 4, 2025	Tentative interview via Zoom
December 8, 2025	SBCCOG Steering Committee/Board approval
December 9, 2025	Contract Review with Vendor
December 10, 2025	Anticipated notice to proceed for selected consultant

Proposals shall be submitted in electronic format via e-mail by 5:00pm on Monday, December 1, 2025  
 To: Kevin Umana, Project Coordinator,  
[kevinu@southbaycities.org](mailto:kevinu@southbaycities.org) | (323) 708-8772

**REVIEW AND EXCEPTIONS TO SBCCOG STANDARD CONTRACT**

The selected consultant/firm will be expected to execute an agreement substantially the same as the attached standard contract (Attachment A). All proposals are required to download the SBCCOG Standard Contract for review, and if any revisions are requested, a mark-up must be submitted as part of their electronic submission as described below. The SBCCOG prefers to use its standard contract as a template. In advance of selecting a final proposer, the SBCCOG is interested in any exceptions or changes that a potential awardee might request to the basic contract template. All changes should be made in “tracking changes” and submitted as a “Word.doc” attachment to their firm’s electronic submission. Markup of standard contract does not count towards proposal page limit.

## EVALUATION CRITERIA

Proposers will be evaluated based on the criteria below:

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
<b>TECHNICAL APPROACH</b> <ul style="list-style-type: none"> <li>• Tasks and methodology are clearly described and demonstrate understanding of underwriting objectives.</li> <li>• Approach reflects familiarity with LACAHSAs funding, affordable housing finance, and public program compliance.</li> <li>• Analysis plan is comprehensive, efficient, and tailored to the SBCCOG context.</li> </ul>	<b>30</b>		
<b>FIRMS:</b> <u>Prime Consultant:</u> <ul style="list-style-type: none"> <li>• Capability to perform the technical work required</li> <li>• Ability to allocate resources as needed to meet project schedule</li> <li>• Familiarity with public agencies</li> <li>• Experience with similar projects of the same size and scope</li> </ul> <u>Sub-Consultant(s):</u> <ul style="list-style-type: none"> <li>• Subs provide distinct and relevant expertise</li> <li>• All subs are qualified and capable of performing assigned tasks.</li> </ul>	<b>25</b>		
<b>PROJECT MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Key personnel have appropriate expertise in affordable housing finance</li> <li>• Qualifications of key individuals</li> <li>• Time commitment of key individuals</li> </ul>	<b>25</b>		
<b>PROJECT COST</b> <ul style="list-style-type: none"> <li>• Realistic cost for services to be performed</li> <li>• Allocation of cost to tasks and activities</li> </ul>	<b>10</b>		
<b>SCHEDULE</b> <ul style="list-style-type: none"> <li>• Total time allocated for each task is realistic</li> <li>• Sequence of each task is logical and feasible</li> </ul>	<b>10</b>		
	<b>100</b>		