
June 12, 2025

1. Invitation and Purpose:

Dignity Moves is seeking Statements of Qualifications (SOQ) for general contracting services related to the Ojai Permanent Supportive Housing project. Interested firms are invited to submit their SOQs by 5:00 PM July 25, 2025. SOQs will be evaluated based on experience, qualifications, and past performance data. Submissions should be issued in PDF form via email to ojaibids@dignitymoves.org.

This Request for Qualifications (RFQ) is intended to be used to solicit information about the qualifications and experience of potential General Contractors before a more detailed Request for Proposal (RFP) is issued in mid July 2025 to all qualified bidders. This RFQ will pre-qualify General Contractors and ensure they meet certain minimum requirements established by the City of Ojai and the Development team led by DignityMoves, a California Non-Profit corporation. Each General Contractor is requested to confirm their qualifications and interest in construction of the project by submitting their Statement of Qualifications (SOQ) in accordance with the outline of requirements below.

The Ojai Permanent Supportive Housing (the Project) at 414 S. Ventura Street, Ojai, CA 93023 is the development of housing for formerly unhoused individuals in order to assist in addressing the City of Ojai's homelessness crisis.

2. Project Description:

The City of Ojai will construct, 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 will be constructed using natural, bio-based materials with low embodied carbon and will prioritize the use of renewable energy sources.

The Project is approximately 10,873 SF of built area and shown on the preliminary site plan attached here as Exhibit A. The preliminary Project schedule is attached here as Exhibit B.



3. Evaluation Criteria:

The SOQ shall include qualification information from each interested General Contractor and must include the following:

1. General statement of the firm's qualifications and experience.
2. List of any projects completed in the County of Ventura and City of Ojai in the last 5-7 years. Include key details of each project including Client, project size and scope, overall construction duration and cost.
3. List of any projects completed in the County of Ventura and City of Ojai using natural, bio-based materials with low embodied carbon and renewable energy sources in the last 5-7 years. Include key details of each project including Client, project size and scope, overall construction duration and cost.
4. Statement of current workload capacity including list of key personnel and % of time commitment to the Ojai Permanent Supportive Housing Project.
5. Client testimonials and past performance data.
6. Willingness and ability to meet time and budget requirements.
7. Client references including contact information for each.

4. Preliminary Contract Terms and Conditions

1. Contractor must be currently licensed as a General Contractor in the State of California.
2. DignityMoves will not pay any costs associated with the preparation, submittal, or presentation of any proposal.
3. This solicitation does not commit DignityMoves to award a contract. DignityMoves reserves the unilateral right to amend this RFQ in writing at any time. DignityMoves also reserves the right to cancel or reissue the RFQ at its sole discretion. If an amendment is issued, it will be provided to all Proposers. Proposers will respond to the final written RFQ and any exhibits, attachments, and amendments.



4. The Project shall be funded, in whole or in large part, by an Encampment Resolution Funding (ERF) Grant, and therefore must be constructed in accordance with the terms of the ERF Grant, and records and the work shall be subject to inspection by the California Department of Housing and Community Development. Additionally, prevailing wages must be paid to employees of the General Contractor and subcontractors who work on the Project.
5. General Contractor shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees to be responsible for compliance with Section 1777.5 by all of its Subcontractors. DignityMoves shall require, as a condition of any agreement with a Contractor, that the Contractor and any Subcontractors hired by such Contractor comply with this Section.
6. Pursuant to Labor Code section 1725.5, Contractors and Subcontractors must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
7. Pursuant to Labor Code section 1776, Contractor and Subcontractors shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code sections 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code section 1776.
8. Contract for Construction will be subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code sections 1810 and 1813, as follows:



Contractor shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by Di' employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to the DignityMoves \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by Contractor or by any Subcontractor of Contractor, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

9. This Agreement is subject to Public Contract Code section 6109: neither Contractor nor any Subcontractor who is ineligible to perform work on the Project pursuant to sections 1777.1 or 1777.7 of the Labor Code shall perform work on this Project.
10. Contractor shall refrain from discrimination on the basis of race, color, religion, creed, sex, sexual orientation, marital status, ancestry or national origin in the hiring, firing, promoting or demoting of any person engaged in construction work on the Project.

4. Submission Instructions:

Format and Content of RFQ Submittals

DignityMoves discourages lengthy and costly proposals. Proposals should be prepared simply and economically, and provide a concise description of the Proposer's company, qualifications, and capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. Glossy sales and marketing brochures are not necessary or desired. Proposals should be organized consistent with the outline provided in this section of the RFQ. Proposers must follow all formats and address all portions of the RFQ set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFQ for



use in responding to the RFQ, provided that the proposal clearly addresses all of DignityMoves information requirements. Interested Proposers should submit via email to ojaibids@dignitymoves.org. Questions or requests for clarification may be submitted to the same email or via voicemail left at 707-652-9708. Please address the following:

1. **Cover Letter.** The cover letter will include general information about the Contractor firm and a description of the Contractor's understanding of the scope of services. Please identify a project manager(s), and provide address, telephone number, and email for the project manager(s). The Cover Letter must be signed by a corporate official that is designated to execute Professional Service Agreements. Cover letter should be addressed to:

DignityMoves

Maureen Boyer, AIA

870 Market Street Suite 1171

San Francisco, CA 94108

2. **Key Personnel.** The proposal shall include the names and resumes of all key staff members who will be assigned to perform or coordinate services pursuant to the contract. If sub-contractors are to be used as part of this proposal, qualifications of the subcontractor and relevant experience is to be included. DignityMoves will not allow any proposed additions or substitutions of personnel without prior written approval.

3. **Draft Scope of Work.** The proposal shall include a draft scope of work addressing the items described in the Scope of Services outlined contained in this RFQ. The scope must describe the Contractor's understanding of the Project, any suggested revisions to the Scope of Services, a detailed work approach and methodology. Contractor may expand on the Scope of Services outline to accomplish the overall objective of the Project and provide suggestions which might enhance the results or usefulness of the Project. The Contractor must provide at least 3 examples of similar work using natural, bio-based materials with low embodied carbon and renewable energy sources prepared by the firm or proposed team, preferably in or around the City of Ojai and County of Ventura. Proposer must also include a schedule of work.



4. Relevant Experience & References

Provide a brief overview of your firm's experience, and a minimum of three relevant references for those projects. The projects identified should demonstrate the ability to perform the tasks listed in the Scope of Services section in this RFQ using natural, bio-based materials with low embodied carbon and renewable energy sources. The references should identify the client, a contact name, telephone number, and email address.

5. Attachments

The Proposal should include a letter stating the Proposer is ready and willing to execute DignityMoves Form of Agreement, and to complete a Disclosure of Employee Relationships and Financial Interests and a Certificate of Non-Discrimination.

5. Review and Selection Procedure

The DignityMoves Manager in consultation with the Ojai Community Development Director and their teams will review all proposals to determine which Proposers have qualified for consideration. The evaluation will include at least an initial review and a detailed review. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Only those proposals that meet or exceed the intent of the mandatory requirements will be further evaluated.

Submitted proposals will be evaluated on the following criteria:

- Thoroughness and comprehension in addressing the scope of work
- Experience and demonstrated competence on similar projects
- Knowledge, experience, and availability of key staff
- Coherence of proposed schedule
- Experience working in the City of Ojai and County of Ventura
- Quality, clarity, and responsiveness of proposal



- Ability to meet the needs of the DignityMoves
- Proven technical ability
- Demonstrated ability to work in a cooperative and collaborative manner
- Quality of References
- Results of interviews, if necessary

DignityMoves reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by DignityMoves and, if held, shall be after initial evaluation of Proposals is complete. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

Thank you for your interest in working with DignityMoves on this Project.