



Request for Proposals

#728

for

**WORKFORCE HOUSING DEVELOPMENT
FEASIBILITY STUDY & ADVISORY SERVICES**

Notice Inviting Proposals
RFP #728 for Workforce Housing Development – Feasibility Study & Advisory Services

Notice is hereby given that the Oxnard Union High School District (“District”) is inviting proposals from firms to provide **Workforce Housing Development – Feasibility Study & Advisory Services** as requested by the District.

A proposal form may be obtained from the District website:

<https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

Proposals must be submitted electronically to Deanna.Rantz@oxnardunion.org no later than **10:00 a.m. on 6/4/2026**. Proposals received after the above stated time and date will not be considered. The District is not responsible for any technical issues in a respondent’s ability to timely submit its proposal response, or portion thereof.

The District reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Respondent represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFP and that no person having any such interest shall be subcontracted in connection with this RFP, or employed by Respondent. Should an Agreement result from this process, Respondent represents that no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Agreement or shall become directly or indirectly interested in the Agreement.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

By authority of the Governing Board of Oxnard Union High School District, Ventura County, State of California.

Publication Dates: 5/10/26 & 5/17/26

PROJECT DETAILS and REQUIRED SERVICES

The Oxnard Union High School District ("District") is seeking qualified consulting firms to conduct a comprehensive feasibility study for workforce housing development at the Rancho Campana High School site in the City of Camarillo. This initiative aims to address critical teacher and staff recruitment and retention challenges by providing affordable housing opportunities for District employees.

The District has identified a unique development opportunity consisting of a 28-acre site that includes the active high school campus within Camarillo city limits and the immediately adjacent 23-acre district-owned agricultural parcel located in unincorporated Ventura County. The project presents both opportunities and challenges related to land use planning, regulatory compliance, and innovative development strategies.

The District is committed to exploring all viable approaches to workforce housing development and seeks professional advisory services to determine the optimal strategy for moving forward with this important initiative.

1. PROJECT OVERVIEW

Site Description:

- Primary site: APN 156-0-180-395
 - Rancho Campana High School campus (active school site)
 - Approximately 28 acres
 - Located within the City of Camarillo
- Adjacent site: APN 156-0-180-525
 - Agricultural land
 - Approximately 23 acres
 - Located in unincorporated Ventura County
 - Subject SOAR (Save Open Space and Agricultural Resources) voter-approved protections

Project Goals

1. Develop affordable workforce housing for District certificated and classified employees
2. Proposed path forward should maximize the likelihood of project approvals while ensuring compliance with applicable regulations
3. Proposed solution to accommodate relocated school facilities (playing fields, parking) as appropriate
4. Explore innovative approaches to site utilization and regulatory pathways

5. Provide Construction Cost estimates, Funding Strategies, and current monthly projected rental amounts for each type of unit floor plan.
6. Maintain operations of existing school and educational facilities throughout any development process
7. Provide clear recommendations for next steps and implementation strategy

2. SCOPE OF SERVICES

The selected consultant shall provide comprehensive development feasibility analysis and advisory services including:

Task 1: Project Alignment and Strategic Planning

- **District Goals Assessment:** Review and analyze District priorities, fiscal constraints, and desired affordability levels for workforce housing
- **Employee Needs Analysis:** Evaluate housing needs and preferences of District employees
- **Regulatory Framework Analysis:** Assess applicable state legislation including AB 2295 and other relevant workforce housing provisions
- **Funding Strategy Development:** Identify potential funding sources including bonds, grants, tax credits, and public-private partnership opportunities

Task 2: Site Feasibility and Due Diligence

- **Property Analysis:** Conduct comprehensive review of both district-owned parcels including title review, environmental assessment coordination, and development capacity analysis (with appropriate architectural diagrams illustrating the development potential).
- **Infrastructure Assessment:** Evaluate existing utilities, access, and infrastructure capacity; assess costs for new infrastructure installation
- **Regulatory Pathway Analysis:**
 - Analyze current zoning and general plan designations
 - Assess planning and entitlement processes and timelines for each alternative development scenario considered
 - Evaluate CEQA requirements and documentation needs
 - Explore streamlined approval pathways under recent state legislation

Task 3: Development Strategy and Financial Analysis

- **Conceptual Design:** Develop preliminary site concepts showing optimal housing placement, density, and integration with existing school operations
- **Financial Modeling:** Prepare comprehensive financial analysis including:
 - Construction cost estimates based on current market conditions
 - Development budget including soft costs, permits, and contingencies
 - Operating proforma and debt service capacity analysis
 - Scenario analysis of different funding approaches and affordability levels
- **Market Analysis:** Assess current rental markets and affordability gaps for District employees
- **Phasing Strategy:** Develop recommendations for project phasing and temporary relocation of school facilities as needed

Task 4: Strategic Recommendations and Implementation Planning

- **Optimal Development Strategy:** Provide clear recommendation for preferred approach based on comprehensive analysis of all factors
- **Risk Assessment:** Identify potential challenges and mitigation strategies
- **Community Engagement Strategy:** Recommend approaches for stakeholder outreach and community support building

3. DELIVERABLES

The consultant shall provide comprehensive analysis and strategic guidance through:

- **Strategic Analysis and Recommendations:** Thorough evaluation of all feasibility factors with clear strategic recommendations
- **Board Presentations:** Professional presentations to the District Board of Trustees summarizing findings and recommendations
- **Executive Briefings:** Regular briefings and consultation sessions with District leadership throughout the engagement
- **Decision Support Materials:** Analysis materials and documentation needed to support District decision-making
- **Implementation Guidance:** Strategic recommendations and next steps framework to position the District for successful funding and project advancement

The format and structure of deliverables will be tailored to best meet the District's needs and decision-making processes, with emphasis on actionable guidance and strategic positioning for next steps.

4. CONSULTANT QUALIFICATIONS

The ideal consultant will demonstrate:

Required Experience:

- Minimum 5 years of experience in workforce housing development or closely related housing projects
- Demonstrated experience with California TK-12 school district real estate and development projects
- Experience with California regulatory environment including CEQA, local planning processes, and innovative state housing legislation and streamlined approval mechanisms
- Proven track record of successful project completion from feasibility through start-up of operations
- Minimum of 3 years providing comprehensive advisory services through all project phases including a financial modeling on complex and innovative projects

Preferred Experience:

- Experience with completed workforce housing projects currently serving public employees
- Track record of successful public-private partnerships in workforce housing development
- Experience managing the complete lifecycle of development projects including ongoing advisory services through operational phase
- Understanding of local market conditions and regulatory environment
- Knowledge of innovative funding mechanisms for public sector housing projects
- Strong references for projects of a similar nature
- Experience in addressing complex governance and management considerations for public sector housing
- Demonstrated ability to navigate challenging regulatory environments and community engagement processes

Professional Services Approach:

The District seeks real estate consultants who provide objective, professional advisory services focused on advancing the District's interests. Consultants should demonstrate their ability to:

- Provide independent analysis without conflicts of interest
- Offer transparent, fee-for-service consulting relationships
- Maintain District priorities as the primary focus throughout the engagement

GENERAL INSTRUCTIONS and CONDITIONS

A. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District since proposals cannot be adjusted after submission. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals.

Electronic proposals must be delivered via email to Deanna.Rantz@oxnardunion.org no later than **6/4/2026 at 10:00 a.m.** Proposal packages must be clearly marked, “**Proposal Workforce Housing Development RFP 728**” in the email subject area. The District is not responsible for any technical issues on a Proposer’s ability to timely submit its proposal or portion thereof.

In order for the Proposer’s response to be accepted, Attachment 1 Proposal Form must be submitted in its entirety.

Required Submittals:

- Attachment 1 Proposal Form

B. Signatures

All proposals must include a signature of an authorized officer of the firm submitting the proposal. The name and title of the person shall be included following the signature. **Failure to provide a signature the on required form may result in rejection of proposal.**

C. Disqualified Proposals

Any proposal received after the RFP due date and time will not be reviewed or considered for award of a contract.

D. Withdrawal of Proposals

A firm may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

E. Contacts

In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the individual(s) listed below. This Request for Proposals can be located at the District website at: <https://www.oxnardunion.org/departments/business-services/purchasing-warehousing/request-for-bids-proposals>

Deanna Rantz, Director of Purchasing
1800 Solar Drive, Oxnard, CA 93030
(805) 385-2519 Deanna.Rantz@oxnardunion.org

F. Rating Criteria

Proposals will be evaluated based on:

- **Relevant Experience and Qualifications (30%):** Demonstrated success with similar projects
- **Technical Approach and Understanding (25%):** Quality of proposed methodology and understanding of project complexities
- **Team Qualifications (20%):** Experience and capabilities of proposed key team members and overall project team
- **Fee Structure and Value (15%):** Cost-effectiveness and value proposition
- **References specific to Past Performance (10%):** Quality of references and demonstrated client satisfaction

TOTAL POSSIBLE SCORE: 100

Notes:

At the discretion of the Selection Committee, information regarding insurance, legal, and professional standing may be deemed grounds for disqualification.

Interviews with up to the three highest scoring teams may be requested, if the Selection Committee so chooses.

G. Selection Process

The District may perform investigations of responding parties that extend beyond contacting the references identified in the RFP response. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other sources in addition to any documents or information submitted.

The District may elect to conduct in-person or virtual interviews, or conduct no interviews at all. Should the District elect to conduct interviews, the short-listed firms will be contacted with an interview date and time. Interview questions may or may not be provided ahead of the interview process.

H. Contract

Upon Board of Trustees approval to award the contract, the contract attached as Exhibit A must be executed.

ATTACHMENT 1

PROPOSAL FORM

This Proposal Form must be duly executed and submitted with any proposal to OUHSD.

The Offeror hereby agrees that its proposal is subject to all **RFP #728 WORKFORCE HOUSING DEVELOPMENT – FEASIBILITY STUDY & ADVISORY SERVICES** provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFP provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by OUHSD for the period through and including 6/30/2027. The Offeror hereby agrees that if its proposal is accepted by OUHSD that it shall provide the requested services in accordance with the RFP, as it may be amended. The term of this contract shall be for a period of one (1) year. Services requested must be completed within this term.

Services Fee \$ _____
(not to exceed) for Fiscal Year 2026-2027 ending June 30, 2027

Name of Person Duly Authorized to Execute this Proposal/Offer:

Duly Authorized Signature: _____

Title: _____ Date: _____

Offeror Name: _____

Offeror Address: _____

Offeror Telephone: _____

Offeror Email: _____

TIMELINE

The RFP process may follow the timeline noted below, however, is subject to change at the District's discretion.

ADVERTISEMENT	5/10//2026 & 5/17/2026	VC Star, District Website
REQUEST FOR INFORMATION DEADLINE	5/21/2026 @ 10:00 a.m.	VIA EMAIL to Deanna.Rantz@oxnardunion.org
RFP DUE DATE/TIME	6/4/2026 @ 10:00 a.m.	VIA EMAIL to Deanna.Rantz@oxnardunion.org
EVALUATION PERIOD	6/5/26 – 6/12/26	N/A
INTERVIEWS (if required)	6/15/2026 and/or 6/18/2026	1800 Solar Drive Oxnard, CA 93030 or virtual
BOARD REQUEST TO AWARD	6/24/2026	1800 Solar Drive Oxnard, CA 93030
CONTRACT EXECUTION	7/1/2026	N/A

PROPOSAL SUBMITTAL REQUIREMENTS

A. Cover Letter and Executive Summary (2 pages maximum)

Brief introduction including firm overview, statement of interest, and summary of relevant qualifications. Included in this introduction, the firm must provide a timeline in which the services will be completed.

B. Firm Profile and Team Qualifications (8 pages maximum)

- Firm location, history, size, and areas of expertise
- Org Chart for key team members and project consultants
- Key team members with relevant experience

C. Relevant Project Experience (10 pages maximum)

- Detailed descriptions of similar workforce housing or affordable housing projects
- Specific experience with California school district projects
- Examples of completed projects currently in operation
- Client references with contact information for each project

D. Technical Approach and Methodology (6 pages maximum)

- Detailed approach to each phase of the scope of services
- Methodology for successfully achieving project entitlements
- Strategy for maintaining school operations during the development process
- Timeline for completion of each project phase

F. Fee Proposal (2 pages maximum)

- Fee schedule (on a “not to exceed” basis) with hourly rates by individual and position
- Fees for Project Consultants
- Itemized total project cost estimate (matching Attachment 1)
- Allowance for reimbursable expenses
- Payment schedule aligned with deliverable completion

G. Insurance, Legal and Professional Standing (2 pages maximum)

- Acknowledgement that proposer will provide the required insurance [see Exhibit A Services Agreement]

- Detailed disclosure of any litigation, arbitration, or disciplinary actions involving the proposer or key personnel within the past seven (7) years. If no such actions exist, provide an explicit statement to that effect.

H. References (2 pages maximum)

Minimum of five (5) references. Include at least three (3) references of similar California K-12 school district projects. Include the project and the role of the individual. Please be sure to include the current phone number and email for each reference.