



**City and County of San Francisco  
Department of Homelessness and Supportive Housing**

**Request For Information (RFI)  
Potential Permanent Supportive Housing Sites  
RFI# HSH2021-100A  
Link: [Housing RFI Submission Form](#)**

**Summary**

To assist the City and County of San Francisco with plans for providing permanent supportive housing, the Department of Homelessness and Supportive Housing (“City” or “HSH”) invites interested property owners and authorized representatives to submit information to assist the City in identifying suitable properties for the possible acquisition or master leasing of permanent supportive housing sites to house people currently experiencing homelessness. These sites can include, but are not limited to, the acquisition of tourist hotels, residential Single-Room Occupancy (SRO) hotels, and other multi-unit housing sites.

**Schedule**

RFI issued	January 8, 2021
Final Deadline for Submitting Information	December 31, 2021

**RFI Questions and Communications**

Interested parties are directed **not** to contact any employees, agents or officials of the City other than those specifically designated in this RFI. All questions must be submitted by email to [HSHhousing@sfgov.org](mailto:HSHhousing@sfgov.org).

**RFI Responses**

Responses to the RFI should be submitted via the following link: [Housing RFI Submission Form](#)  
Please do not send responses via email. The City will make reasonable efforts to respond to all appropriate submissions, however, this request in no way implies a commitment to negotiate or respond to inquiries. If you already responded to RFI# HSH2020-100, issued July 24, 2020, you do not need to submit another form, unless you wish to provide additional information, or identify a different property.

## **Background**

HSH's mission is to prevent homelessness and to make homelessness rare, brief, and one-time experience through the provision of coordinated, compassionate, and high-quality services. In its 2019 Five-Year Strategic Framework Update, the Department committed to prioritizing the highest-need clients for services and housing to reverse the trend in adult homelessness and set a goal of reducing chronic homelessness in San Francisco by 50% by December 2022. HSH currently funds nearly 8,000 units of permanent supportive housing.

The San Francisco 2019 biennial Point-In-Time ("PIT") homeless count identified 8,035 people experiencing homelessness in the City, 64% of whom are unsheltered. This snapshot represents a 28% increase in the total homeless population since 2005. Data on duration of homelessness, age, and health status indicate an increase in need for permanent supportive housing units for chronically homeless adults and seniors. This trend underscores the need for expanding targeted supportive housing units in the City.

The COVID-19 pandemic has highlighted the need for more, and safer, public housing. People living in public spaces or in congregate settings have limited access to preventive measures like frequent handwashing, social distancing, and rapid access to preventive health care.

As the City continues its response to the COVID-19 pandemic, San Francisco plans to continue its investments on evidence-based practices that permanently end homelessness, including support for new permanent supportive housing projects.

The City has taken aggressive steps to mitigate the spread of the COVID-19 virus's impact on homeless individuals and families by contracting with privately-owned hotels in San Francisco to provide approximately 2,600 rooms to house vulnerable populations and people under quarantine. However, these contracts are temporary.

On July 21, 2020, Mayor London Breed announced the Homelessness Recovery Plan, a comprehensive multi-year initiative to expand permanent supportive housing and homelessness prevention interventions. The Mayor proposes to utilize a local revenue measure and General Obligation Bond measure planned for the November 2020 ballot.

## **Purpose of this Request for Information**

HSH is issuing this Request for Information (RFI) to gather information about properties that are *potentially available* for acquisition or master leasing, and meet the general criteria specified within this RFI. This is not a request for formal purchase or master leasing offers, nor is it a solicitation from the City to purchase or master lease any property.

This request enables HSH working in coordination with other City Agencies to gather information and provide property owners and affiliates with a direct path to contact the City to submit property information for consideration.

## **Future Acquisition or Master Leasing Opportunities**

If state and local funding resources become available in 2021, the City intends to expand the PSH portfolio through the immediate acquisition or master leasing of sites. This RFI process is the first step in the City's acquisition or master leasing strategy for the next two years.

## **Preferred Property Uses**

Permanent Supportive Housing is affordable housing designed for adults, youth, and families with chronic illnesses, disabilities, mental health issues, and/or substance use disorders who have experienced long-term or repeated homelessness. The City is interested in gathering information about properties that could functionally work as permanent supportive housing such as single-room occupancy (SRO) residential buildings and residential hotels, tourist hotels, and other multi-unit housing sites. The desired number of units is at least 50 units and no more than 150 units per building (although the City is willing to consider sites with fewer units and more units). The specific requirements and preferences regarding properties are attached as **Appendix A – Preferred Property Specifications**.

## **Submission Criteria**

Any property owner, or authorized representative or agent, of a specific property that might be available for sale or master leasing now or in the future is encouraged to submit information. The City is not soliciting professional services at this time or brokerage services or other operating services. The City acknowledges some properties may not be immediately available for purchase or master leasing but the City is still interested in identifying possible suitable properties that may be available for acquisition or master leasing within the next few years.

Currently, the City is seeking information to acquire suitable properties in fee and is also seeking to solely lease or contract rooms temporarily or long-term (e.g. master lease housing). The City will also consider a lease of a property on an interim basis if it helps bridge a pre-negotiated purchase, such as a lease with an option to purchase (emphasis on *option to purchase*). The City will also consider working with nonprofit organizations on specific site acquisitions that help to achieve the goals of this RFI.

## **Response Requested**

Interested Owners and Representatives are invited to provide responses by completing an online form **Appendix B – Request For Information Submission Form** at [Housing RFI Submission Form](#). Properties will be reviewed on a rolling basis with the City accepting information on a continuous basis until December 31, 2021. Each respondent should structure its response based on the City's terms and conditions described below and in accordance with the online form.

The City will make reasonable efforts to respond to all appropriate submissions, however, this request in no way implies a commitment to negotiate or respond to inquiries. The City intends to thoroughly review and organize the information and corresponding descriptions and detail of properties submitted. The immediate goal is to determine which initial properties best meet the programmatic criteria to consider as a *potential future* acquisition or master leasing option, and to then prioritize those sites for possible contract negotiations. The City will determine any steps regarding specific negotiations based upon both the quantity and compatibility of submissions. This information will also help inform the final scope of this process. Relevant excerpts of the City's Sunshine Ordinance pertaining to confidentiality of the responses are included as **Appendix C**.

The City issues this RFI without creating any liability or making any promise. All respondents will bear their own costs in responding to this RFI, without reimbursement. The City does not guarantee that it will enter into any negotiations or any contracts.

## **Appendix A – Preferred Property Specifications**

### A. Number of Tourist Rooms/Residential Units:

Preferred Range: 50 to 150 units  
Minimum: 30 units  
Maximum: 300 units

### B. Preferred start of City’s Occupancy/Use: Available immediately through the next two years

*Note: The final transaction, such as an eventual acquisition or master leasing option, may occur later in some instances, subject to availability of funding, and the budgetary and fiscal provisions of the San Francisco Charter.*

### C. Vacancy Rate (for residential sites only): At least 80% vacant [The City will not support or incentivize any evictions.]

### D. Desired Amenities

- In-unit bathrooms
- In-unit Kitchenettes or space for communal kitchen/dining
- Community space or meeting rooms
- Office Space/private offices
- Laundry Room

### E. Accessibility

- Elevator access and ADA accessibility

### F. Building Characteristics

- Complies with standard building codes (no sites that require demolition and rebuild)

**Appendix B – RFI Submission Form**

Please complete a unique submission form for each property/ site you are providing information online at [Housing RFI Submission Form](#): Please include the phrase **RFI Response** in the subject line.

**Sale of Property**

Are you willing to consider selling/facilitating the eventual sale of this Property?

- Yes
- Possibly
- No / Not Applicable

**Master Leasing of Property**

Are you willing to consider master leasing this Property?

- Yes
- Possibly
- No / Not Applicable

**Property Overview**

Address: \_\_\_\_\_

Property Name (if any): \_\_\_\_\_

Ownership Legal Name: \_\_\_\_\_

Type (mark one):      Tourist Hotel                  SRO                  Multi-Family                  Other

**Contact Info**

Your Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Relationship to Property: \_\_\_\_\_

**Building-specific Information**

Number of Floors: \_\_\_\_\_

# of Units/Rooms (total): \_\_\_\_\_

Access Type:       Elevator     Walk Up

# of Existing Tenants (if any): \_\_\_\_\_

**Additional Property Information**

- #Parking Spaces                  QTY: \_\_\_\_\_
- ADA Accessible
- Administrative and/or Office Space
- Retail Space

In-Unit Room Bathrooms

In-Unit Kitchens/Kitchenettes

Other: \_\_\_\_\_

**Open Format Response** (Optional, but encouraged)

**A. Availability of Property:** Please indicate whether you are interested in selling, or leasing with an option for City to purchase, or master leasing the property. Also explain your desired timeline, including the soonest you'd be willing to finalize the transaction:

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**B. Suitability for Housing:** Please describe attributes about the Property, including recent renovations, other facilities (seismic upgrades, laundry, commercial space, additional detail on units/rooms, elevator) etc.:

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**C. Other:** Please share any other reasons you feel we should be aware of when considering whether to investigate an acquisition or master leasing of this Property:

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## Appendix C – Sunshine Ordinance

1. The California Public Records Act (Govt. Code Section 6250 *et seq.*) is the State law governing public access to the records of State and local agencies. The San Francisco Sunshine Ordinance (Admin. Code Chapter 67) imposes additional requirements affecting the public's access to records. The premise of both the Public Records Act and the Sunshine Ordinance is that records in the possession of government generally are public property. Absent some specific and limited exceptions, City agencies must make those records available for the public.
2. The responses to this RFI (the “**Submitted Materials**”) will not be disclosed by the City until there has been a final contract award, as set forth in Section 67.24(e) of the San Francisco Administrative Code, except and to the extent (a) the information is already in the public domain, (b) the party providing the Submitted Materials agrees to the disclosure, or (c) the City is required to do so pursuant to applicable law.
3. Immediately after a contract has been finally awarded, in accordance with Section 67.24(e) of the San Francisco Administrative Code, the Submitted Materials will be open to public disclosure as required by law, with the exception of any proprietary trade secret information.
4. If a party providing Submitted Materials does not wish to enter into or to continue negotiations with the City for a contract at any time, such party may request the return of its Submitted Materials. Upon such request, the City will return or delete the Submitted Materials and terminate further discussions with such party.
5. If the City successfully concludes negotiations and finally enters into a contract with a party, the disclosure of information and documents shall be handled in accordance with the terms of the contract and applicable law. As set forth above, the City is required to comply with the California Public Records Act and the San Francisco Sunshine Ordinance.
6. Respondents should clearly identify those portions of their Submitted Materials which they believe should be treated as proprietary trade secrets under applicable law; however, such designation shall not be binding on the City. Following a final contract award, if the City receives a request for disclosure of materials which a respondent has identified as proprietary trade secrets, and if the City intends to disclose the same, it will give notice thereof to the party that submitted the materials. If such party desires that such materials not be disclosed, such party may, at its own expense, take appropriate legal action to prevent such disclosure.