



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

City Gardens 333 12th Street

HSH RFP #138

For Property
Management and
Support Services





RFP - Summary

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The City and County of San Francisco (“City”) Department of Homelessness and Supportive Housing (HSH) invites Applications from qualified Applicants to operate and deliver services in a newly acquired Permanent Supportive Housing (PSH) building. PSH provides permanent solutions to homelessness through housing placements, subsidies, Support Services and Property Management. **HSH is seeking providers, or collaborate with other providers, to deliver Support Services and Property Management services to ensure Tenants can remain stably housed.**

<http://dhsh.sfgov.org>



Schedule

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Schedule¹

RFP Issued	Tuesday June 14, 2022
Pre-Proposal Conference ²	Tuesday June 21, 2022 at 10:00am
Deadline for Written Questions	Tuesday June 28, 2022 by 5:00 pm
Answers and Clarifications Published	Tuesday July 5, 2022
Deadline to Submit Proposals	Friday July 22, 2022 by 5:00pm
Intent to Award Notification	August/September 2022
Agreement Commence	Fall 2022



Limitation on Communications and Contact

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Limitation on Communications

- From the date this solicitation is issued until the date the competitive process of this solicitation is completed (either by cancelation or award), Proposers and their subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contact whose name appears in this Proposal. Any attempt to communicate with any party other than the Contact whose name appears in this Proposal, including any City official, representative or employee, is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business that is unrelated to this Proposal.

Contact: Tasha Bellamy | HSHProcurements@sfgov.org

<http://dhsh.sfgov.org>

Contractors and Grantees selected through this solicitation will operate and provide services in an existing multifamily apartment building purchased and converted into PSH by the City using local Proposition C revenues, general obligation (GO) bond financing, and/or state-awarded Project Homekey funds.

Solicitation is for the following property:

- **Property:** City Gardens
- **Located at:**
 - 333 12th Street, San Francisco, 94103
 - Western South of Market
- **# of Units in Building:**
 - 200 units
- **Served Population:**
 - Formerly homeless or at risk of homelessness family households



Applicants

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HSH is accepting applications from Applicants that may submit a **Collaborative Application (more than one organization/entity)** that includes both Support Services and Property Management, **and from individual Applicants** who wish to apply to provide both Support Services and Property Management without an identified collaborative partner. **HSH desires that Applicants demonstrate the ability to provide both types of services well together, with the common goal of tenant housing stability.** Therefore, every application must include **a Support Services and Property Management response.**



Service Philosophy

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HSH desires Applicant providers with:

- An ability to lead with a Housing First philosophy, which includes principles of harm reduction and low barriers to entry;
- A racial equity-based, culturally responsive and trauma-informed approach;
- An ability to collaborate with Tenants and providers with the goal of Tenant housing stability; and
- The ability to begin planning for services and hiring staff immediately upon agreement execution.



Master Lease, Property Management Agreement and Grant Agreement

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Following selection of the Service Provider(s), it is anticipated that HSH will enter into a Master Lease and Property Management agreement for property management. HSH will enter into a Grant Agreement for Support Services. A draft template of the Grant Agreement is provided [here](#) for reference. A draft template of the Master Lease and Property Management Agreement will be provided with responses to the RFP questions from providers on the date indicated above.



Anticipated Funding Amount Available

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The available budget is up to \$2,225 per unit/per month - approximately \$1,150 per unit/per month for property management and \$1,075 per unit/per month for support services. Applicants must stay within two percent of that budget amount to be considered. Grantee and HSH will negotiate an additional one-time start up budget for items such as welcome baskets, minor Tenant improvements or furniture, fixtures, and equipment (FFE) needed for programmatic reasons to serve families. The building and units are furnished, but furnishings to revise residential floor lounges for program use may be considered.



SERVED POPULATION

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City Gardens (333 12th Street): The target population includes:

1. homeless families as defined in the [HSH Homeless Populations Definitions](#) document;
2. homeless adult-only households of more than one as defined in the HSH Homeless Populations Definitions document, where the household members are related and currently or will cohabitate but do not share a bedroom (e.g., a parent and adult child); and
3. homeless adults as defined in the HSH Homeless Populations Definitions document who have a live-in adult caregiver.



TENANT REFERRAL AND PRIORITIZATION

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All new Tenants will be referred by HSH through the Coordinated Entry (CE) System, and/or other initiatives serving high priority individuals in coordination with CE, such as Shelter In Place (SIP) hotel guests needing to be rehoused, Emergency Housing Voucher holders, high users of multiple systems of care, individuals being discharged from hospitals or persons with behavioral health conditions. The CE System organizes the City's HRS with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria for PSH varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.



Scope of Work

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- See Detail in the RFP
 - Property Management including Asset Management
 - Supportive Services





Property Description

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- Number of Units: 200, which includes:
- 98 two-bedroom
 - 88 four-bedroom
 - 14 five-bedroom
- All units are fully furnished with new furnishings
 - All units include a full kitchen (with dishwasher) and full bath. Four- and five-bedroom units have 1.5 baths.
 - HSH anticipates there will be at least two units designated for use as services and programming space, and one staff unit.
 - Elevator: 2 elevators that access all floors including stops to the basement and roof
 - Amenities:
 - Landscaped courtyard
 - Roof garden,
 - Expansive lobby/lounge.
 - Lounges and laundry room at each residential floor,
 - Staff offices for property management at the ground floor
 - Bicycle parking and bicycle repair station (at the basement level)



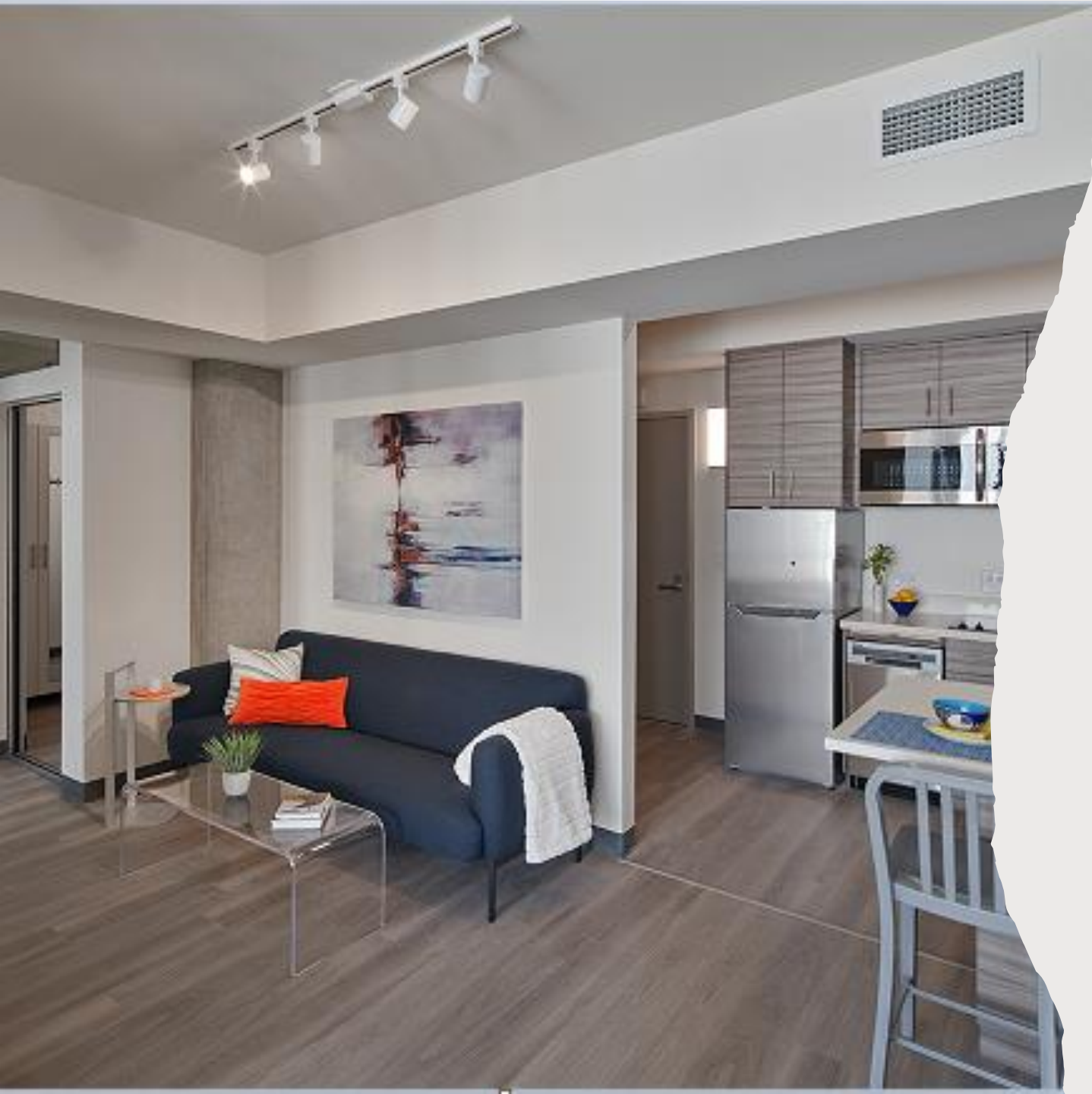
PROCUREMENT QUESTIONS, ANSWERS, AND CLARIFICATIONS

Applicants may submit questions via email to: HSHProcurements@sfgov.org until the Questions Deadline. Proposer specific questions about compliance with the City's vendor requirements in section XIX. City Social Policy Requirements are not subject to the above deadline and may still be answered by the contact designated in this procurement.

A summary of the clarifications, questions and answers pertaining to this RFP will be posted on the HSH website: <http://hsh.sfgov.org/overview/procurements/>.

It is the responsibility of each Applicant to check for any RFP Addenda, Question and Answer postings, and other updates posted regarding this RFP.

<http://dhsh.sfgov.org>



SUBMISSION REQUIREMENTS

- **Time and Place for Submission of Proposals**
- Applications are due electronically in the format detailed below and must be received by the Applications Deadline.
- Applicants shall submit the Appendix 1: Application Template with requested attachments in **one** PDF to **HSHProcurements@sfgov.org**. The PDF file name and email subject should include the RFP number (RFP #138) and the Applicant organization's name as such: RFP 138 – Applicant Organization Name.
- Applications submitted by fax will not be accepted. Applicants must receive an email confirmation from the City to be considered submitted. Supplemental documents or revisions submitted after the Applications Deadline will not be accepted.



SUBMISSION FORMAT

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- Applicants must submit one Appendix 1 Application Template and submit requested attachments in one combined PDF document. This is necessary so that all Applications can receive fair and consistent evaluation.
- Applications that do not follow the required format may not be considered. Information must be at a level of detail that enables effective evaluation.





Review Appendix 1 and 2

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Appendix 1 (application):

- Review Minimum Qualifications. Answer each component separately on the Appendix 1.

Appendix 2a and 2b (Budget Template):

- One for Supportive Services and one for Property Management



Bidders Questions

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<http://dhsh.sfgov.org>