



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

**Request For Information (RFI)  
Potential Non-Congregate Shelter Sites  
RFI# HSH2024-146 (RFI#146)**

**Summary**

To assist the City and County of San Francisco with plans for providing temporary shelter to people experiencing homelessness, 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 non-congregate shelter sites. Non-congregate shelter is an emergency shelter type that provides private sleeping units or rooms for individual households experiencing homelessness rather than a shelter that serves multiple households in a common space such as a dormitory. Shelter guests are not considered tenants and will not enter into individual leases or subleases with the lessee, nor will guests be responsible for any rental payments. Potential sites can include, but are not limited to, tourist hotels, residential Single-Room Occupancy (SRO) hotels, and other multi-unit housing sites. The City seeks information from building owners and authorized representatives willing to enter into a direct lease with the City and/or a lease with a City-funded nonprofit organization that operates shelters.

**Schedule**

RFI issued	February 20, 2024
Responses Due	March 5, 2024 (2 weeks)

**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 [HSHrealestate@sfgov.org](mailto:HSHrealestate@sfgov.org).

**RFI Responses**

Interested parties shall use Request for Interest (RFI) #146 Appendix B – RFI Submission Form as a template to provide responses to Request for Interest #146 Potential Non-Congregate Shelter Sites. Please complete a unique submission form for each property/ site.

Send completed Appendix B – RFI Submission Form to [HSHRealestate@sfgov.org](mailto:HSHRealestate@sfgov.org)  
The file name and email subject should include the RFI number (RFI #146).

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.

## **Background**

HSH's mission is to prevent homelessness and to make homelessness a rare, brief, and one-time experience through the provision of coordinated, compassionate, and high-quality services. In the 2023-2028 Citywide Strategic Plan "Home by the Bay", 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 the number of people who are unsheltered in San Francisco by 50% by June 2028. HSH currently funds approximately 600 units of non-congregate shelter.

The San Francisco 2022 biennial Point-In-Time ("PIT") homeless count identified 7,754 people experiencing homelessness in the City, 57% of whom are unsheltered. Data on duration of homelessness, age, and health status indicate an increase in need for non-congregate shelter units for unsheltered homeless adults and seniors. This trend underscores the need for expanding targeted non-congregate shelter in the City.

The COVID-19 pandemic has highlighted the need for more, and safer, shelter. 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. The City took 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 were temporary. The City expects to end its remaining temporary hotel contracts no later than August 2024.

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

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

## **Preferred Property Uses**

Non-congregate shelter is designed for adults, youth, and families with chronic illnesses, disabilities, mental health issues, and/or substance use disorders who are experiencing short-term, repeated or chronic homelessness. The City is interested in gathering information about properties that could functionally work as non-congregate shelter and provide individual households with a private unit such as single-room occupancy (SRO) residential buildings and residential hotels, tourist hotels, and other multi-unit housing sites. The desired number of units per site is at 100 to 150 units per building. The City is willing to consider sites with a minimum of 50 units and no more than 300 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 lease now or in the relatively near-term (e.g. within the next 3-6 months) 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 lease

but the City is still interested in identifying possible suitable properties that may be available for lease within the next two years.

Currently, the City is seeking information to lease properties directly or through a nonprofit shelter service provider. The City will also consider working with nonprofit organizations on specific site leases that help to achieve the goals of this RFI.

The City is not seeking to contract hotel rooms temporarily or on a long-term basis (e.g. block booking of hotel rooms), nor is it seeking to purchase hotels or other properties through this RFI.

### **Response Requested**

Interested Owners and Representatives are invited to provide responses by completing **Appendix B – Request For Information Submission Form**. Each respondent should prepare 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 for lease and to then prioritize those sites for lease 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 leases.

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

- A. Number of Tourist Rooms/Residential Units:  
Preferred Range: 100 to 150 units  
Minimum Units: 50 units  
Maximum Units: 300 units
- B. Preferred start of City’s Occupancy/Use: Available immediately through the next 6 months
- C. Vacancy Rate (for residential sites only): 100% vacant [The City is not interested in supporting or incentivizing any evictions.]
- D. Desired Amenities
- In-unit bathrooms. Although not preferred, shared bathrooms will be considered provided plumbing fixture/guest ratios are code-compliant.
  - Community space or meeting rooms
  - Office Space/private offices
  - Laundry Room
  - Common use kitchen with refrigerators and freezers
- E. Accessibility
- Elevator access and ADA accessibility
  - Accessible units
- F. Building Characteristics
- Complies with current building codes (no sites that require tenant improvements or demolition and rebuild)
- G. Staffing
- Property management/building maintenance services
  - Janitorial service for common spaces

**Appendix B – RFI Submission Form**

**Instructions:**

Proposers shall use this document as a template to provide responses to Request for Interest #146 Potential Non-Congregate Shelter Sites. Please complete a unique submission form for each property/site.

Send completed Appendix B – RFI Submission Form to [HSHRealestate@sfgov.org](mailto:HSHRealestate@sfgov.org)  
The file name and email subject should include the RFI number (RFI #146).

**Sale of Property**

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

Yes		Possibly		No/ Not Applicable	
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**1. Property Overview**

Address				
Property Name (if any)				
Ownership Legal Name				
Type ( <i>mark one</i> )	Tourist Hotel	SRO	Multi-Family	Other

**2. Contact Info**

Contact Name	
Contact Phone	
Contact Email	
Relationship to Property	

**3. Building-specific Information**

Number of Floors		
# of Units/ Rooms ( <i>Total</i> )		
Access Type	Elevator	Walk Up
# of Existing Tenants ( <i>if any</i> )		

**4. Additional Property Information**

# Parking Spaces	
ADA Accessible	
Administrative and/or Office Space	
Retail Space	
In-Unit Bathrooms	
In-Unit Kitchens/ Kitchenettes	
Other	

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

**A. Availability of Property:** Please indicate whether you are looking to lease with an option for City to purchase. Also explain your desired timeline, including the soonest you'd be willing to finalize the lease:

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

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

## 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 negotiations 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.