



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Request for Qualifications (RFQ) #144 Transitional Age Youth (TAY) Site at 42 Otis Street

Preproposal Conference

February 1, 2024



# Agenda

## • Introductions

- Please use the link in the chat to enter your name and agency you represent
- Please submit questions in the chat

## • Overview of RFQ and Submission Requirements

## • Break

## • Review Questions and Answers

# Limitation on Communications and Contact

## 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: Latasha Bellamy [HSHProcurements@sfgov.org](mailto:HSHProcurements@sfgov.org)**

# RFQ Summary

- **Intent:** To seek qualified proposers to operate and deliver services at city-owned Permanent Supportive Housing (PSH) building at 42 Otis Street with 24 studio units to provide Master Lease and Property Management Services and Supportive Services.
- **Priority Population:** Transitional Age Youth (TAY), ages 18-24
- **Funding Amounts:**
  - Master Lease and Property Management Services: \$2,750 per unit/ month
  - Supportive Services: \$1,100 per unit/ month
- **Agreement Terms:**
  - Master Lease and Property Management: initial 5 -year term with (6) five-year options to extend for a total of 35 years
  - Supportive Services: initial 5-year term with the option to extend for an additional 5 years for 10 years total

# Applicants

- HSH shall award at a minimum 1 Master Lease Agreement for Master Lease and Property Management Services and 1 agreement for Supportive Services to the proposers that meet the Minimum Qualifications of this Solicitation and whose proposals receives the highest-ranking scores.
- **Prequalified Pool:** Establish a pool of eligible providers that meet minimum qualifications and score at least 75% of total available points.
  - HSH may use the Prequalified Pool to identify providers to provide Master Lease and Property Management Services and/or Supportive Services at future city-owned TAY PSH sites.

# Schedule

<b><u>RFQ Issued</u></b>	<b>Thursday January 25, 2024</b>
<b>Pre-Proposal Conference</b>	Thursday February 1, 2024 1:00pm – 2:00pm
<b>Deadline for Written Questions</b>	Tuesday February 6, 2024
<b>Answers and Clarifications Published</b>	Tuesday February 13, 2024
<b>Deadline to Submit Proposals</b>	<b>Tuesday February 27, 2024, by 2:00pm</b>
<b>Oral Presentation/Interview</b>	April 2, 2024
<b>Intent to Award Notification</b>	April 2024
<b>Agreement Commence</b>	October 1, 2024
<b>Contact Email</b>	<a href="mailto:hshprocurements@sfgov.org">hshprocurements@sfgov.org</a>

# Background

- The 2022 Point in Time Count indicated 1,073 youth experience homelessness each night
- The majority, 92% of youth experiencing homelessness were TAY, 18-24 years old.
- 42 Otis TAY Site will add to the expansion of site-based permanent housing, contributing to the City's goal to end homelessness and support HSH's Strategic Plan "Home by the Bay" to increase permanent housing, by 3,250 units by 2028, particularly for communities that are marginalized or over-represented amount people experiencing homelessness.

# Minimum Qualifications

- This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.
- Proposers MUST demonstrate:
  - Master Lease and Property Management Services:
    - Operation of a project similar in scope and size
    - At least 3 years of experience in delivering similar services
    - Operation of 2 affordable rental housing projects, at a minimum, in the last 10 years, including at least one unit housing a tenant who qualifies as a member of the served population
  - Supportive Services:
    - At least 3 years of experience providing supportive services to TAY individuals



# Property

- Five story concrete building located in the McCoppin Hub neighborhood between the Mission and Civic Center neighborhoods.
  - Vacant ground floor commercial space. Master Lessee will complete tenant improvements to convert the ground floor commercial space into a resident-serving space. This will include lobby/reception area, community room, and other resident serving space.
  - Second floor has office space that will be used for services and residential programming.
  - 24 studio units with private bathrooms and kitchenettes on floors two through five.



# Scope of Work – Master Lease and Property Management

- HSH will enter a long-term lease with the awarded contractor to manage all aspects of the site and assets on HSH's behalf
- Serve TAY tenants with consideration for cultural sensitivities, intersectional identities, and different lived experiences
- Asset management
- Building maintenance
- Develop Tenant Improvement Plan including renovation and improvement needs at the site (such as build out of front desk and office areas)
- Receive tenant applications, process tenant applications, facilitate move-ins, Lease enforcement and rent collection
- Coordinate with Supportive Services provider to support housing stability and retention

# Scope of Work: Supportive Services

- Serve TAY tenants with consideration for cultural sensitivities, intersectional identities, and different lived experiences
- Outreach and engagement
- Intake and Assessment
- On site case management
- Referrals and connections to services in the community
- Housing stability support
- Support groups and community building events
- Coordination with property management

# Appendices – Written Proposal and Minimum Qualifications

- Appendix 1: Written Proposal
  - Includes suggested page maximums, recommend staying within the suggested page limits per section
- Appendix 3: Minimum Qualifications
  - Use to demonstrate how you meet Minimum Qualifications

# Appendices – Budget Proposal

- Review READ ME Tab
- Master Lease and Property Management
  - Master Lease and Property Management
  - Start-Up: Up to 3 months, make sure to stay within maximum start up amounts per year
- Supportive Services
  - Supportive Services
  - Start-up: Up to 3 months, make sure to stay within the maximum start up amounts per year

# Attachments

- Attachment 1: Agreement Terms
- Attachment 2: Proposer Questionnaire and References
- Attachment 3: HCAO and MCO Declaration Forms
- Attachment 4: First Source Hiring Form
- Attachment 5: CMD Form 3
- Additional Attachments to include per VIII. Proposal Contents and Evaluation Criteria
  - Attachment 6: Polices and Procedures
  - Attachment 7: Organizational Chart
  - Attachment 8: Program Monitoring Results

# Submission Requirements

- Email [HSHProcurements@sfgov.org](mailto:HSHProcurements@sfgov.org) by 2:00pm PST February 27, 2024:
  - Appendix 1 Written Proposal, Appendix 3: Minimum Qualifications, with completed Attachments (2-8) in 1 PDF and
  - Appendix 2 Budget Proposal as an excel
  - Email Subject: RFQ #144 - Proposer Organization Name
- Proposals received after the deadline will NOT be accepted
  - Proposals submitted by fax will not be accepted
- Proposers MUST receive an email confirmation

# Procurement Questions, Answers, and Clarifications

- Applicants may submit questions via email to: [HSHProcurements@sfgov.org](mailto: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 RFQ will be posted on the HSH website: <http://hsh.sfgov.org/overview/procurements/>.
- It is the responsibility of each Applicant to check for any Procurement Addenda, Question and Answer postings, and other updates posted regarding this Procurement.





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# Questions?

Reminder: Questions and answers will be posted by Tuesday February 13, 2024.

Please check HSH Procurement Opportunities for regular updates on this RFQ.