



HSH Request for Qualifications (RFQ) #144 TAY Site at 42 Otis Street
Questions and Answers
Issued: February 14, 2024

General

1. **Question:** If we have current Permanent Supportive Housing (PSH) projects with HSH, do we have to apply to this RFQ and be under this pre-qualified pool to be considered for extensions on those expiring contracts?

Answer: No. The pre-qualified pool that will result from RFQ #144 is specific to new Transitional Age Youth (TAY) PSH sites. HSH uses a different process to renew or extend existing PSH agreements before they expire.

Staffing Requirements

2. **Question:** Is there any flexibility with the staffing requirements in this RFQ?

Answer: Proposals should reflect staffing minimum requirements that are in the RFQ while remaining within the maximum funding amounts.

3. **Question:** The minimum ratio on other PSH TAY contracts is 1:20. Is the assumption that since this RFQ is setting the minimum at 1:15, the population for 42 Otis Street is going to be higher needs?

Answer: HSH cannot confirm at this time if the referrals for 42 Otis will be higher needs than other TAY PSH sites. This site is anticipated to use HUD CoC funding and therefore one of the eligibility criteria for referrals will be chronic homelessness. One of the requirements for this anticipated funding source is a minimum case management ratio of 1:15.

Master Lease and Property Management

4. **Question:** Page 11 of the RFQ, **Section A – Property, Renovation and Improvement Needs**, states “The awarded Master Lease and Property Management Contractor shall work with HSH to develop a scope of work, budget, and timeline for any immediate tenant improvements such as designing the front desk entry, setting up property management and services offices, and adding security cameras, as needed. Funding for these start-up costs shall be included in the Start-Up Appendix 2a Master Lease and Property Management Budget proposal tabs, and shall be completed within the first 30-90 days following the effective date of the master lease.”

To clarify, does the 30-90 day timeline refer to the completion of the scope of work, timeline and budgeting portion, or does that also include construction?

Answer: The 30-90 day timeline refers to completion of the scope of work, timeline, and budgeting portion. It does not include construction.

5. **Question:** What is the current percentage of different uses of the building and is there a certificate of occupancy or 3R Report available for review?

Answer: Currently, the property is mixed use with 24 residential units and 5 commercial units. There is not a 3R Report currently available for review.

**RFQ #142 TAY Site in SOMA
Questions and Answers**

6. **Question:** Will HSH be scheduling tours so we can better understand the existing conditions of the ground floor space?

Answer: HSH is working on setting up site tours at 42 Otis before proposals are due. Once confirmed, a notification email with details will be sent to the RFQ Procurement interest list.

7. **Question:** What process will we need to follow for the selection of architect, consultants, and general contractor?

Answer: HSH will work with the awarded contractor on a process for selecting an architect, consultants, and a general contractor for the development portion of the project. The process is typically led by the Master Lessee/Property Manager with consultation and approval from HSH.

8. **Question:** Have funding sources been identified for future improvements, so that we can understand expected requirements, reporting, etc?

Answer: Yes, there are identified funding sources for future improvements. HSH anticipates the funding sources for this project will be Proposition C and HUD CoC funding. For programs with HUD CoC funding, awarded contractor should abide by CoC program regulations, policies, and procedure set forth by HSH and utilize the [CoC and ESG Desk Guide](#) as an ongoing resource. Payment for all services provided in accordance with provisions under this RFQ shall be contingent upon the availability of funds for providing these services. The City shall not be required to provide any definite units of service, nor does the City guarantee any minimum amount of funding for the services described in this RFQ.