



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

**Request For Information (RFI)**  
**Potential Permanent Supportive Housing Sites**  
**for Transitional Aged Youth (TAY) households**  
**RFI# HSH2020-100B**  
**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 of permanent supportive housing sites to house Transitional Aged Youth households 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	May 19, 2022
Final Deadline for Submitting Information	September 30, 2022

**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.

**RFI Responses**

Responses to the RFI should be submitted via the forms attached to this e-mail. Please e-mail responses to:

Sharon Christen at [Sharon.chirsten@sfgov.org](mailto:Sharon.chirsten@sfgov.org).

If you have questions or need assistance filling out the forms, please e-mail [Sharon.christen@sfgov.org](mailto:Sharon.christen@sfgov.org) to request assistance.

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 or 100A, issued respectively on July 24, 2020 and January 8, 2021, 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.

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.

**Delivering Services with Equity**

The Department of Homelessness and Supportive Housing (HSH) seeks to become an institution that represents the diversity of the communities we serve and fosters a more diverse, equitable, and inclusive (DEI) culture that recognizes and creates belonging for everyone in our Homeless Response Systems across all work functions, levels, and services.

Diversity, Equity, and Inclusion is the foundation upon which HSH engages and assists those we serve, builds relations with those who provide services on our behalf, and infuses the values and beliefs that enable our colleagues and contractors to develop their potential and bring their full selves to the work we do to end homelessness in the city and county of San Francisco.

We envision outcomes where racial disparity gaps in homelessness are closed, and the Homelessness Response System (HRS) is structured to benefit, and not further marginalize and harm, the BIPOC, LGBTQ+, and Differently-abled communities. Our mission will inform the policies, procedures, and program development that end cycles of homelessness for our unsheltered and at-risk communities through equitable access to housing opportunities.

COVID-19 has heightened the historic and continuing impact of anti-Blackness and white supremacy, and of homophobia and anti-trans bias, have led to vastly disproportionate levels of homelessness for communities of color, lesbian, gay, bisexual, and queer (LGBQ+) and transgender persons. Thus, equity must be the foundational consideration in everything HSH does, and the Department is working to bring an equity lens to the forefront of all its planning and actions.

HSH grantees extend the department's reach into the community. It is our vision that all services funded by HSH further the department's mission and reflect its values, including the commitment to more equitable outcomes for BIPOC individuals experiencing homelessness in San Francisco. HSH is seeking to partner with grantees who demonstrate a deep understanding of and focus on racial equity to achieve different outcomes in the communities HSH serves and pay close attention to those who are often excluded. All applications for HSH funding will be evaluated in part based on the applicant's ability to articulate and demonstrate how it will operationalize a commitment to racial equity. Awarded grantees shall demonstrate the ability to conduct equity-focused data analyses and use feedback from the served population to enhance services.

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

HSH is issuing this Request for Information (RFI) to gather information about properties to house Transitional Aged Youth (TAY) households that are *potentially available* for acquisition 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.

## **Future Acquisition Opportunities**

If state and local funding resources become available in 2022-3, the City intends to expand the PSH portfolio through the immediate acquisition of sites. This RFI process is the first step in the City's acquisition 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. This outreach is specifically focused on the desire to solicit additional RFI responses for properties that would be well suited to serving Transitional Aged Youth (TAY) households. 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 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 but the City is still interested in identifying possible suitable properties that may be available for acquisition within the next few years.

Currently, the City is seeking information to acquire suitable properties in fee. 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** attached hereto. Properties will be reviewed on a rolling basis with the City accepting information on a continuous basis until December 31, 2022. 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 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: 35 to 70 units

Minimum: 25 units

Maximum: 70 units

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

*Note: The final transaction, i.e. eventual acquisition, 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): Preferred 100% vacant but will consider properties with some existing tenants, in particular in cases where the existing tenant population is within a similar age range as TAY households (age 18-29) for program effectiveness in supporting TAY households toward housing stability. [The City will not support or incentivize any evictions.]

D. Location:

HSH is interested in offering TAY households diversity in neighborhoods for housing choice. Therefore, properties outside of the Tenderloin and South of Market will be prioritized for acquisition except to the extent that locating TAY housing in these neighborhoods aligns with population-specific programming.

E. Desired Amenities:

- SRO/units with:
  - In-unit full bathrooms
  - In-unit Kitchenettes or room size of approximately 150-200 square feet to allow for the addition of a non-plumbed kitchenette
- Community space or meeting rooms
- 3-5 Office Spaces/private offices
- Laundry Room
- Ground floor front desk

F. Accessibility:

- Elevator (with automatic doors and relatively recent and accessible cab controls) access and accessible path of travel through property, including no step at front entry.

G. 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.: 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

**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. Also explain your desired timeline, including the soonest you'd be willing to finalize the transaction:

---

---

---

---

---

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

---

---

---

---

---

---

---

---

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