



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

HSH NOFA #145 Elevator Modernization Project (EMP)

Preproposal Conference

February 23, 2024



Agenda

• Introductions

- Please enter your name and the agency you represent in the MS Form linked in the chat
- Please submit questions in the chat

• Overview of NOFA and Submission Requirements

• Break

• Review Questions and Answers

NOFA Summary

- **Intent:** Invite proposals from qualified applicants for Elevator Modernization Projects in Non-Profit Master Leased Single Room Occupancy (SRO) buildings that provide Permanent Supportive Housing (PSH). Elevator Modernization Projects (EMPs) include addressing major repairs, modernization and alteration of antiquated elevators. The goal of the projects is to promote viability, improve quality of life, and increase accessibility for San Francisco residents in PSH.
- **Funding Type & Amounts:** Funding source is Certificates of Participation (COPs) issued by City's Office of Public Finance. HSH contribution maximum is \$500,000 per award, \$10,000,000 total is being made available.

Schedule

NOFA Issued	February 16, 2024
Pre-Proposal Conference	February 23, 2024 at 10:00 am
Deadline for Written Questions	March 7, 2024
Answers and Clarifications Published	March 18, 2024
Deadline to Submit Proposals	May 16, 2024 by 2:00 pm
Intent to Award Notification	Summer 2024
Agreement Start Date	Fall 2024

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: HSHProcurements@sfgov.org

Applicants

- HSH shall award up to \$10,000,000 in total in individual agreements of up to \$500,000. HSH requires that owners will provide a minimum 1:1 match of those funds for each agreement. Awards will go to the Proposers that meet the Minimum Proposal Requirements of this Solicitation and whose Proposals receive the highest-ranking scores.
- Applicants must have a minimum of 5 years remaining on their lease for at least a total of 5 years from project completion.

Specific Requirements

Applicants recommended for award shall:

- Submit a joint application from owner and non-profit organization/PSH Provider with one application per building site.
- If owner/landlord agrees to contribute towards cost of elevator repairs/modernization through cash payment, provide proof of payment to PSH provider before grant agreement is executed.
- If owner/landlord agrees to contribute towards cost of elevator repairs/modernization through rent reduction, amend master lease to reduce rent amount before grant is executed.

Minimum Proposal Requirements

The following Minimum Proposal Requirements will be screened on a Pass/Fail basis:

- A. Letter of intent (LOI) between nonprofit master lessee and owner/landlord signed by owner/landlord agreeing to extend master lease term to a minimum of 5 years from project completion, if applicable, and to demonstrate funding commitment. Owner/landlord funding commitment can include an up-front contribution to the cost of the project and/or agreement to amortize the City's investment to the project through a rent reduction/rent credit to the master lessee.

Minimum Proposal Requirements

- B. Proof from building owner that there are no defaults under the mortgage or liens, and all of the following that have become due and payable have been paid or an escrow of funds sufficient to pay them has been established: taxes; government assessments; insurance premiums; water, sewer and municipal charges; leasehold payments; or ground rents.
- C. Disclosure form with any known non-elevator structural and ancillary building components and system issues (e.g., HVAC, plumbing, fire/life-safety, etc.) including copies of all unresolved/open code violations with the City's Department of Building Inspection.

Minimum Proposal Requirements

D. A Project Budget proposal including:

1. A cost estimate from a qualified elevator consultant that is no more than 6 months old.
2. An evaluation report for the existing elevator.
3. A plan, and estimated schedule for the repairs/modernization.
4. Soft costs that do not exceed 10% of project cost.
5. If applicable, full relocation plan and budget for any tenant displacement/relocation.
6. At least 7% of total cost reserved as contingency.

Scope

- HSH will contribute up to \$500,000 per building project, with building owners providing a minimum 1:1 match of those funds.*
- Applicants are permitted to submit proposals for projects with budgets larger than \$1,000,000, but the owner will be responsible for all costs beyond the \$500,000 match from HSH.
- Up to 10% of the City's contribution may be used for project management and administrative costs to deliver the project.

*Source of owner contribution cannot come from an HSH grant or other funding/subsidy agreement.

Submission Requirements

- Email HSHProcurements@sfgov.org by 2:00 pm on May 16, 2024:
 - Appendix 1 Written: Application, Appendix 2: Minimum Proposal Requirements and all required attachments in one PDF
 - Budget Proposal in Excel
 - Email subject: NOFA #145 Proposal, followed by both agency names from Joint Application
- Applications received after the deadline will NOT be accepted
 - Applications submitted by fax will not be accepted
- Proposers must receive an email confirmation

Appendices

- Appendix 1: Written Application Template
 - Includes suggested page maximums.
- Appendix 2: Minimum Proposal Requirements
 - Applicants are required to complete all fields in the table to be considered for award.

Attachments

- Attachment 1: Agreement Terms
- Attachment 2: Proposer Questionnaire
- Attachment 3: HCAO and MCO Declaration Forms
- Attachment 4: First Source Hiring Form
- Attachment 5: CMD Form 3
- Attachment 6: Non-Elevator Building Components and System Issues Disclosure Form

Procurement Questions, Answers, and Clarifications

- Applicants may submit questions via email to: HSHProcurements@sfgov.org until the Questions Deadline of March 7, 2024.
- Applicants' specific questions about compliance with the City's vendor requirements in section XI. 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 NOFA will be posted on the HSH website:
<http://hsh.sfgov.org/overview/procurements/>.
- It is the responsibility of each Applicant to check for any NOFA Addenda, Question and Answer postings, and other updates posted regarding this NOFA.



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Questions?

Reminder: Questions and answers will be posted by March 18, 2024.

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