

# REQUEST FOR QUALIFICATIONS



Operation, Management, Maintenance, and  
Services for Property located at 1000 Twin  
Dolphin Drive, Redwood City, CA 94065

County of San Mateo  
Department of Housing

Release Date:  
December 22, 2020

Responses must be Received  
by 1:00 p.m. Pacific Daylight Time on  
January 21, 2021

## REQUEST FOR QUALIFICATIONS

for

**Operation, Management, Maintenance, and  
Services for Property located at 1000 Twin  
Dolphin Drive, Redwood City, CA 94065**

Applications must be emailed electronically to  
[housing@smchousing.org](mailto:housing@smchousing.org)

**By 1:00 pm Pacific Daylight Time January 21, 2021**

**RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME**

### *Note regarding the Public Records Act:*

Government Code Section 6250, *et seq.*, the California Public Records Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Records Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Qualifications is a public record in its entirety. Also, all information submitted in response to this Request For Qualifications is itself a public record **without exception**. Submission of any materials in response to this Request For Qualifications constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you, and (2) you agree to indemnify and hold harmless the County for release of such information.

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## **SECTION I – GENERAL INFORMATION AND PROJECT SCOPE**

### **A. INTRODUCTION**

The State of California Department of Housing and Community Development (the “State”) made funding available through its Homekey Program, from which the County of San Mateo (the “County”) received an award. A portion of the County’s Homekey award supported the acquisition of the TownePlace Suites, a 95-unit hotel property located at 1000 Twin Dolphin Drive, Redwood City, CA 94065 (the “Property”). The Property was acquired for the purpose of providing permanent affordable housing to the County’s extremely low-income seniors, some of whom have experienced homelessness, are at risk of homelessness, and/or would benefit from wrap-around supportive services that can be best provided in connection with permanent housing.

This Request for Qualifications (the “RFQ”) contains the information needed by all entities responding to this invitation (“Applicant[s]”) and sets forth the process, submission requirements, and criteria the County will use when selecting an Applicant to operate, manage, and maintain the Property and provide resident and supportive services. All submissions in response to this RFQ will become the property of the County and will be considered public records. As such, they may be subject to public review.

In its efforts to provide permanent supportive housing for some of the County’s most vulnerable residents, extremely low-income (“ELI”) seniors, the County is soliciting Statements of Qualification (“SOQ”) from entities with broad experience owning, operating, managing, and maintaining affordable senior housing and providing high-quality resident services and supportive services to seniors. The County anticipates residents at the Property will include senior citizens, 62+ years in age, with ELI incomes (defined as up to 30% of the Area Median Income) and seniors who may have experienced homelessness or be at risk, which may include seniors currently housed independently in hotel rooms leased by the County, seniors receiving wrap-around services through programs like the County’s Whole Person Care program, medically-frail seniors enrolled in the County’s Community Care Settings program, and other vulnerable elders. A primary focus of the SOQ reviews will be on the quality of resident and supportive services that Applicants provide to seniors in the properties they currently manage and their experience coordinating enriched services with County agencies and contracted providers.

### **B. PROPERTY DESCRIPTION**

The Property’s roughly 56,700 square foot L-shaped built structure contains 95 units on four floors, including seventy-seven (77) studios, fifteen (15) one-bedroom apartments, and three (3) two-bedroom units and was previously operated as a Marriott TownePlace Suites extended-stay hotel. Every unit has a full bathroom and kitchen. The structure has one (1) elevator. The ground floor includes a lobby, office suite, communal gathering area, meeting

room, large outdoor patio, small exercise room, public restrooms, laundry facilities, and more. The Property will be delivered with no tenants, but with all 95 units fully furnished. The improvements on the Property sits on approximately 2.05 acres of land identified as APN 095-222-330 and include 94 parking spaces. Many units have views of Steinberger Slough, the San Carlos Airport, Bair Island State Park, and the Bay.

A recent property condition report included as an attachment to this RFQ on the Department of Housing website assessed the current condition of the Property as of September 2020 as “good” and its current level of maintenance as “superior.” The property was constructed in 2002 and renovated in 2016. Applicants are strongly encouraged to review this report as well as an appraisal, environmental site assessment, and floor plans included as attachments to this RFQ available on the Department of Housing website.

In order to avoid bringing a large group of unrelated persons together at the Property, the County also intends to upload a video walk-through of the Property to the DOH website in early January 2021, rather than organizing an in-person tour of the property.

### **C. IMMEDIATE COUNTY COMMITMENTS**

The Property was acquired by the County on December 3, 2020 for \$29,250,000 with \$18,048,000 of Homekey funding from the State, which utilized Coronavirus Relief Fund (“CRF”) monies it received through the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act to fund its program. The County funded the remaining \$11,202,000 purchase price gap using its own CRF monies. Applicants are **strongly encouraged** to familiarize themselves with the guidelines and requirements of the State’s Homekey program and CRF funds as compliance with both will be required in connection with the Property’s operation as permanent affordable housing.

The County has also committed to provide approximately \$1,500,000 to the Applicant selected through this RFQ process (the “Operator”) in the form of a start-up loan to reimburse Operator for start-up costs, pay the Operator a fee for services, and fund a lease-up reserve. The County has also committed to utilizing its \$931,302 California Emergency Solutions and Housing (CESH) allocation to help fund ongoing operations. County expects to work closely with the selected Operator to identify additional sources of funding deemed necessary to support operations and/or capital needs, as further described in Section I(D).

### **D. OPERATOR’S ROLE**

Applicants and the Operator may be one entity or may be made up of a team of entities as described in Section II. The County and the Operator will enter into a lease agreement of approximately ten (10) years length with an option to enter into an extended long-term lease with the consent of both the County and the Operator at or before the expiration of the initial lease and as further described herein (the “Lease”).

Under the County's supervision and under the terms of the Lease, Operator will be fully, actively, and monetarily responsible for all Property operations including maintaining a balanced budget and forward-looking projections; all property management activities including lease-up, administering a preference for San Mateo County seniors, working with County referral agencies, collection of rent, enforcement of house rules and tenant lease requirements, accounting, bookkeeping, and reporting as applicable; all maintenance and upkeep of the Property; and provision of robust resident and supportive services appropriate for extremely low income seniors and seniors who have experienced homelessness which shall include coordination with residents, County service agencies, and contracted nonprofit service providers to all ensure residents are provided access to the services they need to live independently at the Property with dignity and in compliance with tenant lease terms and the Operator's rules for residency. The Operator will be expected to indemnify, defend, and hold the County harmless from and against any and all liabilities, losses, costs, claims, judgments, settlements, damages, liens, fines, penalties and expenses in a manner typical of long-term lease arrangements for affordable housing development and operation.

The Property is located adjacent to the active Redwood Shores commercial district and less than a half-mile from the residential Redwood Shores neighborhood. Nearby residents care deeply about ensuring the successful operation of the Property as affordable senior housing. Thus, the Operator will be expected to meet regularly with a community advisory committee to be formed by the Redwood Shores Community Association and the County to provide project status updates and to solicit and discuss community feedback. The Operator will be expected to keep interested stakeholder groups apprised of the project's status including reports submitted to the County's Board of Supervisors and Redwood City Council throughout the term of the Lease.

## **E. PROJECT START-UP**

Following are some of the County's assumptions regarding the start-up process for the Property.

Exclusive Negotiating Agreement and Lease: Immediately following Operator selection, the County shall enter into a simple Exclusive Negotiating Agreement with the Operator and immediately begin negotiating terms of the Lease, operating and maintenance plans, plans for target populations, and resident and supportive services plans.

Start-Up Loan: Shortly after selection, the County shall enter into an agreement with the Operator for a loan in the amount of \$1,500,000 comprised of three components:

1. Start-Up Costs: The Start-Up Loan shall include approximately \$250,000 which Operator may utilize to reimburse costs incurred investigating the Property, planning for operations and services, marketing and lease-up services, minor repairs/upgrades, and other development and start-up costs from the time of selection, going forward. The Start-Up Loan is not intended to reimburse costs incurred in preparing and submitting an application to this RFQ or to pay for the Operator's direct staffing costs. Any unused portion of this \$250,000 may be used

to fund the Lease-Up Reserve or Capitalized Operating and Services Reserve (the "COSR") as described below.

2. Operator Fee: The Start-Up Loan shall include \$500,000 paid to the Operator upon successfully reaching two milestones: \$250,000 at full occupancy and the remaining \$250,000 upon achieving six (6) months of stabilized operations.
3. Lease-Up Reserve: The Start-Up Loan shall include approximately \$750,000 to fund a lease-up reserve. The Operator may draw from the Lease-Up Reserve to cover the difference between operating costs of the Property and project income generated during the lease-up period. Any unused portion of the \$750,000 Lease-Up Reserve may be used to fund the Capitalized Operating and Services Reserve (the "COSR") as described below.

Lease: After selection of the Operator and prior to lease-up, the County and the Operator shall enter into the Lease, expected to be approximately ten (10) years in length with option to extend upon the mutual consent of County and Operator. County expects such an extension would be for an additional 55 years to facilitate refinancing for renovations and recapitalization at that time. The initial Lease of approximately ten-year length would require only a nominal lease payment. The Property was acquired by the County free of any debt service requirements, and the County will not assign any responsibility for debt service to Operator without its consent.

Regulatory Agreement: At or near the time of Lease execution and in compliance with the requirements of the Homekey program, the County shall record a 55-year regulatory agreement on the Property restricting its use as affordable housing for ELI seniors and vulnerable senior populations.

Lease-Up: Upon signing the Lease, the Operator may begin lease-up of the Property to meet the Homekey deadline to achieve 50% occupancy 90 days after acquisition and 100% occupancy 150 days post-acquisition. The Operator and the County shall work together closely to include targeted senior populations including seniors currently housed independently in hotel rooms leased by the County, seniors receiving wrap-around services through programs like the County's Whole Person Care program, medically-frail seniors enrolled in the County's Community Care Settings program, and other vulnerable elders referred by the County.

Tenant Rents: As noted, all tenants will be ELI seniors with maximum income of 30% AMI, including formerly homeless and at-risk seniors. The County expects many, if not most residents are likely to have only fixed SSI/SSD incomes. The County expects the Operator to underwrite the project assuming tenants will pay only 30% of their income toward rent and will work with the Operator to appropriately describe and document the rent structure.

Funds for Operations: The County and the Operator will work together closely to plan and finance an initial ten (10) year operating plan. The County is committed to ensuring that the

Property can be operated and maintained at a high level during the initial ten-year period and throughout the 55-year regulatory period and beyond. While the Operator will have no debt service responsibilities in connection with the County's acquisition of the Property, the County is aware of the financial challenge of operating the Property and providing robust services while leasing it exclusively to ELI seniors.

At or shortly after the time of lease execution, the County will capitalize an operating and services reserve (the "Capitalized Operating and Services Reserve" or "COSR") funded by its \$931,302 award of California Emergency Solutions and Housing (CESH) Program funds from the State Department of Housing and Community Development ("HCD"). (Please see Exhibit "A" of this RFQ and the State HCD website for more details on CESH funding.) Additional immediate COSR funding may also be available through reallocation of unspent Start-Up Loan funds as described above. Operator may draw from the COSR to cover gaps between operating costs and project income after lease-up.

During the initial operating period and before the CESH COSR funds are completely drawn, the County and the Operator shall work together to pursue and structure financing for the full 10-year initial operating period. Opportunities for consideration may include rental assistance from the Housing Authority of the County of San Mateo (HACSM), additional capitalized County funds from the County's Affordable Housing Fund, State or Federal rental assistance, State, Federal, philanthropic, or privately financed reserves, and other resources.

## **F. LONG-TERM OPERATIONS**

The County expects that the selected Operator will be interested in refinancing and recapitalizing the Property and pursuing Low Income Housing Tax Credits (LIHTC) and/or other resources in the future, particularly after expiration of the 10-year hold period, to generate revenue for any necessary renovations and ensure adequate funding of reserves for ongoing operations. The County would expect to support the Operator in such efforts under a new long-term lease, assuming high-quality operations and service provision by the Operator during the term of the initial Lease.

## **SECTION II – ELIGIBLE APPLICANTS**

The County is seeking an Operator capable of providing the full-service management, operations, maintenance, and services scope of work described in Section I(D). Applicants may be a single nonprofit or for-profit entity or a team of such entities and must present experience managing, operating, and maintaining affordable senior properties and providing services to extremely low-income seniors and seniors who have experienced homelessness who would benefit from supportive services in connection with permanent affordable housing. Applicants may be one entity capable of evidencing the full range of required expertise or may include a team of entities that together provide the required

experience. Applicant teams must designate one lead organization and a primary contact person from the lead organization to receive communications from the County.

To be considered eligible, Applicants will be expected to evidence deep experience and familiarity with the following subject areas through their SOQ submissions.

### **A. RESIDENT AND SUPPORTIVE SERVICES**

Applicants must have documented experience providing successful on-site resident and supportive services to ELI seniors, seniors that have experienced homelessness, and other vulnerable seniors. Such experience might typically include, but is not limited to:

- Preparing and fulfilling comprehensive person-centered resident services plans,
- Preparing and fulfilling supportive services and service coordination plans,
- Hiring, training, and managing staff that provide high-quality resident services and thoughtfully coordinate supportive services with providers,
- Staying abreast of opportunities to partner with nearby service providers and amenities, and ensuring residents are linked with services they need to thrive,
- Providing onsite care coordination services to help residents maintain independent housing (e.g., caregiving, rep payee, social security, transportation, etc.),
- Providing financial literacy and related programs for seniors,
- Providing safe and supportive environments for seniors who identify as LGBTQ+,
- Working with seniors who may have multiple types of service needs (health + mental health, etc.),
- Offering regular community engagement programs for seniors,
- Providing move-in assistance including help with PG&E and other services, and
- Working closely with community advisory committees and engaging volunteers.

### **B. SPECIAL PROCESS GOALS**

Applicants should demonstrate experience and thoughtfulness with the following special goals in connection with providing housing for ELI seniors and seniors who have experienced homelessness or are at risk:

- Eliminating or reducing barriers to accessing housing that may present challenges for ELI seniors, like eliminating aggressive credit checks, providing a significant number of accessible and adaptable units, etc.,
- Working closely with County referral agencies to “screen in” residents who might typically be screened out of housing opportunities that do not directly connect housing and supportive services, and
- Creating and operationalizing COVID-19 protections for residents and implementing precautions to ensure seniors with a heightened risk for COVID-19 complications are adequately protected at properties under their management.

### **C. PROPERTY MANAGEMENT AND MAINTENANCE SERVICES**

Applicants should demonstrate significant experience with the following property management and maintenance issues and tasks:

- Marketing and tenant recruitment for affordable senior housing,
- Administering a county preference,
- Cultural competency for working with tenants of diverse backgrounds, sexual orientation, etc.,
- Property upkeep and on-going maintenance,
- Asset management and budget development,
- Accounting and bookkeeping,
- Enforcement of house rules and lease terms,
- Property insurance,
- Financial and performance reporting,
- Hiring, training, and managing staff, and
- Working closely and cooperatively with a governmental entity owner and tenant referral agencies.

### **D. COMMUNITY ENGAGEMENT**

Applicants must evidence significant and successful stakeholder outreach and engagement experience, including:

- Collaborating with neighbors and community groups, including community advisory committees, both prior to occupancy and during ongoing project operations,
- Preparing and implementing thoughtful community engagement plans, and
- Demonstrating a commitment to long-term maintenance of community relationships and a track record doing so.

### **E. AFFORDABLE HOUSING FINANCE AND DEVELOPMENT**

Applicants should demonstrate significant experience acquiring, financing, developing, and renovating affordable housing, including:

- Working closely with government entities to craft financial plans and creative solutions to underwriting challenges,
- Pursuing sources of city, County, State, Federal, philanthropic, and private leveraged financing,
- Designing, constructing, and renovating high-quality affordable housing, and
- Operating affordable housing under various forms of ownership/control (deed ownership, ground lease, building lease, etc.).

## **SECTION III – SUBMISSION REQUIREMENTS / STATEMENT OF QUALIFICATIONS**

A Statement of Qualifications (RFQ application) must include the following information in sufficient detail to demonstrate Applicant’s experience and skill operating, managing, and maintaining properties with extremely low-income senior residents including seniors who have experienced homelessness, are at risk of homelessness, and/or other vulnerable seniors, and providing resident and supportive services to the residents. Each SOQ must contain the information discussed below.

Please note that applications must be submitted to the Department of Housing via email as described in Section VIII.

### **A. APPLICANT INFORMATION**

- 1) Identification. Business name and principal contact person, including office location, address, telephone number, website and email. In the case of applications submitted by an Applicant team, the team must submit this information for each involved entity and designate one lead organization and a primary contact person from the lead organization.
- 2) History. Briefly describe the Applicant’s history, the names of the Board of Directors if any, number of years in business, and description of services the entity provides. In the case of applications submitted by an Applicant team, each organization included as a member of the applicant team must provide this information.
- 3) Team Organization and Roles. Describe proposed team organization and staffing plan for the project indicating the roles and responsibilities of each team member entity and involved staff member.

### **B. QUALIFICATIONS AND EXPERIENCE**

- 1) Ownership and Development. Describe the Applicant’s qualifications and experience developing, acquiring, owning, or long-term leasing affordable multi-family rental properties whose primary resident population is low-income seniors, especially ELI seniors and/or seniors who had experienced homelessness, were at risk, seniors who identify as LGBTQ+, and other vulnerable senior populations. (Up to one page, single-spaced, 11-point font.)
- 2) Property Management. Describe the Applicant’s qualifications and experience leasing-up, administering county preferences, and managing affordable multi-family rental properties whose primary resident population is low-income seniors, especially ELI seniors, and/or seniors who had experienced homelessness, were at risk, seniors who identify as LGBTQ+, and other vulnerable senior populations. (Up to one page, single-spaced, 11-point font.)
- 3) Resident and Senior Services. Describe the Applicant’s qualifications and experience providing resident services for seniors and providing supportive services

for low-income seniors, especially ELI seniors, and/or seniors who had experienced homelessness, were at risk, seniors who identify as LGBTQ+, and other vulnerable senior populations and coordinating such services with County case managers and contracted providers. (Up to one page, single-spaced, 11-point font.)

4) Comparable Projects List. Include a list of comparable projects, including, at a minimum, the project name, address, number of units, target populations, and targeted incomes by AMI and bedroom count.

5) Comparable Projects Narrative. Choose up to three comparable projects from the list above and provide a narrative description of the project(s), describing similarities to the current proposal and the Applicant's experience and success at the project(s) that best demonstrate the background necessary to successfully operate the Property. (Up to one page, single-spaced, 11-point font.)

6) Comparable Projects Performance. Complete and include the form "Three Project RE Performance" to summarize the last two years' financial performance of the projects described in the "Comparable Projects Narrative" above. The form can be found on the RFQ landing page on the DOH webpage.

### **C. STATEMENT OF INTEREST**

Provide a maximum one-page narrative, single spaced, 11-point font, describing what the Applicant believes are the biggest opportunities to be pursued through the TownePlace Suites conversion to permanent affordable housing for ELI seniors, and what will be the biggest challenges to bringing these opportunities to fruition. Please also describe any promising leads for addressing those challenges.

### **D. OPERATIONS PLAN**

1) Operations Budget. Prepare and submit an income, expense, and 10-year cash flow proforma budget projection for the Property using the 10-year Operating Budget form on the RFQ landing page on the DOH website. Applicants may adjust any assumptions in the budget format (add or subtract lines, adjust trends and factors, etc.), but should not change basic components like the number of units or the requirement to show 10 years of operations. Include at least one full-time service coordinator with case management background and experience and other resident services staff as determined to be needed. Clearly identify the size of any financial gap in operations based on projected project income versus projected expenses. Aside from CESH funding, do not show rental assistance as a source of income unless the Applicant has a particular and committed rental assistance resource it can utilize at the Property.

2) Operations Narrative. Provide a narrative of up to one page, single spaced, 11-point font, discussing the Operating Budget and any projected operating deficits. Note how tenant rents were determined. Describe how any identified gap would affect Applicant's ability to meet County's requirements for operating, maintenance, and services. Describe how you believe Applicant and the County should plan to address the deficit including any favored opportunities you believe should be considered to help resolve projected operating deficits and ensure the Property will remain an asset in Redwood Shores for years to come.

## **E. SERVICES PLAN**

Include a written plan (up to one page, single-spaced, 11-point font) for providing senior resident services and supportive services. Applicants may assume that seniors who have experienced homelessness, were at risk prior to residency, or other vulnerable seniors will be linked with case management services provided by a County agency or contracted provider. However, the County believes the selected Operator will benefit from budgeting and providing at least one on-site FTE with case management experience to coordinate with providers and residents, fill in service gaps from time-to-time, and help residents maintain independent housing (e.g., caregiving, rep payee, social security, transportation, etc.). The County and the SOQ reviewers understand this type of early plan is only so useful in terms of specifics without knowing the individual households that will reside at the Property. County is most interested in Applicants' thinking and considerations in posing the narrative.

## **F. COMMUNITY ENGAGEMENT**

The Redwood Shores community is highly invested in ensuring the Property is successfully operated as affordable housing for ELI seniors, and has a well-organized community association to help coordinate communications. Please describe Applicant's experience and skill collaborating with neighbors and community groups, including community advisory committees, and discuss how Applicant would propose engaging community stakeholders in the planning and ongoing operations of the Property (up to one page, single-spaced, 11-point font).

## **G. SCREENING AND PROTECTIONS**

On a maximum of one page, single spaced, 11-point font, describe the Applicant's plans for screening tenants for occupancy at the Property including opportunities for "screening in" potential residents who may have previously been "screened out" of other housing opportunities due to histories of homelessness; discrimination based on race, ethnicity, disability, sexual orientation, gender identification, and other protected distinctions; and/or extremely low incomes and credit history. Include a statement about the Applicant's commitment to adopting the County's Housing First policies. Describe the Applicant's processes for handling violations of lease requirements and house rules and how the Applicant would intend to apply them at the Property. Please also describe the Applicant's experience implementing precautions to protect vulnerable residents and ensure seniors with a heightened risk for COVID-19 complications are protected at properties under their management and control.

## **H. PROFESSIONAL REFERENCES**

Please provide contact information for at least three (3) references that can attest to the Applicant's experience and ability to successfully operate, manage, maintain and provide services at a similarly sized property with comparable resident populations.

## **SECTION IV – SELECTION PROCESS**

A selection committee consisting of, at a minimum, County Housing, Human Services, and

Health staff will review the submitted applications. Based upon a review of the SOQs, up to three (3) Applicants will be invited for interviews and to further discuss their qualifications and proposals. Shortly after an Applicant is recommended by the committee, that Applicant will meet with a neighborhood panel and the County to introduce itself, present its proposal, and discuss with the panel so that the committee can consider panel feedback prior to finalizing its recommendation to the County Board of Supervisors (the “Board”). The County and recommended Applicant will need to negotiate the Lease and likely other agreements that will require approval by the Board.

The table below provides a summary of the factors upon which Applicants will be evaluated and scored in this RFQ.

<b><u>EVALUATION FACTORS</u></b>	<b><u>POSSIBLE POINTS</u></b>
Experience operating, managing, and maintaining similarly-sized multifamily affordable housing properties in the nine (9) county Bay Area, with special attention given to San Mateo County experience and to experience with properties housing ELI seniors, seniors who have experienced homelessness, were at risk, and/or other vulnerable seniors.	25
Experience financing, developing, renovating, and refinancing multifamily affordable housing properties, including obtaining LIHTC, in the nine (9) county Bay Area, with special attention given to San Mateo County experience.	5
Approach to developing an operating plan and budget with special attention given to the first ten (10) years of operations.	15
Experience engaging with neighbors, community organizations, and other stakeholders; and strength and thoughtfulness of Community Engagement Plan.	10
Experience working with County of San Mateo Dept. of Housing.	5
Applicant’s experience providing resident services and coordination of supportive services in the nine (9) county Bay Area with special attention given to San Mateo County experience and to experience providing services to ELI seniors, seniors who have experienced homelessness, were at risk, and/or other vulnerable seniors.	10
Quality, strength and thoughtfulness of Resident Services Plan.	10
Quality, strength and thoughtfulness of Applicant’s plans for resident screening, enforcement of rules, and resident protections.	10
Overall quality and effort reflected in the Statement of Qualifications submittal.	10
<b>Total Points</b>	<b>100</b>

## **SECTION V – RFQ TECHNICAL ASSISTANCE**

Questions Regarding the RFQ. Questions may be sent to County staff via email at ***TPSQuestions@smchousing.org***. Questions posed via email along with responses from County staff will be posted on the County Department of Housing website at [housing.smcgov.org](http://housing.smcgov.org) under the “NOFAs, bids & proposals” dropdown menu until one week prior to the submission deadline.

Additional Materials. The County included a property condition report, appraisal, and environmental site assessment as attachments to the RFQ and posted them to the DOH RFQ landing page. The County also intends to soon upload floorplan drawings as well as a video recorded tour of the Property.

Note the application also requests Applicants use two forms uploaded to the DOH webpage to respond to items III(B)(6) and III(D)(1).

Zoom Technical Assistance Session. The County will provide technical assistance and respond to questions during a Zoom session in early January 2021. The date and time along with information to access the technical assistance session will be posted on the County Department of Housing website at [housing.smcgov.org](http://housing.smcgov.org) under the “NOFAs, bids & proposals” dropdown menu. The County will endeavor to post written responses to all questions and answers discussed at the technical assistance session at the same web location.

## **SECTION VI – GENERAL TERMS AND CONDITIONS**

If changes to the RFQ are warranted, they will be posted to the Department’s website at [housing.smcgov.org](http://housing.smcgov.org). It is the responsibility of each Applicant to check the website for changes and/or clarifications to the RFQ prior to submitting a response.

Read all Instructions. Read the entire RFQ and all attachments before preparing your response.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The County reserves the right to negotiate with the selected Applicant as recommended by the selection committee, neighborhood panel, and Board of Supervisors. The County reserves the right to accept and award a recommended Applicant as described in this RFQ or to reject all applications. All submissions in response to this RFQ will become the property of the County and will be considered public records. As such, they may be subject to public review.

## **SECTION VII - RFQ TIMELINE**

This section describes the RFQ and project timeline in keeping with Homekey program deadlines. Please note the timeline is subject to change at any time at the County's discretion, and the County will post any such changes at the RFQ landing page on the DOH website. Please further note that any adjustments the State may provide regarding Homekey deadlines are not included in this table.

<b>EVENT</b>	<b>TARGET DATE</b>
1. RFQ Release	December 22, 2020
2. Zoom Technical Assistance Session (Date will be posted on DOH website)	Early January 2021 (check DOH website)
3. RFQ Response Deadline (Responses Must be Submitted by 1:00 p.m.)	January 21, 2021
4. Selection Committee Presentations & Interviews	Early February 2021
5. Neighborhood Panel Discussion with Recommended Applicant	Mid-February, 2021
6. Operator Selection and Board Approval	Late February 2021
7. Execute Lease and Start-Up Loan Agreement, Record Affordability Covenant	Late February 2021
8. Initial Tenant Move-ins	Late February 2021
9. 50% Occupancy Milestone	Early March 2021
10. 100% Occupancy Milestone	Early May 2021

## **SECTION VIII - SOQ SUBMISSION**

Statements of Qualifications must be submitted **by email** to [housing@smchousing.org](mailto:housing@smchousing.org) by **1:00 p.m. PDT on January 21, 2021**.

Please note the County highly recommends applicants send multiple email messages, if necessary, to keep each email below 10MB in size in order to ensure delivery.

## EXHIBIT A

### California Emergency Solutions and Housing (CESH)

#### Overview

In August 2018, the California State Housing and Community Development Department (“State HCD”) promulgated the first round of funding availability of approximately \$53 million of the California Emergency Solutions and Housing (CESH) program. CESH provides grants to eligible Administrative Entities to assist persons who are experiencing homelessness or who are at risk of homelessness. The Department of Housing (DOH) is the Administrative Entity (AE) for the County of San Mateo.

On January 11, 2019, the County was awarded \$596,075 in CESH funding for distribution. And then in April 2019, State HCD promulgated the second round of funding availability of approximately \$29 million of CESH funds, of which an estimated \$335,227 has been allocated for distribution to the County. As a result, the County has a combined amount of \$931,302 in CESH funds that is available to be allocated to the awardees.

#### Use of CESH funds:

1. Housing relocation and stabilization services, including rental assistance
2. Operating subsidies for permanent housing, flexible housing subsidy funds
3. Operating support for emergency housing interventions
4. Systems support for homelessness services and housing delivery systems

DOH will prioritize the use of the CESH funds to establish capitalized operating reserves to pay for additional supportive services in projects that provide affordable Units for homeless and/or disabled households referred by the County through its Coordinated Entry System (CES). In addition, DOH will prioritize funding for households with special needs if the Units are not specifically linked to a subsidy program that includes or requires a programmatic connection to case management and supportive services (i.e., VASH, NPLH, Permanent Supportive Housing).

## Exhibit B

### Attachments to Download from DOH Webpage

#### Property Information Documents

- Property Condition Report
- Environmental Site Assessment
- Appraisal
- Floor Plans
- Video Property Walk-Through (early January)

#### Forms to Include in an Application:

- III(B)(6) - Three Project RE Performance
- III(D)(1) – Ten Year Operating Budget