



Mayor's Office of Housing and Community Development  
City and County of San Francisco

# 600 7TH STREET **INTERIM USE** REQUEST FOR PROPOSALS

Pre-Submission Conference | June 26, 2019

# INTRODUCTIONS

- **Mayor's Office of Housing and Community Development (MOHCD)**
  - Mara Blitzer, Director of Housing Development
  - Joyce Slen, Project Manager

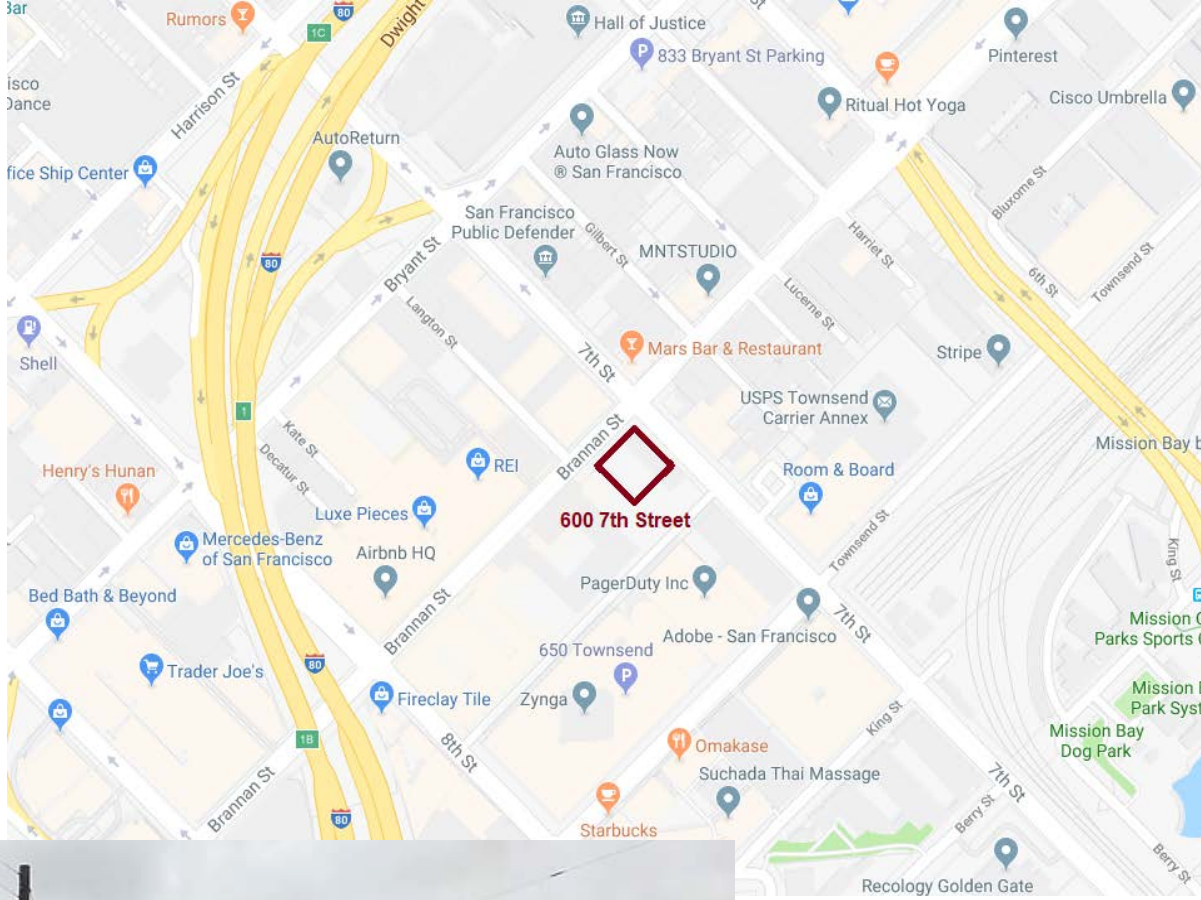
# AGENDA

- **Welcome**
- **Overview - Site Location**
- **City Expectations**
- **RFP Timeline**
- **Key Lease Terms**
- **Minimum Qualification Requirements**
- **Scoring Overview**
- **Questions**

# SITE LOCATION

**600 7<sup>th</sup> Street  
(Block 3783, Lot 010)**

<https://sfplanning.org/resources/find-my-zoning>



# City Expectations 1

- Be financially feasible and self-sustainable;
- Enter into a lease with the City;
- Provide a security deposit equal to one month's rent;
- Retain the proper insurance as stated in Exhibit A – Minimum Insurance Requirements;
- Pose no health or safety risk to the community;

# City Expectations 2

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- An interim use that does not create adverse consequences for existing neighbors or commercial establishments. For example, drawing customers away from existing businesses to such an extent that it harms existing businesses;
- An interim use that must be of such a nature that can be easily dismantled when it comes time to the commencement of construction of the affordable housing development;
- An interim use that does not require below grade site improvements;
- All interim use site improvements to be paid by the Respondent.

# RFP Timeline

RFP available at MOHCD	<b>Monday, June 17, 2019</b>
Pre-submission conference at MOHCD	<b>Wednesday, June 26, 2019 at 11:30 a.m.</b>
Deadline for questions and requests for additional information	<b>Friday, July 5, 2019 by 4:00 p.m.</b>
<b>DEADLINE FOR SUBMITTING PROPOSALS</b>	<b>WEDNESDAY, JULY 17, 2019 BY 4:00 P.M.</b>
Notification to Respondents who met submission requirements	<b>Friday, July 19, 2019</b>
Respondent interviews, if necessary	<b>Week of July 29 or August 5, 2019</b>
Announcement of selection of Respondent(s)	<b>Week of August 26, 2019</b>

# Key Lease Terms

1. **Rent** – include minimum base rent
2. **Term** – not to exceed 2 years, with possible extension at a month to month basis
3. **Maintenance/Repairs**
4. **Subordination**
5. **Security Deposit & Performance Bond - \$5,000**
6. **Minimum Insurance Requirements**



# Minimum Qualification Requirements

In **no more than one page** (in Times New Roman font, 12 font size, and 1-inch margins), document:

- A. **Experience** – at least **two** years of experience with the proposed interim use.
- B. **Staffing Capacity** – demonstrate capacity
- C. **Financial Capacity** –
  - latest (1) year of signed federal income tax returns
  - Insurance Carrier Description - name and address of proposed insurance coverage.

# Scoring Overview

	Category	Points
<b>A.</b>	<b>EXPERIENCE:</b>	<b>40</b>
i.	<b>Experience (10 pts)</b> <ul style="list-style-type: none"> <li>➤ Describes Respondent’s track record in successfully developing, managing and operating projects of comparable size, visibility and expense</li> <li>➤ Demonstrates experience, history, or relationships in providing goods and services</li> <li>➤ Describes the experience and capacity of current staff to manage and operate the proposed use</li> </ul>	
ii.	<b>Qualifications (15 pts)</b> <ul style="list-style-type: none"> <li>➤ Describes the principal ownership structure of Respondent</li> <li>➤ Describes Respondent’s experience, qualifications, and key personnel related to consistent quality management, maintenance, and operation of other business enterprises</li> </ul>	
iii.	<b>Financial Capability (15 pts)</b> <ul style="list-style-type: none"> <li>➤ Demonstrates financial capacity to operate the proposed interim use</li> <li>➤ Describes the respondent’s overall financial track record</li> </ul>	
<b>B.</b>	<b>USE/CONCEPT PLAN:</b>	<b>40</b>
i.	<b>Use/Concept Plan (40 pts)</b> <ul style="list-style-type: none"> <li>➤ Consistency of the proposed project with the expectations of the City, as outlined in the RFP</li> <li>➤ Identification, by square footage, of how much of the site would be utilized (i.e. entire site, partial)</li> <li>➤ Viability of proposed interim use plan</li> <li>➤ Ability of proposed use to enhance the surrounding SoMa neighborhood</li> <li>➤ Capacity to market and promote the use</li> <li>➤ Detailed timeline of site set-up and wind down within the time frame outlined in the RFP.</li> </ul>	
<b>C.</b>	<b>PROPOSED FINANCIAL TERMS:</b>	<b>20</b>
i.	<b>Proposed Financial Terms (20 pts)</b> <ul style="list-style-type: none"> <li>➤ Identification of the proposed annual rent</li> <li>➤ Amount of total projected revenue to the City and the reasonableness of Respondent’s underlying assumptions.</li> </ul>	
	<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

# Questions?

Reminder: submit any questions to MOHCD, attention [joyce.slen@sfgov.org](mailto:joyce.slen@sfgov.org), by July 5<sup>th</sup>, 4pm. We will post responses on our website, <https://sfmohcd.org/600-7th-street-interim-use-rfp>.

**THANK YOU**