

Citywide Affordable Housing Loan Committee

San Francisco Mayor's Office of Housing & Community Development
Department of Homelessness and Supportive Housing
Office of Community Investment and Infrastructure
Controller's Office of Public Finance

600 7th Street (FKA as 801 Brannan)
\$84,277,411 Final Gap Loan Request,
includes \$1,000,000 as

Affordable Housing Program (AHP) Bridge Loan and
\$17,500,000 No Place Like Home funds

Evaluation of Request for:	Gap Loan
Loan Committee Date:	April 1, 2022
Prepared By:	Judy Shepard-Hall, Sr. Project Manager
MOHCD Asset Manager:	Omar Cortez, Asset Manager
MOHCD Construction Representative:	Holly Babe Faust, Sr. Construction Representative
Sources and Amounts of New Funds Recommended:	\$17,500,000 No Place Like Home (HCD) \$5,000,000 Housing Trust Fund (HCD) \$5,100,000 Housing Trust Fund \$5,705,680 LMIHAF \$18,880,166 AHF Inclusionary \$16,030,871 Jobs Housing Linkage Fee \$11,560,694 ERAF
Sources and Amounts of Previous Predevelopment City Funds Closed:	\$3,133,341 ERAF \$366,659 Inclusionary EN SOMA
	TOTAL FINAL GAP REQUEST: \$84,277,411
NOFA/PROGRAM/RFP:	600 7 th St Developer RFQ/Family Housing
Applicant/Sponsor(s) Name:	Mercy Housing Calwest (MHC)

EXECUTIVE SUMMARY

Sponsor Information:

Project Name:	600 7 th Street	Sponsor(s):	MHC
Project Address (w/ cross St):	855 Brannan (7 th & Brannan)	Ultimate Borrower Entity:	Mercy Housing California 97, L.P.

Project Summary:

Mercy Housing Calwest (MHC), requests a final gap loan in the amount of \$84,277,411 for the construction of 221 new affordable housing units located at 600 7th Street (formerly known as 801 Brannan). The request for gap financing has increased since the last request to Loan Committee, mostly due to a 10% increase in the total unit count and costs associated with managing a supportive housing community.

The mix of units in the community will include 100 studios, 120 family units (one- to three-bedroom units), and one manager’s unit. These will include 100 units for family households with incomes ranging between 50%-80% Area Median Income (“SF MOHCD AMI”), and 100 studio units and 20 family 1 to 3-bedroom units set-aside for formerly homeless adults and families, to be subsidized by the City’s Local Operating Subsidy Program (“LOSP”).

The concept for 600 7th Street is an eight story Type I concrete building that will be built on a large, 37,800 square foot lot, with two distinct family and supportive housing wings, ground floor community serving commercial spaces, offices, community rooms, service spaces, and a 24-hour desk clerk. Construction is estimated to start in July 2022 and to be completed in March 2024.

Permanent financing includes tax-exempt bonds, 4% Low-Income Housing Tax Credits, Federal Home Loan Bank Affordable Housing Program (AHP) funds, a permanent mortgage, General Partner Equity, a MOHCD gap loan, and a City and County of San Francisco allocation of the State’s No Place Like Home (NPLH) funds.

Project Description:

Construction Type:	Type I	Project Type:	New Construction
Number of Stories:	8	Lot Size (acres and sf):	0.87 acres / 37,800 sf
Number of Units:	221	Architect:	Santos Prescott
Total Residential Area:	127,074 sf	General Contractor:	Suffolk - Guzman
Total Commercial Area:	4,223 sf	Property Manager:	Mercy Housing Management Group
Total Building Area:	185,757 sf	Supervisor and District:	Supervisor Haney – D6
Land Owner:	City/County of San Francisco		
Total Development Cost (TDC):	\$151,106,686	Total Acquisition Cost:	\$10,000
TDC/unit:	\$683,741	TDC less land cost/unit:	\$683,695
Loan Amount Requested:	\$84,277,411	Request Amount / unit:	\$381,346
HOME Funds?	N	Parking?	N

PRINCIPAL DEVELOPMENT ISSUES

- 1. Financing Plan** – The current financing plan proposed represents the allocation of all available sources of non-City funds, and reflects an application for HCD IIG funds that was not successful. The project received an allocation of tax-exempt bonds and 4% low income housing tax credits, and must close by July 13, 2022. Changes in the market for tax credit pricing and interest rate on the construction loan, and increased construction costs due to the war between Russia and Ukraine, contributed to this request, which is an increase over previous. See Section 6.5.1, permanent sources evaluation narrative, for the proposed permanent financing.
- 2. Programming** – The building will be occupied by a mix of adults and families experiencing homelessness, with different programmatic needs. The sponsor will provide 24/7 front desk coverage, using a shared schedule of full-time day shift staff and full-time desk clerks to maintain the guest policy and address other building needs. See Section 7.3, Staffing Summary – Onsite Staff Positions.
- 3. Rent Levels** –There are some concerns that the sponsor will have difficulty renting the units at the higher income levels and with meeting the needs of renters earning between 60 and 80% AMI. The currently proposed rent restrictions include a new tier for 70% and 75% AMI households, which is expected to facilitate smoother lease-up. See Sections 7.5 and 7.6 for more details, and Attachment M for the full AMI Analysis spreadsheet.
- 4. Commercial Space** – The proposed concept for the commercial space is an ambitious plan to provide over 4,200 sf of community serving commercial to the neighborhood. At this stage, no tenants have been identified. While it is difficult to identify potential retail tenants for a space that has not yet been built, this does put the project at risk of having empty ground floor commercial space once the residential project has been completed. To mitigate, MOHCD staff has recommended multiple commercial conditions to enable the commercial space development to be closely monitored during the construction period. See Section 4.5.

SOURCES AND USES SUMMARY

Predevelopment Sources	Amount	Terms	Status
MOHCD	\$3,500,000	3 yrs @ 3% Res Rec	Committed
MHC	\$240,000	4%	Line of Credit
Total	\$3,740,000		

Permanent Sources	Amount	Terms	Status
MOHCD – Gap	\$65,777,411	55 yrs @ 0-3% / Res Rec	This Request
MOHCD – Gap HCD NPLH	\$17,500,000	0% / Res Rec	This Request
Permanent Loan – 1st Mortgage	\$12,397,000	15 yrs amortized over 35 yrs @ 4.89%	Not Committed
MOHCD Loan Accrued Interest	\$2,773,955	N/A	N/A
FHLB AHP Loan	\$1,000,000	0%	Not Committed
Tax Credit Equity	\$51,158,320	\$0.95 per Federal Credit	Not Committed
General Partner Equity	\$500,000		This Request
Total	\$151,106,686		

Uses	Amount	Per Unit	Per SF
Acquisition	\$10,000	\$45	\$0.05
Hard Costs	\$125,668,982	\$568,638	\$677
Soft Costs	\$21,392,704	\$96,800	\$115
Developer Fee	\$4,035,000	\$18,258	\$21
Total	\$151,106,686	\$683,741	\$813

1. BACKGROUND

1.1. Project History Leading to This Request.

MHC received Loan Committee approval on November 15, 2019 for a predevelopment loan in the amount of \$3,500,000, for the development of 200 units.

A California Department of Housing and Community Development (“HCD”) Infill Infrastructure Grant (IIG) NOFA Application was released in July 2021; it stated a limited grant award to any Qualified Infill Project (QIP) of \$7.5MM. Based on the Project’s self-score the Sponsor believed the project would not be competitive for an IIG award, however the Sponsor did apply for \$7.5MM, and ultimately MHC was not awarded any IIG funds.

In support of the IIG application and CDLAC application, the Loan Committee in July 2021 approved a preliminary gap request for a total City contribution of up to \$72,050,000, including \$17,500,000 in MOHCD administered HCD No Place Like Home (NPLH) funds, and a construction period-only bridge loan of \$1,000,000. This request was based on a construction estimate from the general contractor bid process to build 221 units.

With the preliminary gap loan commitment, on September 9th for the December 8th allocation meeting, the Sponsor applied for tax exempt bonds and tax credits; subsequent to the meeting, CDLAC and TCAC awarded the project as of December 31, 2021.

This request for gap financing will allow MHC to seek financial commitments to bring the project to construction closing and start of construction.

1.2. Applicable NOFA/RFQ/RFP. (See Attachment E for Threshold Eligibility Requirements and Ranking Criteria)

MHC was awarded funding under their response to the 801 Brannan Parcels Request for Qualifications that was issued on May 17, 2019, with Episcopal Community Services as the service provider. The Sponsor met the minimum threshold eligibility requirements and submitted qualifications for consideration to develop the site.

1.3. Borrower/Grantee Profile. (See Attachment B for Borrower Org Chart; See Attachment C for Developer Resume and Attachment D for Asset Management Analysis)

1.3.1. Borrower. MHC created Mercy Housing California 97, L.P., a MHC affiliate.

1.3.2. Joint Venture Partnership. N/A

1.3.3. Demographics of Board of Directors, Staff and People Served.

Mercy board of directors and staff:

	Sexual Orientation	Gender Identity	Race
Mercy Housing California Board	Question not asked	M: 7 F: 11	Asian: 2 African American: 4 Caucasian: 9 Latinx: 2 Biracial: 1
Mercy Housing, Inc. Board	Question not asked	M: 10 F: 10	Asian: 1 African American: 3 Latinx: 1 Caucasian: 15
Mercy Housing, Inc. - All Staff	Question not asked	Female – 58% Male – 42%	2 or More Races – 3% American Indian/Alaska Native – 1% Asian – 11% Black or African American – 24% Hispanic or Latino – 22% Native Hawaiian/Other Pacific Islander – 1% Not specified – 1% White – 37%
Mercy Housing California - All Staff	Question not asked	Female – 57% Male – 43%	American Indian/Alaska Native – 1% Asian – 21% Black or African American – 17% Hispanic or Latino – 31% Native Hawaiian/Other Pacific Islander – 2% Not specified – 1% White – 22%
Mercy Housing California - Development Staff	Question not asked	Female – 50% Male – 50%	Asian – 20% Not specified – 20% White – 60%

For a breakdown of who Mercy serves by race/ethnicity, see Section 1.6.

1.3.4. Racial Equity Vision. Mercy recently created a Racial Equity, Diversity and Inclusion (REDI) organizational framework which was completed on November 10, 2021, see Attachment N, REDI Charter and Framework. The REDI organizational framework consists of 6 focus areas:

1. Resident Empowerment
2. Policy, Planning, and Practice
3. Communication and Advocacy
4. Education and Training
5. People and Culture, Hiring, Recruitment and Promotion

1.3.5. Relevant Experience. MHC has significant experience in new construction projects for low income households, and has developed 4,217 properties in San Francisco over the past 35 years, and more than 10% are supportive housing communities.

1.3.6. Project Management Capacity. See Attachment C, staff resumes.

The following staff members assigned to 600 7th Street are:

- 1) William Ho (Senior Project Developer) - 30% of his workload.
- 2) Kion Sawney (Project Developer) – 60% of his workload.
- 3) Leigh Ann Llarena (Project Assistant) - 30% of her workload.
- 4) Barbara Gualco (Director of Development) - 10% of her workload.
- 5) Sharon Christen (Associate Director of Supportive Housing) – 5% of her workload.
- 6) Amy Bayley (Vice President of Community Planning) – 10% of her workload.

1.3.7 Past Performance.

1.3.7.1 City audits/performance plans. MHC participated in the citywide fiscal and compliance monitoring program in the last couple of years and last year they were monitored by DCYF. There are no known findings or issues with the audit.

1.3.7.2 Marketing/lease-up/operations. The MOHCD Marketing and Lease Up Report Card Assessment of Mercy’s recent marketing efforts was completed on October 28, 2021 for 691 China Basin. The assessment conducted for Mercy shows they performed relatively well in their marketing efforts. The assessment report outlined the marketing activity findings as follows: a) Mercy relies on national staff who do not understand San Francisco policies; b) Mercy tends to be understaffed; c) Mercy’s Resident Selection Criteria is too long and difficult to understand for the general public; and d) the Mercy development team was helpful with the marketing efforts, but the compliance and lease-up team were often disjointed because some staff were local and some were in Denver. Mercy was able to overcome a marketing challenge when the leasing staff found themselves in a position to have to creatively market higher income units to a broader range of income earners per the decline in market rate rents brought on by COVID-19. To compete with units with parking, washer and dryers, they creatively approached the remaining vacant 80% units, by emphasizing building features and offering move in specials.

The below chart represents the number of people currently living in MHC owned properties in San Francisco, disaggregated by race. MHC owns 4,217 units of affordable housing in San Francisco.

Race	Count	Ethnicity	Count
Asian	2995	Not-Hispanic or Latino	5576
White	1385	Hispanic or Latino	1383
Black or African American	1155	Member did not specify	180
Other	1092	Blank	32
Member Did Not Specify	212		
Native Hawaiian or Other Pacific Isl	173		
American Indian or Alaska Native	154		
Blank	10		
	7176		7171

To date, through end of 2021 there were 5 evictions in Mercy’s 4,217-unit portfolio. Mercy does not currently track move out reasons, including evictions, by race at this time.

2. SITE (See Attachment F for Site Map with Amenities)

Site Description	
Maximum units allowed by current zoning (N/A if rehab):	Maximum housing units is not controlled by the size of the lot, but form- based density—the controls for height, bulk, massing, and unit mix set the “density” of the Site.
Seismic (if applicable):	Seismic Zone 4; PML SUL N/A
Soil type:	<p>Equity Residential, the developer of 801 Brannan, had Langan Treadwell & Rollo (LTR) complete a geotechnical consultation report dated November 14, 2011 for the overall 801 Brannan parcel. The report indicates that the general subsurface profile beneath the site consists of:</p> <ul style="list-style-type: none"> • Fill, loose to medium dense sand with varying amounts of silt, clay, gravel, concrete, brick, mortar and wood fragments at depths of 15 to 34 feet; • Bay Mud, a weak and compressible marine clay and silt deposit;
	Continued on next page...

	<ul style="list-style-type: none">• Old alluvium, relatively incompressible sand, stiff hard clay and silt;• Incompressible residual soil; and• Bedrock, at elevations ranging from 102 to 180 feet below the ground surface. <p>Around the site, groundwater was encountered at depths of 7.5 to 10 feet, with the groundwater level anticipated to fluctuate with the water level of the San Francisco Bay. Liquefaction analyses indicate loose to medium dense sandy fill below the design groundwater.</p> <p>LTR's report stated that the developer should be prepared for dewatering, and that the foundation may require a more robust design e.g. drilled pier. See Section 4.2 for more information on the foundation system. Piles are recommended to be the most appropriate foundation for supporting. To reduce water vapor transmission through the slab-on-grade areas where moisture is undesirable, LTR recommended installing a capillary moisture break and a water vapor retarder beneath the floor.</p> <p>In May 2015, as part of the land dedication and after the remediation of contaminated soils at the Site, Equity Residential agreed to remove the top 2-feet of fill soils at the Site and capped it with a temporary cap composed of crushed concrete grindings from the former Exhibition Hall that was demolished at 801 Brannan. LTR confirmed the crushed foundation grindings, would be suitable for use as a temporary cap as long as elevated metals and asbestos were not detected in the concrete. Since the material grade change between the underlying fill material and temporary cap are distinct colors, LTR determined a demarcation layer was not required. On November 10, 2017, the SF Department of Public Health (SFDPH) issued a letter approving LTR's determination.</p> <p>The developer will need to remove the temporary cap and construct a permanent cap that may include the concrete foundations, concrete paved walkways, and/or a cap of two feet of cleaned soil underneath landscaping and areas covered with the permeable pavers. An updated geotechnical report and site mitigation plan was issued January 18, 2021 during predevelopment.</p>
	<p>Continued on next page...</p>

<p>Environmental Review:</p>	<p>Stellar Environmental Solutions, Inc. (SES) completed a Phase I /II Environmental Report on October 28, 2011 for the 801 Brannan parcel. The report indicates soil samples with the highest levels lead concentration. However, Equity Residential remediated the contaminated soils as part of the land dedication in May 2015.</p> <p>A Phase I Environmental Site Assessment (ESA) was completed in October 2020 for the site and identified one REC in connection with the site. The site is located bayward of San Francisco’s original shoreline within the Maher Ordinance area, and was constructed on top of undocumented fill material.</p> <p>Previous investigations of properties within the Maher Ordinance have found fill material contaminated with heavy metals and/or petroleum hydrocarbons.</p> <p>The results of Phase II ESA indicate that the site is underlain by approximately five to 13 feet of fill material with petroleum hydrocarbons and elevated concentrations of heavy metals. Based on the analytical results from the subsurface investigation and previous environmental testing, two soil samples exceed the State of California hazardous waste criteria and if disturbed will require disposal as Class I non-RCRA hazardous waste.</p>
<p>Adjacent uses (North):</p>	<p>808 Brannan is an office building.</p>
<p>Adjacent uses (South):</p>	<p>650 7th Street is an office building for Airbnb.</p>
<p>Adjacent uses (East):</p>	<p>603 7th Street is a vacant lot fenced off with perimeter fencing.</p>
<p>Adjacent uses (West):</p>	<p>855 Brannan Apartments is 434-unit market rate building managed by Equity Apartments.</p>
<p>Neighborhood Amenities within 0.5 miles:</p>	<p>Trader Joe’s is 0.3 miles away, Victoria Manalo Draves Park and Bessie Carmichael Elementary School are 0.3 miles away, Wells Fargo Bank, and several Parks.</p>
<p>Public Transportation within 0.5 miles:</p>	<p>4th Street Caltrain Station is 0.6 miles away. Muni lines within 0.5 miles are: 10, 14X 19, 27, 47, 83X</p>
<p>Article 34:</p>	<p>Received Authorization for 200 units Nov 15, 2019, and new authorization Mar 3, 2022, based on new unit count (221).</p>
	<p>Continued on next page...</p>

Article 38:	Not exempt - The Site is located in an area with elevated pollutant concentrations. Sensitive use buildings, as defined in the Applicability section of the Ordinance, must comply with Health Code Article 38.
Accessibility:	Project will meet the minimum requirements of the California Building Code Chapter 11(B).
Green Building:	Project will meet the minimum TCAC Green Building requirements and the City's Green Building Code.
Recycled Water:	Exempt – see https://www.sfwater.org/index.aspx?page=687
Storm Water Management:	The Site is not located in the Storm Water Management Map.

2.1 Description. The infill site is a .87 acres/37,800 square foot lot adjacent on the north side to an office building on 808 Brannan Street. Since COVID-19, the site has been used as a testing and/or vaccination location by the City's Department of Public Health (DPH). DPH will vacate the site by April 1 so that Mercy can conduct a test pile program and then effectuate construction closing.

2.2 Zoning. On Dec 3, 2020, the Planning Department issued the Notice of Project Eligibility for SB35 approval of the final SB35 approval upon completion of the design review. The Design Review was approved on July 12, 2021. Under SB35 the project qualifies for streamlined approvals in conjunction with State Density Bonus that affords it expedited approvals for both CEQA (from which it is exempt) and land use entitlements.

2.3 Probable Maximum Loss. Not Applicable for new construction.

2.4 Local/Federal Environmental Review. Exempt from CEQA Review, per the streamlining allowed by SB35. However, MHC may complete a NEPA at a later date, in anticipation of application to the Continuum of Care, a federally funded rental subsidy that will help subsidize the formerly homeless adults and families at the Site and supplant the LOSP subsidy, reducing the need for City subsidy.

2.5 Environmental Issues.

- Phase I/II Site Assessment Status and Results. SES's Phase I/II Environmental Report (completed on October 28, 2011) indicates soil samples with the highest concentration of lead concentration. However, Equity Residential remediated the contaminated soils as part of the land dedication in May 2015. An updated Phase I Environmental report was prepared in October 2020 during predevelopment. Further site testing is expected to begin in April 2022, after the interim uses have been closed down.

- Potential/Known Hazards. The 600 7th Street (dba 801 Brannan) parcel was developed in the late 1890s as warehouses, occupied by the Western Pacific Railroad Freight Depot from 1913 to 1980, and then the Concourse Exhibition Hall that was demolished for the 801 Brannan development. Asbestos-containing building materials were likely to have been used and may be contained as part of the temporary cap on the Site.

2.6 Adjacent uses and neighborhood amenities. The immediate neighborhood is comprised of mixture of industrial and commercial sites, including an auto repair, office buildings, and apartment buildings. A number of small businesses including cafes and restaurants are near the Site. Specifically, for the formerly homeless adults and families, St. Vincent De Paul Society, a non-profit organization providing direct services to people experiencing homelessness and domestic violence, is 0.5 miles away.

2.7 Green Building. The building will meet the requirements for 4% low income housing tax credits and tax-exempt bonds and the City's Green Building Code. The project will operate on 100% electric power.

3 COMMUNITY SUPPORT

3.1 Prior Outreach. MHC developed website, conducted stakeholder meetings, circulated mailers to the community, and worked closely and collaborated with the community for input on conceptual design.

3.2 Future Outreach. 600 7th Street is the first of at least 5 sites in SoMa that are the result of land dedications. This neighborhood-wide opportunity to develop affordable housing and community amenities in SoMa is therefore especially important. Additionally, since this particular site was designated for land dedication, the SOMA Pilipinas Cultural District was created, which presents opportunities for MHC to collaborate with existing community organizations. Nevertheless, the Site sits kitty corner from the southeastern border of the District, though is expected to play a supporting role in the District goals.

MHC's philosophy for community outreach is to incorporate stakeholders early and regularly through an inclusive, iterative process. MHC has a dedicated staff member to lead the community outreach process for 600 7th Street, Amy Bayley, RSM, Vice President of Community Planning. Although the project will pursue SB35 for streamlined approvals for project entitlements, MHC will maintain relationships with key community stakeholders by communicating throughout key stages of the project and will continue to meet with the community as needed through operations.

Since the Site is in the Showplace Square/Potrero Area Plan and directly adjacent to Western SoMa, MHC will engage stakeholders from both areas, including surrounding residents, businesses, property owners, the Potrero Boosters Neighborhood Association, Potrero Hill Neighborhood House, South of Market Community Action Network, SOMA Pilipinas, Bayanihan

Community Center, Bill Sorro Housing Program, South of Market Business Association, SoMa West Central Business District, United Playaz, and

Friends of Bryant Street, in addition to the SOMA Community Stabilization Fund CAC, and Eastern Neighborhoods CAC.

The project will involve additional outreach to assess the community's desires for the neighborhood-serving commercial spaces, as the Site offers a particularly large amount of ground floor area for potential development of community use spaces.

To kickoff this plan, the MHC team has begun collaborating with MOHCD Cultural District Specialists to schedule individual meetings with the Executive Directors of the SOMA Pilipinas, American Indian Cultural District, and Leather LGBTQ District cultural districts in April 2022. MHC will subsequently develop a schedule with the cultural districts to continue to keep the community informed on how this project is developing as well as inform them of forthcoming opportunities around the project's public art requirement and commercial space, MHC plans to attend upcoming meetings for the cultural districts located in SoMa and the SoMa CAC. Furthermore, MHC's engagement strategy will not be limited to collaborating with existing community organizations, but will branch out to the broader SoMa neighborhood to cultivate new community partnerships.

3.3 Proposition I Notification. – Chapter 79 of the City's Administrative Code requires public noticing (Prop I) for initial City-funding made to any new construction project. MHC completed the 30-day noticing process following the Loan Committee's approval of the pre-development request.

4 DEVELOPMENT PLAN

4.1 Site Control. The LP has executed an Option to Ground Lease and will ground lease the site from the City at construction loan closing pending Board of Supervisors' approval. The terms outlined in the Option Agreement are for a standard term of 75 years from the date of construction completion of the Project, with an option to extend the term for an additional 24 years. The ground lease base rent is \$15,000 per year and residual rent is 10% of the land value of the Property.

4.2 Proposed Design. 600 7th St is an 8-story all concrete, all-electric building. The design is envisioned to foster an inviting, integrated community that is efficient, safe and functional for all residents. There is an entry court at the 7th Street frontage leading to two lobbies, one on each side of the entry court. The lobbies lead to distinct family and studio "wings," forming an "F" shape building footprint, featuring units and amenity space for each target population. A 24-hour desk clerk will cover the entrance to the adult studio wing in order to meet the various programmatic needs of the homeless and

family populations. Each wing features its own landscaped community area at grade.

There will be separate resident services program, property management, and meeting spaces for the formerly homeless adults and family households on the ground floor. On-site staff will share a “back of the house” office area. In the studio wing, there will be a lounge for residents to socialize and watch TV, and this wing’s community room, with a community kitchen, opens to a spacious courtyard for a calm and quiet atmosphere. In the family wing, there will be a youth room, as well as designated units designed and marketed for in-unit childcare to residents and neighboring families. The spacious family community room, with a community kitchen, also opens to an outdoor courtyard. In addition, the family wing has small “break-out” spaces on each floor that can be programmed for small gatherings like tutoring or card games. The laundry rooms for each wing opens to their respective courtyards.

The design described here is 80% CD level drawings, with cost estimate, from January 2022, with these square footage assumptions:

Avg Unit SF by type:	Studio - 369 sf 1-br - 497 sf 2-br - 786 sf 3-br – 1039 sf
Residential SF:	127,074 sf
Circulation SF:	See Common Area
Parking Garage SF:	N/A
Common Area SF:	54,460 sf (assumed 30% efficiency rate for circulation/common)
Commercial Space SF:	4,223 sf
Building Total SF:	185,757 sf

There are 100 studios, and 23 one-bedroom, 83 two-bedroom, and 15 three-bedroom units. There is a limited number of variations of each unit type for maximum efficiency and stacking (only 12 variations across four-unit types).

4.3 Proposed Rehab Scope. N/A

4.4 Construction Supervisor/Construction Representative’s Evaluation.

The design is straightforward and simple, and makes efficient use of the rectangular lot. The commercial spaces face on Brannan Street, with the residential entry on 7th Street, and service entries (trash, utilities) front along the

alley. The building design is effective at separating out the two resident programs with discreet spaces (entry lobbies, community rooms, etc.) designated for each group, while minimizing redundancies and maximizing construction efficiencies where possible (grouping together trash rooms and elevator cores, sharing a front desk, etc.). The “F” shaped of the plan creates two on-grade courtyards, one for each population, a thoughtful design decision. No parking is provided, which helps reduce the cost.

The soil conditions are very poor (loose sand, silt, and clay), as is typical in this area of the City, and the team has spent a substantial amount of effort investigating and designing the most cost-effective foundation system. Key to the structural integrity of the building is the system of roughly 420 drilled piles driven to depths of 135-145 feet (accounting for \$8.5 M in hard costs). A piles testing program, scheduled for March 2022 will affirm the exact number of piles needed and their lengths; the current budget includes an allowance of \$224K to provide longer piles (which allowance may be removed after piles testing depending on the test results). Construction is planned to start June 15, 2022, with a planned 24-month duration.

Through the design process, the Project team spent a considerable amount of time exploring various unit configurations and construction typologies in an attempt to increase the Project’s competitiveness for CDLAC and reduce cost. The Project team did a comparative analysis of wood frame over Type I versus all-concrete and originally submitted plans to the Department of Building Inspections (DBI) in October 2020 for a wood-frame building. As the design progressed and the implications of the global supply chain and the pandemic affected construction costs, the premium price on lumber escalated in the market and the Project team shifted the design to Type I all concrete. Moving from the 100% DD drawings phase to the 50% Construction Documents (CD) set, the Project team had considered utilizing a Pueblo system of prefabricated steel to reduce the weight of the building and potentially add a floor, but the costs ultimately did not favor this solution. In addition to saving on materials, including for lumber and the associated fireproofing, Type I saves on overall development and long term operational and maintenance costs, and reduces the annual general liability insurance during operations. The site is vacant (currently the venue for a City COVID-19 testing operation), and there is no building demolition cost.

The total construction cost estimated for the Preliminary Gap financing proposal approved in July 2021 was \$118,229,595 based on the 100% Design Development (DD) drawings and included all GC costs/fees, \$10 M in bid/design/plan check contingencies, and 5% hard cost owner’s contingency. Utilizing the 50% (CD) set approved by the MOHCD Construction Rep in October 2021, Suffolk Construction-Guzman General Contractors (“Suffolk-Guzman”) provided a refined hard cost estimate. With extensive Value Engineering (VE) and proactive early trade bidding (with the subs most familiar with the market

swings), Suffolk-Guzman provided a revised preliminary maximum price. With 80% CD set, approved in January 2022, the Project team conducted additional VE exercises, incorporated early buy-outs of some trades to lock in costs, and built in allowances to accommodate approximately 2% escalation for the trades which would be bid out starting in late February 2022 (with the final Guaranteed Maximum Price (GMP) scheduled for May 2022) including a scaled back COVID-19 allowance. With these efforts, the design contingency of \$3.76 M was removed, escalation has been reduced, the bid contingency and plan check contingencies have been retained at 4% and 3% respectively for a total of \$7M, and the total construction cost has been reduced by \$974,482 from the budget presented for Loan Committee in July 2021. The total current construction cost is \$117,255,113. With this, the total construction cost as of February 2022 was \$117,255,113, which included all contingencies (including the hard cost 5%), the 4,223 SF commercial warm shell build-out (\$2.54 M), and offsite improvements of the alleyway (\$378K). At that time, the Project team believed it had appropriately accounted for market price escalation given the expert opinions provided by a reliable pool of subcontractors and the read of the industry and the volatile market. Once the subcontractors began submitting RFIs and preliminary costs for the bid sets, however, it became clear that recent international events have shaken up the industry even beyond the Covid-19-related and supply chain complications already factored in.

With a comprehensive line item-by-line item reassessment reviewed by the Project team on March 15, the direct construction cost has been increased by roughly 8%. This is mostly driven by dramatically increased cost of fuel (for shipping), metals (pipe for piles, rebar, metal studs), and petroleum-based products (vinyl windows, waterproofing, insulation, roofing). Because the new costs result from very recent sub bids, the 2% escalation (\$2.1M) that had been built into the previous budget is now removed, but we are retaining a 2% bid contingency (reduced from 4%) and the 3% plan check contingency for a total of \$5.52M. All tolled, factoring in the percentage-based increases in construction contingency, general contractor costs, and Owner's hard cost contingency, the total construction budget is now **\$125,668,982**. (This total factors in \$4.6 M in general contractor costs that had been misallocated to "Other Development Costs" in the February 2022 application workbook and in the analysis presented to the Credit Committee on March 8.)

At \$125.7 M in total construction costs, the Project comes in at \$568,638 per unit, \$376,254 per bedroom, and \$677 per SF. When compared to the average of comparable projects of similar scale, building type, and resident populations (in pre-development, in construction, and project completed since 2018), the square foot cost is 27% higher (comparable projects' square foot cost is \$533). The per unit cost compares favorably to the comps – the 600 7th cost is 8% lower than the average of the comparable projects (\$614,817/unit), which speaks to the efficient design.

The Project received the site permit in July 2021. Addendum 1 (deep foundation/piles/underground) and Addendum 2 (superstructure) were submitted in February 2022. The building permit is anticipated to be issued by June 15, 2022. The Street Improvement Plan application was submitted to the Department of Public Works in January 2022. The PG&E application for permanent power was submitted and PG&E deemed it complete in February 2022 (PG&E is underway with the next steps for temporary power, required load studies for permanent power, service designs, and approvals).

4.5 Commercial Space.

- Space Description. Per the last time this project was at Loan Committee, Mercy is proposing to create four separate commercial spaces. The corner space (at 1,822 sf) is proposed to be for a food-related business, such as a café. This space will have a separate entry, a type I hood, and a dedicated bathroom. The other three spaces (at 418 sf, 430 sf, and 1,187 sf) are proposed to be for community serving retail or artist studios. Each of these three spaces will have its own entry but they will share access to a corridor with bathrooms. The tenants have not yet been identified.

An LLC entity affiliated with Mercy will operate the commercial space and enter into subleases with individual tenants. As the master tenant, the LLC will enter into a master lease with Mercy Housing California 97, L.P., the master lessor. Per MOHCD's Commercial Underwriting Guidelines, the master tenant will pay 40% of commercial surplus cash to the LP as master lease rent and the LP will pay this identical amount to MOHCD as an additional ground lease payment.

- Commercial Leasing Plan. Prior to the gap loan request, Mercy was to submit an updated commercial space plan, commercial financial assumptions, and commercial development timeline for MOHCD review and approval. This has not been completed and will be a condition to MOHCD approving construction closing. See Section 9.2. Mercy is in the process of initiating outreach to cultural districts in SOMA to discuss both the project's commercial space opportunities and public art. See Section 9.3.
- Operating Pro Forma. Per the attached commercial pro forma, Mercy is proposing the master tenant expenses to be a management fee, property insurance, real estate taxes, common area maintenance (CAM), TI reserve deposits for future tenants upon turn-over, and capital replacement reserve deposits. Estimated rents for individual tenants are estimated to be between \$1.90/sf/mo and \$2.10/sf/mo in addition to reimbursing the master tenant for their pro rata share of CAM, insurance, and real estate taxes. The attached pro forma assumes a 50% vacancy rate throughout the 20-year pro forma and a negative cash flow. Mercy

must submit an updated pro forma along with the commercial space plan as a condition to MOHCD going to the Board of Supervisors for gap loan approval. Furthermore, Mercy will be required to provide market data supporting the proposed rents and lease up of the various commercial uses at 50% construction completion. See Section 9.2.

- Tenant Improvement Build Out. As a condition of closing, Mercy must submit a tenant improvement plan for MOHCD review and approval.

4.6 Service Space. MHC is proposing separate resident services program and meeting spaces for the formerly homeless adults and family households on the ground floor. Along 7th Street in the family wing, there are two service offices for the Resident Service Coordinator and Case Manager for the 20 formerly homeless families. The spacious family community room with a community kitchen opens to an outdoor courtyard—promoting family programming like after school academic support, health and wellness, and educational and community building activities. In the supportive housing wing, there are four case management offices facing the family courtyard for on-site mental health services. Nestled away from the street, the adult-wing community room with a community kitchen also opens to a spacious courtyard for a calm and quiet atmosphere. On-site medical and clinical services will be provided to the formerly homeless adults in the community room. Provisions to ensure residents' privacy during these services include resident sign-ups for appointments, separate waiting areas, and screens/partitions.

4.7 Interim Use. Interim use of the site has been managed by DPH for Covid-19 related vaccination and testing.

4.8 Infrastructure. N/A

4.9 Communications Wiring and Internet Access. The project will provide Ethernet cable design for data/internet. Service to the building from Public Right of Way to a MPOE and to IDF is designed to adequately accommodate fiber and cabling for multiple service providers, following the minimum specs included in the MOHCD Communication Systems Design Standards.

4.10 Public Art Component. Public Art is required for this project. The development will represent a significant invest to the community and the creation of public art is an essential element. The development team is interested in introducing innovative and impactful artwork into the project that will have a positive impact to the building's inhabitants, the local SoMa community and greater San Francisco. An important aspect of this process is the creation of a curatorial statement that will guide public art selection and potentially art within the property. The team is keenly interested in exploring how art can support economic development activities related to its commercial uses, the local artist community and placemaking within Soma. MHC identified potential project areas within

the building and solicited proposals from public art consultants. See Attachment O for details of the RFP. The project team selected Lynn Baer as its consultant. The total public art budget requirement is \$404,639.

4.11 Marketing, Occupancy, and Lease-Up. MHC has committed to conducting marketing and occupancy outreach for the Project in accordance with all applicable fair housing laws. MHC will work with neighborhood-based, non-profit organizations to develop relationships with their constituencies regarding the housing opportunity. Out of the 221 total units, the non-PSH units (100) that are not subsidized by LOSP, will be entered in the San Francisco DAHLIA lottery and subject to San Francisco preferences per City Ordinance. Among all eligible applicants, additional preference will be observed in the following order:

1. San Francisco Redevelopment Agency Certificate of Preference (COP) Holders,
2. Displaced Tenant Housing Preference (Ellis Act/OMI) Certificate (DTHP) Holders,
3. Neighborhood Resident Preference¹, and
4. Live or Work in San Francisco.

In order to enhance the applications by COP holders, MHC would like to do specific outreach to COP holders and rental ready trainings similar to that which has been done for OCII sponsored projects. The developer will include this in their MOHCD required Marketing Plan for MOHCDs approval.

Marketing materials will be printed in Chinese, English, Spanish and Tagalog, and published in a variety of publications that represent a broad range of non-English speaking populations.

The other 120 units will be referred by HSH through its Coordinated Entry System (100 Adults and 20 Families.)

Target Population and Unit Type. At initial concept design and predevelopment request, MHC proposed 200 units. Now as design has progressed and with emphasis on low per unit development costs in the CDLAC tiebreaker, the Site offers 221 units, comprised of 100 studios and 120 family units (1- to 3-bedroom units), and a manager's unit. 120 of total units (or 54% of total units) will serve formerly homeless adults and families referred through the Coordinated Entry System administered by HSH—with 100 studios for formerly homeless adults and 20 units in 3-unit types (1-3 brs) for formerly homeless families. 70 of these studio units will be targeted to people who were either chronically homeless, homeless, or at-risk of chronic homelessness as defined by the NPLH Program, with the appropriate supportive services. The remaining 100 units (1brs, 2brs & 3brs) will serve family households earning a range between 50%-80% MOHCD AMI,

averaging to no more than 60% MOHCD AMI.

The average affordability for the overall project is 51% MOHCD AMI and 64.9% MOHCD AMI for the 120 family units.

With this gap loan request, MHC proposes to add a 70% and 75% MOHCD AMI tier to the development but maintain affordability at an average AMI of 51% to not negatively impact cash flow and the project's ability to support perm debt. The previously proposed AMI tiers were 30%, 50%, 60%, and 80%, which meant large rent jumps from 60% to 80%. From MHC's recent experience with leasing up 691 China Basin, they found that large AMI jumps create challenges and frustrations for both applicant households and the lease up team. MOHCD staff supports having a more consistent gradient of AMI's and the reallocation of units from the 60% and 80% AMI tiers to a newly created 70% AMI and 75% tier.

4.12 Relocation. N/A, this project is new construction.

5 DEVELOPMENT TEAM

5.1 Procurement Plan.

The Contract Monitoring Division (CMD) set a 20% LBE/SBE goal for the Project in both professional services and the subcontractor participation. The Project Sponsor is meeting this goal through procuring the team members below:

Consultant Type	Name	SBE/LBE	Outstanding Procurement Issues
Architect	Santos Prescott Associates	Y	N
Construction Manager/Owner's Representative	Design Studio Gonzalo Castro	Y	N
General Contractor	Joint Venture – Suffolk Construction / Guzman General Contractors	N / Y	N
Geotechnical	Langan	Y	N
Environmental	Langan	Y	N
Methane & Vapor Mitigation	Langan	Y	N
Market Study	Newport Realty Advisors	Y	N
Civil Engineer	Luk & Associates	Y	N
Structural Engineer	Mar Structural	Y	N

Mechanical/Plumbing	Tommy Sui & Associates	Y	N
Electrical Engineer	FW Associates	N	N
Landscape Architect	Cliff Lowe Associates	Y	N
Waterproofing	Steelhead	Y	N
Green/Title 24 Consultant	Stok	N	N
Financial Consultant	California Housing Partnership Corporation	N	N
Attorney	Gubb & Barshay	N	N

5.2 Opportunities for BIPOC-Led Organizations. MHC met CMD’s 20% goal. To increase their contracting with BIPOC-led firms, the Sponsor is doing the following:

- Partnering with the San Francisco National Organization of Minority Architects to identify opportunities for participation in projects
- Creating a BIPOC-led or -owned professional firms list for distributing contracting opportunities.
- Including meaningful scoring in RFQ and RFP procurements for professional services (i.e., Owner’s Rep, Architect and Engineers, and General Contractor) for firms with racial and gender equity-centered initiatives in regards to advancement within the organization, hiring and subcontracting. The General Contractor role is a joint venture between Suffolk and Guzman, a BIPOC-led firm.

6 FINANCING PLAN (See Attachment F for Cost Comparison of City Investment in Other Housing Developments; See Attachment G and H for Sources and Uses)

6.1 Prior MOHCD/OCII Funding:

Loan Type/ Program	Loan Date	Loan Amount	Interest Rate	Maturity Date	Repayment Terms	Outstanding Principal Balance	Accrued Interest to 03/31/2022
Predevelopment	3/27/2020	\$3,500,000	3%	3 years	37 years	\$2,447,934	\$75,740.30
Total:		\$3,500,000					

6.2 Disbursement Status. To date, \$2,447,934 in predevelopment loan funds have been drawn down, with a balance available of \$1,052,065. MHC will provide working capital to the extent needed, estimated at \$240,000, to bring the project to construction loan closing.

6.3 Fulfillment of Loan Conditions. Below is the status of Loan Conditions since this project was last at Loan Committee on July 2, 2021 for preliminary gap loan funds for the development of the project:

By April 30, 2020:

1. Sponsor must provide a community outreach plan for the period of November 2019 through construction completion. The plan should identify key community stakeholders that will be outreached to, including families of Bessie Carmichael School as well as their Principal, School Site Coordinator, and the community-based organizations (United Playaz and West Bay) that support the school, describe the team's community outreach strategy, and overall timeline. Status: **Completed.**
2. Sponsor must provide the Architect RFQ for MOHCD review and approval. Status: **Completed.**
3. Sponsor must provide the Subconsultants RFQ for MOHCD review and approval. Status: **Completed.**
4. Sponsor must provide the construction manager RFQ for MOHCD review and approval. Status: **Completed.**
5. Sponsor must provide the general contractor RFQ for MOHCD review and approval. Status: **Completed.**
6. Sponsor must provide the contract for Construction Management for MOHCD review and approval. Status: **Completed.**

By July 31, 2020 (100% Schematic Design & prior to Site Permit Submittal):

1. Sponsor must provide analysis of different construction types like the Pueblo Structural System, which could potentially provide cost savings and provide overall analysis to MOHCD for review. Status: **Completed.**
2. Sponsor must submit a preliminary services plan and budget covering the formerly homeless households for HSH and MOHCD review and approval. Status: **Completed.**
3. Sponsor must submit application to the Planning Department for SB35 and Site Permit review. Status: **Completed.**
4. Sponsor must research alternate funding sources, such as Housing for Healthy California (HHC), and provide analysis to MOHCD for review to reduce MOHCD's gap. Status: **Completed.**
5. Sponsor must explore adding more 3-bedroom units, provide the financing, and design analysis for MOHCD review and approval. Status: **Completed.**

6.5.1 Permanent Sources Evaluation Narrative: The Borrower proposes to use the following sources to permanently finance the project:

- **MOHCD Loan (\$65,777,411) Loan** – The estimated amount for MOHCD’s gap loan on this project is \$65,777,411 or \$297,635 per unit.
- **MOHCD No Place Like Home (NPLH) Loan – (\$17,500,000)** – Through a county allocation from the State of California NPLH program, MOHCD will administer \$17.5MM or \$250,000 per unit to support 70 studio units, which make up 35% of total units. The regulatory limit for units to be subsidized by NPLH is 49% of total units.
- **Federal Home Loan Bank of San Francisco (FHLB-SF) Affordable Housing Program (AHP) (\$1,000,000) Loan** – MHC believes the project will be competitive based on the unit mix and timing of submitting the application to maximize project readiness points, for a request of \$1.0MM or \$4,525 per unit. MHC applied for AHP financing March 10, 2022.

(Note: the total MOHCD Loan amount is \$84,277,411, includes an AHP bridge loan amount, and NPLH funds.)

- **Private Mortgage (\$12,397,000)** – A private long-term permanent mortgage is included in the financing plan. MHC is assuming a 15-year term amortized over 35 years at 4.88%. This loan meets HCD requirements, as long as HCD’s regulatory agreement is in senior position. The mortgage is underwritten on income from the non-LOSP units only.
- **Federal Tax Credit Equity (\$51,158,320)** – MHC is assuming \$0.95 per federal credit pricing, which is consistent with the current credit market for projects with significant amounts of LOSP funding. Selection of the tax credit investor and lender is pending at same time as this evaluation process.
- **General Partner Equity (\$500,000)** – This was the largest amount of GP Equity that was determined to maintain competitiveness for an allocation of tax-exempt bonds from CDLAC.
- **Accrued Interest on MOHCD Loan (\$2,773,955).**

6.5.2 Permanent Uses Evaluation:

Development Budget		
Underwriting Standard	Meets Standard? (Y/N)	Notes
Hard Cost per unit are within standards	Y	\$530,566/unit
Construction Hard Cost Contingency is at least 5% (new construction) or 15% (rehab)	Y	Hard Cost Contingency is 5%
Architecture and Engineering Fees are within standards	Y	Total Architectural & Design fees is \$3,633,000, which is within Underwriting guidelines.
Construction Management Fees are within standards	Y	CM is sized at \$190,000 (26 months for predev and 22 months for construction) and meets UG standard for predev and construction period.
Developer Fee is within standards, see also disbursement chart below	Y	PM Fee: \$1,100,000 At Risk: \$2,310,000 Commercial Developer Fee: \$125,000 GP Equity: \$500,000 Total Developer Fee: \$4,035,000
Soft Cost Contingency is 10% per standards	Y	Soft Cost Contingency is 8.6%
Capitalized Operating Reserves are a minimum of 3 months	Y	Capitalized operating reserve is \$1,738,222 for 6 months, set to attract an investor.

6.5.4 Commercial Space Sources and Uses Narrative: Per the attached commercial space sources and uses, the budget to develop the commercial space warm shell is estimated to be \$2,667,258. This includes \$125,000 in commercial space developer fee (which conforms to MOHCD's Commercial Underwriting Guidelines) and \$2,542,258 in warm shell construction costs (\$600/sf). MOHCD is the sole source for the commercial space build out.

The per/sf estimate is comparable to the cost of small warm shell build outs happening at current MOHCD projects (i.e. Eddy and Taylor), including escalation and prevailing wages.

6.5.5 Developer Fee Evaluation: The milestones for the payment of the developer fee to the sponsor are specified below.

Total Developer Fee:	\$4,035,000	
Project Management Fee Paid to Date:	\$ 550,000	
Amount of Remaining Project Management Fee:	\$ 550,000	
Amount of Fee at Risk (the "At Risk Fee"):	\$2,130,000	
Amount of Commercial Space Developer Fee (the "Commercial Fee"):	\$125,000	
Amount of Fee Deferred (the "Deferred Fee"):	\$0	
Amount of General Partner Equity Contribution (the "GP Equity"):	\$500,000	
Milestones for Disbursement of that portion of Developer Fee remaining and payable for Project Management	Amount Paid at Milestone	Percentage Project Management Fee
Construction close	\$55,000	5%
50% Construction Completion	\$220,000	20%
100% Construction Completion	\$220,000	20%
Project close-out	\$55,000	5%
Milestones for Disbursement of that portion of Developer Fee defined as At-Risk Fee		Percentage At Risk Fee
100% lease up and draft cost certification	\$462,000	20%
Permanent conversion	\$1,155,000	50%
Project close-out	\$693,000	30%
Milestones for Disbursement of that portion of Developer Fee defined as Commercial Fee		Percentage Commercial Fee
Executed LOIs with all commercial tenants	\$62,500	50%
100% occupancy of commercial space	\$62,500	50%

7 PROJECT OPERATIONS (See Attachment I and J for Operating Budget and Proforma)

7.1 Annual Operating Budget. The proposed operating budget is \$11,391 per unit per year before reserves.

On the revenue side, the proposed Project will enter into a 20-year LOSP contract for 120 LOSP units (\$6,171/unit in Year 1). Other residential rents are projected at a range of AMIs that will support building operations, in addition to small amounts of revenue from building laundry.

Operating expenses are almost entirely divided between non-LOSP and LOSP units proportionate to percentage of total units. There are small deviations to this within Legal expenses, security, pest control, and electricity expenses. The most significant operating cost driver is the proposal to provide 24/7 front desk coverage (see 1st Year Operating Budget, Attachment K).

Annual Operating Expenses Evaluation.

Operating Proforma		
Underwriting Standard	Meets Standard? (Y/N)	Notes
Debt Service Coverage Ratio is minimum 1.1:1 in Year 1 and stays above 1:1 through Year 17	N	DSCR is 1.128 in Year 1. Cash flow stays positive through Year 20.
Vacancy rate meets TCAC Standards	Y	Vacancy rate is 5%
Annual Income Growth is increased at 2.5% per year or 1% for LOSP tenant rents	Y	Income escalation factor is 1% for LOSP tenant rents
Annual Operating Expenses are increased at 3.5% per year	Y	Expenses escalation factor is 3.5%
Base year operating expenses per unit are reasonable per comparables	Y	Total Operating Expenses are \$11,391 per unit Based on comparable total operating expense per unit figures.
Property Management Fee is at allowable <u>HUD Maximum</u>	Y	Total Property Management Fee is \$185,640 or \$70 PUPM
Property Management staffing level is reasonable per comparables	Y	Refer to chart below.
Asset Management and Partnership Management Fees meet standards	Y	Annual AM and PM Fee is \$24,280/yr.
Replacement Reserve Deposits meet or exceed TCAC minimum standards	Y	Replacement Reserves are \$500 per unit per year
Limited Partnership Asset Management Fee meets standards	Y	\$5,000/year with no escalation

7.2 Staffing Summary. Onsite staff includes 12.0 FTEs assigned to the 221-unit property, with 3.5 Property Management FTEs, 4.5 Desk Clerks, 3.0 Maintenance Staff FTEs, and 1.0 Resident Services Staff FTEs.

Onsite Staff Positions	No. of FTEs
Senior Property Manager	1.0
Assistant Property Manager	2.0
Housing Support Specialist	.50
Resident Service Coordinator	1.0
Maintenance Manager	1.0
Maintenance Tech	2.0
Desk Clerk/Community Coordinator	1.0
Desk Clerks	3.5
Total Property Management Staff	12.0

Note – janitorial is being done by contract. And one of the desk clerks has a special function called “community coordinator”.

7.5 Income/Rent Restrictions for All Sources. MOHCD, TCAC, CDLAC and FHLB AHP are the anticipated restrictions on the project.

UNIT SIZE		MAXIMUM INCOME LEVEL	
<u>NON-LOTTERY</u>	No. of Units	MOHCD AMI	TCAC AMI
Studio - LOSP	45	30%	30%
Studio - LOSP	0	35%	30%
Studio - LOSP	55	50%	50%
1 BR – LOSP	3	50%	50%
2 BR – LOSP	10	35%	30%
3 BR – LOSP	7	35%	30%
Sub-Total	120		
<u>LOTTERY</u>			
1 BR	3	50%	50%
2 BR	20	50%	50%
Sub-Total	23		
1 BR	7	60%	60%
2 BR	16	60%	60%
3 BR	3	60%	60%
Sub-Total	26		
1 BR	5	70%	60%
2 BR	22	70%	60%
3 BR	3	70%	60%
Sub-Total	30		
1 BR	4	75%	60%
Sub-Total	4		
2 BR	15	80%	60%
3 BR	22	80%	60%
Sub-Total	17		
<u>STAFF UNITS</u>			
2 BR	1	N/A	N/A
TOTAL	221		
OVERALL PROJECT AMI AVERAGE	51%		
AVERAGE FOR LOTTERY UNITS ONLY	64.90%		

221-unit formerly homeless adult and family development will include:

- 100 studios
- 23 one-bedrooms
- 83 two-bedrooms (including a manager’s unit)
- 15 three-bedrooms

The overall average AMI restriction for the unsubsidized units is 51% MOHCD AMI, which is lower than the stated goal in the RFQ of an average of no more than 60% MOHCD AMI.

7.6 MOHCD Restrictions. New Proposed AMI-Unit Mix (See Attachment M, for the complete AMI Analysis) as follow:

Unit Size	No. of Units	Maximum Income Level
Studio	45	30% of Median Income
Studio	0	35% of Median Income
Studio	55	50% of Median Income
Total Studios	100	
1BR	0	30% of Median Income
1BR	3	35% of Median Income
1BR	4	50% of Median Income
1BR	7	60% of Median Income
1BR	5	70% of Median Income
1BR	4	75% of Median Income
1BR	0	80 % of Median Income
Total 1BRs	23	
2BR	0	30% of Median Income
2BR	10	35% of Median Income
2BR	19	50% of Median Income
2BR	16	60% of Median Income
2BR	22	70% of Median Income
2BR	0	75% of Median Income
2BR	15	80% of Median Income
2BR	1	Manager's Unit
Total 2BRs	83	
3BR	0	30% of Median Income
3BR	7	35% of Median Income
3BR	0	50% of Median Income
3BR	3	60% of Median Income
3BR	3	70% of Median Income
3BR	0	75% of Median Income
3BR	2	80% of Median Income
Total 3BRs	15	

8 SUPPORT SERVICES

8.1 Services Plan.

Episcopal Community Services (ECS) will be the service provider for the 120 formerly homeless population and MHC will provide services to the 100 family households.

70 PSH adult households will be funded through the NPLH program, which will require specific mental health services and reporting for the population. The final draft Services Plan and Budget was submitted to MOHCD and HSH in May 2021. Prior to loan closing, the Sponsor must submit the finalized services plan and budget for HSH and MOHCD review and approval.

ECS and MHC are proposing the following on-site support services staff to support the households referred from Coordinated Entry, funded by HSH:

Staff Position	Employed	FTE	Residents Served	Staff to Resident Ratio	Funding Source
Family Building					
Case Manager III (Bilingual)	ECS	1 FTE	20 PSH (family units)	1:20	HSH
Supportive Services Manager	ECS	0.2 FTE	20 PSH (family units)	1:20	HSH
Total		1.2			
Single Adult Building					
Case Manager III	ECS	3 FTE	100 PSH (studio)	1:25	HSH
Case Manager III (Bilingual)	ECS	1 FTE	100 PSH (studio)	1:25	HSH
Supportive Services Manager	ECS	0.8 FTE	100 PSH (studio)	1:20	HSH
Total		4.8			

The next section is the detailed breakdown of the service staffing that will be paid through the HSH service contract and operating budget.

Supportive Services Staffing – ECS

Service staffing for the 120 PSH units will be provided by ECS and paid through a separate HSH contract. Onsite staff includes 4.0 FTE Case Managers at a 1:25 ratio for the 100 PSH adult households and 1.0 FTE Case Manager at a 1:20 ratio for the 20 PSH family households; with a 1.0 FTE Support Services Manager to supervise the 5 Case Managers. The case management ratio is in line with MOHCD’s expectations that was outlined in the original 600 7th St RFQ. Total service staffing is 5.3 FTE for PSH adults and 1.70 FTE for the PSH family units—comparable to LOSP projects of this size.

Onsite Staff	100 PSH Adults 1: 25 staffing ratio	20 PSH Families 1:20 staffing ratio
Position	% FTE	% FTE
Case Manager III	3	
Bilingual Case Manager III	1	1
Support Services Manager	0.8	0.2
Roaming/Offsite		

Position	% FTE	% FTE
Director - Housing Services	0.07	0.07
Associate Director - Housing Services	0.14	0.14
Admin Asst/Quality Assurance Specialist	0.07	0.07
Database Specialist/Compliance Monitor	0.14	0.14
Director of Impact & Analytics	0.02	0.02
Director of Healthy Aging	0.02	0.02
Clinical Services Manager	0.03	0.03
Director of Housing Dev/Asset Management	0.02	0.02
Total Services Staff	5.30	1.70

MHC will provide services to Lottery Families.

There will be 1.0 FTE Resident Services Coordinator at a 1:100 service coordinator ratio to provide services to the 100 family households (income ranges between 50%–80% MOHCD AMI). The staffing ratio meets MOHCD’s 1:100 service staffing ratio for non-LOSP units.

8.2 Services Budgets.

Supportive Services Budget – ECS

Separate from the operating budget, supportive services will be funded through an HSH contract. ECS’s service expenses are estimated start at \$715,281 (\$7,153 unit/year) for adults and \$293,021 (\$14,461 unit) for families—totaling an annual total of \$1,008,302 per year. Per NPLH funding requirements, the City must provide at least 20 years of mental health services to the NPLH target population. As a result, the per unit services amount-- particularly for the PSH family households is significantly higher than comparable LOSP projects. Prior to the Project’s LOSP request, ECS will need to revise the services budget to be within HSH’s estimated per unit services commitment.

The budget is estimated in the table below:

Expenditure	100 PSH Adults	20 PSH Families	Total	Adults Per Unit	Families Per Unit
Staffing	5.30 FTE	1.70 FTE			
Salaries & Benefits	\$546,423	\$195,205	\$741,628	\$5,464	\$9,760
Operating Expenses	\$92,220	\$66,420	\$158,640	\$922	\$3,321
Indirect Costs (12%)	\$76,638	\$31,396	\$108,034	\$766	\$1,570
Total	\$715,281	\$293,021	\$1,008,302	\$7,153	\$14,651

Family Services Budget – MHC

Annual MHC services expenses are estimated to total \$108,790 for salary and

\$10,000 for supplies per year for 1.0 FTE Resident Services Coordinator. Family services will be funded through the operating budget. The budget is estimated in the table below:

UNITS	100 FAMILY 1:100 staffing ratio
Staffing	1.0 FTE
Resident Service Coordinator II	\$65,000
Benefits @ 28%	\$18,200
Total Salary	\$83,200
Programming Supplies	\$10,000
Training	\$1,000
Travel	\$400
Supervision	\$14,190
Total	\$108,790
Cost Per Unit/Year	\$544

8.3 HSH Assessment of Service Plan and Budget. HSH will finalize and approve the service plan and budget before closing.

9 STAFF RECOMMENDATIONS

As the Project nears commencement of construction, MOHCD staff recommends approval of the gap loan to Mercy Housing Calwest for the construction of 221 family affordable housing units located at 600 7th Street. Pending approval from the Loan Committee, MHC will close construction financing no later than July 13, 2022.

9.2 Proposed Loan/Grant Terms.

Financial Description of Proposed Loan	
Loan Amount:	\$65,777,411 City Sources
Loan Term:	55 years
Loan Maturity Date:	2080
Loan Repayment Type:	Residual Receipts
Loan Interest Rate:	0-3%
Date Loan Committee approves prior expenses can be paid:	November 15, 2019
Financial Description of Proposed Loan	
Loan Amount:	\$17,500,000 NPLH – separate Note
Loan Term:	55 years
Loan Maturity Date:	2080
Loan Repayment Type:	Deferred
Loan Interest Rate:	0%
Date Loan Committee approves prior expenses can be paid:	November 15, 2019

Financial Description of Proposed Bridge Loan	
Loan Amount:	1,000,000 – AHP Bridge Loan separate Note
Loan Term:	2 years
Loan Maturity Date:	2024
Loan Repayment Type:	Due in full on maturity date
Loan Interest Rate:	0%
Date Loan Committee approves prior expenses can be paid:	November 15, 2019

9.3 Recommended Loan Conditions

Prior to Loan Closing:

- Sponsor must submit an updated commercial space plan, commercial financial assumptions, and commercial development timeline for MOHCD review and approval. This must include an updated commercial pro forma.
- Sponsor must submit an updated services plan and budget for HSH and MOHCD Review and approval.
- Sponsor must submit a tenant improvement plan (i.e. estimated budget and proposed sources) for MOHCD review and approval.

At 50% Construction Completion:

- Sponsor must provide market data supporting the proposed rents and lease up of the various commercial uses and must evidence what will make the commercial uses community serving. For potential commercial uses and tenants, the Sponsor should refer to the Planning Department's Greater SoMa Community Facility Needs Assessment and the City's Cultural, History, Housing and Economic Sustainability Strategy Report ("CHESS Report") for the nearby cultural districts.

At 100% Construction Completion:

- Sponsor must provide executed Letters of Intent (LOIs) with neighborhood serving commercial tenants, a commercial development budget, and a tenant improvement proforma for MOHCD review and approval.

10 LOAN COMMITTEE MODIFICATIONS

LOAN COMMITTEE RECOMMENDATION

Approval indicates approval with modifications, when so determined by the Committee.

APPROVE. DISAPPROVE. TAKE NO ACTION.

Eric D. Shaw, Director
Mayor's Office of Housing

Date: _____

APPROVE. DISAPPROVE. TAKE NO ACTION.

Salvador Menjivar, Director of Housing
Department of Homelessness and Supportive Housing

Date: _____

APPROVE. DISAPPROVE. TAKE NO ACTION.

James Morales, Interim Executive Director
Office of Community Investment and Infrastructure

Date: _____

APPROVE. DISAPPROVE. TAKE NO ACTION.

Anna Van Degna, Director
Controller's Office of Public Finance

Date: _____

- Attachments:
- A. Project Milestones/Schedule
 - B. Borrower Org Chart
 - C. Developer Resumes
 - D. Asset Management Analysis of Sponsor
 - E. Threshold Eligibility Requirements and Ranking Criteria
 - F. Site Map with amenities
 - G. Elevations and Floor Plans, if available
 - H. Comparison of City Investment in Other Housing Developments
 - I. N/A
 - J. Development Budget
 - K. 1st Year Operating Budget
 - L. 20-year Operating Pro Forma
 - M. Area Median Income (AMI) Analysis
 - N. Racial, Equity, Diversity, and Inclusion (REDI) Framework
 - O. Public Art RFP

Chavez, Rosanna (MYR)

From: Ely, Lydia (MYR)
Sent: Thursday, April 7, 2022 10:11 AM
To: Chavez, Rosanna (MYR)
Subject: Re: 600 7th St Final Gap Loan Eval v2 Loan Committee 4-1-2022

Hi Rosie,
I approve the updated request for financing for 600 7th Street.
Thanks,
Lydia

From: Chavez, Rosanna (MYR) <rosanna.chavez@sfgov.org>
Sent: Friday, April 1, 2022 3:18 PM
To: Ely, Lydia (MYR) <lydia.ely@sfgov.org>; Salvador H. Farias <shfarias@bridgehousing.com>; Colomello, Elizabeth (CII) <elizabeth.colomello@sfgov.org>; Pereira Tully, Marisa (CON) <marisa.pereira.tully@sfgov.org>
Cc: Shaw, Eric (MYR) <eric.shaw@sfgov.org>
Subject: 600 7th St Final Gap Loan Eval v2 Loan Committee 4-1-2022

Hello Loan Committee members,

Please find updated 600 7th St Final Gap Loan Eval, as described in today's loan committee. If you could please review and provide your votes at your earliest.

Thank you and have a great weekend,

Rosie Chavez

Assistant Housing Loan Administrator
Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor, San Francisco, CA 94103

Chavez, Rosanna (MYR)

From: Menjivar, Salvador (HOM)
Sent: Wednesday, April 13, 2022 3:34 PM
To: Shaw, Eric (MYR)
Cc: Chavez, Rosanna (MYR)
Subject: 600 7th Street

I approve Mercy Housing Calwest (MHC), requests for a final gap loan in the amount of \$84,277,411 for the construction of 221 new affordable housing units located at 600 7th Street.

salvador



Salvador Menjivar
Director of Housing
Pronouns: He/Him
San Francisco Department of Homelessness and Supportive Housing
salvador.menjivar1@sfgov.org | 415-308-2843

Learn: hsh.sfgov.org | **Follow:** [@SF_HSH](https://twitter.com/SF_HSH) | **Like:** [@SanFranciscoHSH](https://www.facebook.com/SanFranciscoHSH)

CONFIDENTIALITY NOTICE: This e-mail is intended for the recipient only. If you receive this e-mail in error, notify the sender and destroy the e-mail immediately. Disclosure of the Personal Health Information (PHI) contained herein may subject the discloser to civil or criminal penalties under state and federal privacy laws.

Chavez, Rosanna (MYR)

From: Colomello, Elizabeth (CII)
Sent: Friday, April 1, 2022 4:18 PM
To: Chavez, Rosanna (MYR); Ely, Lydia (MYR)
Cc: Shaw, Eric (MYR)
Subject: RE: 600 7th St Final Gap Loan Eval v2 Loan Committee 4-1-2022

Hi Rosie,

I approve the updated request for financing for the subject project on behalf of OCII. Also-in case you haven't noticed already, I think you included the wrong Salvador on this email.

Thanks-

Elizabeth



Elizabeth Colomello
Housing Program Manager

📍 One South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
📞 415.701-5518, Cell 415.407-1908
🏠 www.sfocii.org

From: Chavez, Rosanna (MYR) <rosanna.chavez@sfgov.org>
Sent: Friday, April 1, 2022 3:19 PM
To: Ely, Lydia (MYR) <lydia.ely@sfgov.org>; Salvador H. Farias <shfarias@bridgehousing.com>; Colomello, Elizabeth (CII) <elizabeth.colomello@sfgov.org>; Pereira Tully, Marisa (CON) <marisa.pereira.tully@sfgov.org>
Cc: Shaw, Eric (MYR) <eric.shaw@sfgov.org>
Subject: 600 7th St Final Gap Loan Eval v2 Loan Committee 4-1-2022

Hello Loan Committee members,

Please find updated 600 7th St Final Gap Loan Eval, as described in today's loan committee. If you could please review and provide your votes at your earliest.

Thank you and have a great weekend,

Rosie Chavez

Assistant Housing Loan Administrator
Mayor's Office of Housing and Community Development
1 South Van Ness, 5th Floor, San Francisco, CA 94103

Chavez, Rosanna (MYR)

From: Pereira Tully, Marisa (CON)
Sent: Friday, April 1, 2022 3:20 PM
To: Chavez, Rosanna (MYR)
Cc: Shaw, Eric (MYR)
Subject: 600 7th St Gap Loan

Approve per revised memo

Marisa Pereira Tully (she/her)
Controller's Office of Public Finance
City and County of San Francisco

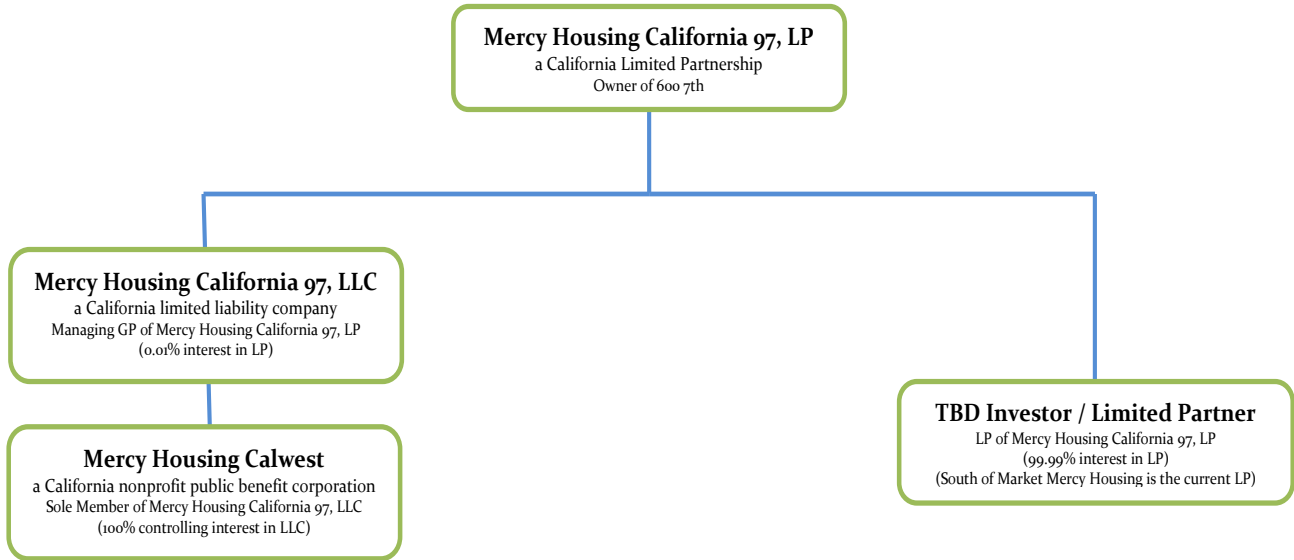
Please note that as of 4/4/22 I will be part-time with the Office of Public Finance and may take longer to respond to emails.

Attachment A: Project Milestones and Schedule

No.	Performance Milestone	Estimated or Actual Date	Contractual Deadline
A.	Prop I Noticing (if applicable)		
1.	Acquisition/Predev Financing Commitment	<u>February 2021</u>	
2.	Site Acquisition	<u>April 2022</u>	<u>June 2022</u>
3.	Development Team Selection		
a.	Architect	<u>December 2019</u>	
b.	General Contractor	<u>April 2020</u>	
c.	Owner's Representative	<u>February 2020</u>	
d.	Property Manager	<u>September 2019</u>	
e.	Service Provider	<u>September 2019</u>	
4.	Design		
a.	Submittal of Schematic Design & Cost Estimate	<u>September 2020</u>	<u>October 2020</u>
b.	Submittal of Design Development & Cost Estimate	<u>November 2020</u>	
c.	Submittal of 50% CD Set & Cost Estimate	<u>March 2021</u>	
d.	Submittal of Pre-Bid Set & Cost Estimate (75%-80% CDs)	<u>July 2021</u>	
5.	Commercial Space		
a.	Commercial Space Plan Submission		
b.	LOI/s Executed		
6.	Environ Review/Land-Use Entitlements		
a.	SB 35 Application Submission		
b.	CEQA Environ Review Submission	<u>N/A</u>	
c.	NEPA Environ Review Submission	<u>N/A</u>	
d.	CUP/PUD/Variances Submission	<u>October 2020</u>	
7.	PUC/PG&E		
a.	Temp Power Application Submission		
b.	Perm Power Application Submission		
8.	Permits		
a.	Building / Site Permit Application Submitted	<u>October 2020</u>	<u>August 2020</u>
b.	Addendum #1 Submitted	<u>September 2021</u>	

c.	Addendum #2 Submitted	<u>September 2021</u>	
9.	Request for Bids Issued	<u>August 2021</u>	
10.	Service Plan Submission		
a.	Preliminary	<u>August 2021</u>	
b.	Interim	<u>November 2021</u>	
c.	Update	<u>October 2022</u>	
11.	Additional City Financing		
a.	Predevelopment Financing Application #2	<u>N/A</u>	
b.	Gap Financing Application	<u>March 2022</u>	
12.	Other Financing		
a.	MHP Application	N/A	
b.	IIG Application	N/A	
c.	AHP Application	March 2021	
d.	CDLAC Application	September 2021	
e.	TCAC Application	September 2021	
f.	Construction Financing RFP	October 2021	
g.	Other Financing Application		
13.	Closing		
a.	Construction Closing	April 2022	
b.	Permanent Financing Closing	December 2024	
14.	Construction	July 2022 - July 2024	
a.	Notice to Proceed	April 2022	July 2022
b.	Temporary Certificate of Occupancy/Cert of Substantial Completion	February 2024	May 2024
15.	Marketing/Rent-up		
a.	Marketing Plan Submission	May 2023	August 2023
b.	Commence Marketing	August 2023	
c.	95% Occupancy	August 2024	October 2024
16.	Cost Certification/8609	February 2025	
	Close Out MOH/OCII Loan(s)	March 2025	

Attachment B: Borrower Org Chart



Attachment C: Development Staff Resumes

Mercy Housing California (MHC) will be the sole Developer, acting as Sponsor and Managing General Partner of the eventual ownership partnership. MHC has developed over 50 properties in San Francisco over the past 35 years. Many of these properties were the result of strong affordable housing expertise, commitment and perseverance to combine unique financing sources to create innovative housing models. Additionally, MHC has a long track record in developing, leasing, and managing commercial space, with a current portfolio of approximately 117,000 sq ft of community- serving retail or service spaces in San Francisco.

Completing projects on time and on budget: MHC has a well-established track record of moving projects quickly through development within established budget parameters. For example, at 280 Beale, MHC was tasked with delivering 70 units in a standalone Type I building for \$200k per unit in OCII subsidy. This was achieved by creating an efficient, affordable building program and exterior treatment. The project's schedule was tied to the schedule of the neighboring market-rate tower, requiring the affordable project to break ground within 18 months from the start of predevelopment in order to coordinate the concrete pours of both projects to maximize efficiencies. MHC achieved this by working with the same contractor as the tower and working effectively with the architect and OCII to design an efficient, contextual exterior treatment. Another example is 95 Laguna, where MHC delivered 79 units of senior housing on-time and on-budget through an efficient exterior treatment and by increasing the unit count by seven within the existing building envelope by developing a more efficient interior layout. The TDC is \$554k per unit including the 7,600 sq ft commercial shell but excluding land.

Obtaining competitive financing terms: MHC's success at obtaining competitive funding is evidenced by over 50 HCD loans or commitments and its strong track record in obtaining competitive 9% tax credits, AHP, and HUD 202/811. MHC accesses very competitive tax credit pricing terms due to our extensive experience and relationships with limited partners. The size and success of our portfolio assures investors that MHC has the expertise needed to ensure that their credits will not be jeopardized. MHC has a breadth of experience across California, with multiple tax credit deals a year, and is backed by the national strength of Mercy Housing, Inc. This allows us to negotiate for better terms, and MHC has received better than average pricing in numerous projects, most recently receiving \$1.03 on three active deals in San Francisco.

Developing Type VI, III/I, I construction: MHC has strong experience developing a wide range of construction types, including the following: *Type VI*: 1100 Ocean, Columbia Park, 1028 Howard, 1101 Howard, School House Station (Daly City), Vista Grande (Daly City). *Type III/I*: 1180 Fourth, 95 Laguna,

455 Fell (under construction), Mission Bay 6W (under construction). *Type VII*: Bill Sorro Community, Vera Haile Senior Housing, Edith Witt Senior Community, 280 Beale, 10th and Mission Family, Mission Creek, 111 Jones, Presentation Senior.

Developing for low-income families and formerly homeless households:

MHC has decades of experience developing for low-income families and formerly homeless households. In San Francisco, MHC has developed 18 properties (1,493 units) for families and 11 properties (748 units) for formerly homeless households. Total in California, MHC has developed 74 properties (4,857 units) for families and 22 properties (1,414 units) for formerly homeless households. MHC has experience working with LOSP, Shelter + Care, VASH, and Project-Based Section 8 subsidies, among others, and wide range of funding sources including HCD (MHP, NPLH, AHSC, IIG), HUD, AHP, and state and federal low-income housing tax credits.

Working in SoMa neighborhood: MHC has a strong history of providing family and supportive housing in SoMa. MHC has successfully developed 14 properties (1,214 units) in SoMa over the past 20 years. MHC's pipeline includes two large projects in SoMa serving formerly homeless households: 1064 Mission (258 units) and 833 Bryant (146 units). MHC has a special relationship working with ECS in SoMa, collaborating on the development of Canon Kip Senior and Canon Barcus Community House and currently working together on 1064 Mission.

Community outreach: MHC works closely and collaboratively with the community for input and support. For example, MHC led outreach for the Richardson Apartments, Essex Hotel, Bayview Hill Gardens, Arlington Hotel, and Rose Hotel, all of which are 100% permanent supportive housing. Of these, only Richardson Apartments experienced opposition and MHC worked closely with partner CHP to convene extensive community meetings to describe the services and property management approach. With this information, neighbors came to accept the proposed program. MHC formed a neighborhood advisory committee to work with those who remained concerned about the site's use and operations. MHC worked with this group to identify a strategy for two retail spaces, resulting in an affordable eatery and a frame shop.

Staffing: MHC maintains development offices in San Francisco (headquarters), Sacramento, and Los Angeles. The San Francisco office presently has over 2,622 units in development, from feasibility to project closeout, with a staff of 14 people solely devoted to new development. This project would be led William Ho, Senior Project Developer, with supervision by Barbara Gualco, Director of Development, and input from Sharon Christen, Associate Director of Supportive Housing Development.

Kion D. Sawney

1840 Turk Street #7 San Francisco, CA 94115
ksawney@gmail.com | 516-404-6943 | www.kionsawney.com

The work I do has been led by a simple question, "*What can we build together?*" I believe that innovative ideas are the byproduct of existing knowledge rearranged into new, useful combinations. My role in this process is to identify those nodes of information, nourish that exchange, and most importantly, bring those ideas to reality. Over my 9+ years in leading teams, projects, boards, and initiatives; I've been fortunate to build the future with a diverse set of thinkers with proven results and lasting impact

Professional Experience:

Project Developer

August 2020 – Present

Mercy Housing California, San Francisco, CA

- Directly overseeing the development of over 280 units of affordable housing in San Francisco servicing formerly homeless adults, families and low-income families.
 - 600 7th Street - \$146 Million Dollars, 221 Units; Construction start: 6/1/22; Construction Completion: 4/15/24
 - 2530 18th Street - \$75 Million Dollars; 67 Units; Construction start: 3/1/23; Construction Completion: 1/1/25

Senior Launch Manager

May 2019 – May 2020

Side Brokerage, San Francisco, CA

- Administered the onboarding of over 20 business accounts across multiple business units (Sales, Customer Success, Training, Brokerage, and Engineering) - representing \$1.5M in expanded annual revenue.
- Development of individuals system architectures for real agent teams and implemented of project plans based on business
- Concurrently oversaw approx. 10 accounts and led various company wide initiatives - the market expansion into the State of Florida, improvements for the state of Texas, and adoption of new marketing stack elements with clients.
- Introduced a team-level project management tool for account tracking that developed into a department-wide task tracking application (Taskfeed). The tool reduced variances of service quality, provided clarity to the exec. team and clients on account progress and identified process roadblocks driving greater efficiency.
- Managed team performance and reviewed the completeness of all team account's prior to transition to Customer Success team.

Housing Developer

August 2016 – April 2019

Beacon Development Group, Pleasanton, CA

- Directly managed an affordable housing development portfolio worth over \$150 million in Northern California and concurrently supporting projects in Southern California and Washington State - the portfolio included urban infill construction, re-syndications, acquisition rehabs, new markets TC and 4% non-competitive.
- Oversaw all aspects of project development, working closely with clients and project teams on site acquisition, predevelopment, entitlements, design, financing, construction, and project close out. Negotiated development, loan, and partnership agreements with public and private equity partners.
- Implemented an energy efficient initiative for new and existing multifamily properties which utilizes PGE funding via rebates, tax credits and on-bill financing.
- Supported the repositioning of HumanGood AH's social service program to become more

competitive for public funds through a strategic partnership with Kaiser Permanente and a newly developed tenant advocacy initiative.

Development Associate

January 2015 – June 2016

Urban Housing Solutions, Nashville, TN

- Oversaw acquisition and rehab development activities with focus on affordable preservation – producing a projected increase of owned and managed units of 33% by end of 2016 and preservation of 200 at-risk units.
- Facilitated the switch of all units to Google Fiber Internet service, a partnership that produced the largest free digital access program in Nashville for residents.
- Introduced community inclusive placemaking initiatives into organization real estate projects – resulting in Nashville's largest community mural, a Rose Architecture fellow for 2 years and an Artplace proposal to combat youth violence through mentorship.
- Secured \$657,000 in grants for real estate, social service, and community developments initiatives with 81% success rate. 44% of grants from newly identified funding sources.

Research Fellow

May 2014 – June 2016

The Nashville Civic Design Center, Nashville, TN

- Authored, "Creating Inclusive Communities," a publication describing 7 topic areas for Nashville to pursue that improve housing accessibility for low to moderate-income individuals. The report assembled statistical demographic changes, engaged with over 50 community stakeholders, and showcased national best practices.
- Advised and consulted with the Mayor's Office, government agencies and officials, community organizations and trade groups on tools to increase the city's affordable housing stock and improve non-profit capacity.
- In partnership with the Chamber of Commerce and the Urban Land Institute, proposing an innovation district in the city's midtown and began preliminary work for its creation.

Education:

Vanderbilt University; Nashville, TN

May 2014

Bachelor of Arts in Urban Planning

Posse Foundation Full Tuition Scholarship

The University of Edinburgh; Edinburgh, United Kingdom

June 2012

Independent Researcher – Percy Johnson Marshall Project

Affiliations:

Appointments: San Francisco Residential Rent Stabilization and Arbitration Board, Tenant-Alt (2021 – Present)

Organizations: Urban Land Institute SF, SPUR, USGBC N. California, YIMBY California, NPH N. California, San Francisco Bicycle Coalition, San Francisco Parks Alliance

Volunteer: Board President for Street Works (2016-2020), Planting Leader for Friends of the Urban Forest (2017-Present), Project Lead for YIMBY Action (2020 – Present)

Skills:

Certificate LEED Green Building Associate

Capable in: Microsoft Office, Microsoft Projects, Asana, Salesforce, Trello, Jira, Taskfeed, Autodesk Revit, Adobe InDesign

Attachment D: Asset Management Evaluation of Project Sponsor

Mercy Housing California's California Asset Management staff will provide asset management staff for the asset management duties. Mercy's Denver compliance and accounting staff would continue to perform compliance and accounting duties for the 600 7th Street project during operations.

Total Number of Projects and Average Number of Units Per Project Currently in Developer's Asset Management Portfolio

MHI's Asset management department currently oversees 126 buildings with 8,398 units in the state of California.

Developer's Current Asset Management Staffing Including Job Titles, Full Time Employees, an Organizational Chart and the Status of Each Position (filled/vacant)

MHI's Asset management department currently has a staff of 10 people. Four (4 FTEs) Asset Managers oversee the entire California portfolio. Four (4 FTEs) Asset Management Analysts provide support to the Asset managers. There is a Director of Portfolio Analysis (1 FTE) that oversees all of the analysts. The department head is the Senior Vice President of Portfolio Management (1 FTE) that oversees the entire department. All positions are currently filled and they are all full time. The breakdown of MHI's asset management staff positions is as follows:

- (1) Senior Vice President of Portfolio management
- (1) Director of Portfolio Analysis
- (4) Asset Managers
- (4) Asset Management Analysts

Description of Scope and Range of Duties of Developer's Asset Mgmt Team

MHI's Asset Management staff has oversight over all operations of the properties in the portfolio. All of the Asset Management staff mentioned above fall under the umbrella of the property management department. Asset Management reviews financials, approves budgets, approves substantial capital initiatives, is a part of the team that determines long term capital projects. The asset management staff oversee build out for all existing commercial spaces and do all of the reporting and communication to all of financial partners. Asset management approves all annual budgets for the properties and approve all operating reserve draws or internal line of credit requests when a property is short of cash and needs a temporary funding to meet property operations costs. Asset management submits grants and loan applications for the properties to secure or continue operating funding.

Description of Developer's Coordination Between Asset Management and Other Functional Teams, Including Property Management, Accounting, Compliance, Facilities Management, etc.

There is constant coordination between Property Management, related departments and Asset Management. Asset management oversees all aspects of operations so there is constant coordination with property management on a daily basis in regards to those issues. Asset and Property Management work together on the annual audits and budgets. In addition, there is constant coordination around cash management and the financial oversight of the property. There is also contact around preparation of the financials. Asset Management and Compliance primarily coordinate around compliance issues that directly affect ownership and the partnership. Asset management and facilities coordinate around preparation the budget and capital projects. The Asset Management staff also coordinates around emergencies.

Developer's Budget for Asset Mgmt Team Shown as Cost Center for SF Project

Asset Management staffing budget is \$1,585,000.

Number of Projects Expected to be in Developer's Asset Management Portfolio in 5 Years and, If Applicable, Plans to Augment Staffing to Manage Growing Portfolio

MHI anticipates that the portfolio will grow from 126 buildings to approximately 136 buildings in the next 5 years.

MOHCD Asset Management Staff's Final Assessment of Developers Asset Management Capacity

The Developer's description of their asset management functions, duties and coordination with related teams within the organization demonstrates an adequate asset management operation for their existing portfolio. With 4 FTE asset managers and a portfolio of 126 projects in California, the projects/AM staff ratio is 32, which is considered high based on the industry standard of 20-25 taught by NeighborWorks America; however, the Developer's asset management staff also includes 4 FTE asset management analysts who support the asset managers. Assuming that the full range of asset management responsibilities are covered by the asset managers and the asset management analysts, a total of 8 FTEs provides asset management services at a ratio of 16 projects per staff person, not including staff supervision and oversight. With an increase of 10 projects in the Developer's portfolio anticipated over the next 5 years, the ratio will increase to 17 and remain within the industry standard.

Attachment E: Threshold Eligibility Requirements and Ranking Criteria

(SEE ATTACHED)

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



London N. Breed
Mayor

Daniel Adams
Acting Director

MEMO

Date: August 23, 2019

To: Daniel Adams

From: The 600 7th St Selection Panel through Joyce Slen

RE: 600 7th St Street RFQ Developer Selection Recommendation

Background

On May 17, 2019, MOHCD issued a Request for Qualifications seeking a qualified developer to work with the City to develop permanently affordable family rental housing, including units serving formerly homeless households, and ground-floor commercial use servicing the surrounding neighborhood located at 600 7th Street, formerly known as 801 Brannan Street (the "Site"). The selected developer will be a single corporate entity or partnership that will prepare the development proposal and carry out that proposal through community outreach, planning, design, financing, construction, ownership, and operation of the Site.

The RFQ outlined the general type of development sought by the City, the process to transfer a leasehold interest in the Site to the developer, the scoring criteria used to select a developer, and the submission requirements for those responding to this request. A Pre-Submission Conference was held on May 29, 2019 at MOHCD to review the RFQ and answer questions from interested parties. The selection panel was comprised of six people who evaluated the submittals and interviewed the teams. This included two representatives from MOHCD Housing Development (covering development and affordable housing finance), one representative from OCII (development), two representatives from the Department of Homelessness and Supportive Housing (HSH) (permanent supportive housing and services for the formerly homeless adults and families) and one representative from San Francisco's South of Market ("SoMa") neighborhood (SoMa neighborhood focus and community outreach).

Three highly qualified teams submitted their qualifications by the deadline of June 26, 2019 and all teams met the minimum scoring threshold. On August 1, 2019, the selection panel held one-hour interviews for the teams who presented and explained the major characteristics of their qualifications, particularly as they relate to the scoring criteria, and responded to questions from the selection panel. According to the scoring criteria set forth below, the panel evaluated the respondent teams on their experience with comparable projects, capacity, and the ability to deliver and maintain an excellent permanently affordable family rental and supportive housing project for formerly homeless residents,

with a ground floor use servicing the SoMa neighborhood. The selection panel held a two and a half hour session after the interview to evaluate the submittals and interviews, and reached a consensus scoring of the submittals on August 1, 2019.

The City’s expectations of the Selected Developer are the following:

- Provide an affordable housing structure containing a minimum of 150 units with ground-floor commercial use servicing the surrounding neighborhood;
- Maximize the number of units and density within a mid-rise construction type;
- Serve low-income families (in 1-3 bedroom units) unsubsidized with an income range between 30%-80% MOHCD Unadjusted San Francisco Area Median Income;
- Serve formerly homeless adults in a minimum of 75 studio units, subsidized by the City’s Local Operating Subsidy Program (“LOSP”) and a City services contract at a case management ratio of approximately 1:25;
- Serve formerly homeless families with dependent children (in 1-3 bedroom units), subsidized by the City’s Local Operating Subsidy Program (“LOSP”) and a City services contract for case management;
- Establish a building design that creates distinct wings, inclusive of common areas, for the studio (adult) units and the 1-3 bedroom (family) units;
- Income average the available and total tax-credit units to no more than 60% MOHCD Unadjusted San Francisco Area Median Income;
- Provide ground floor commercial spaces serving as neighborhood serving uses, through programs determined through a comprehensive community outreach process;
- Conduct community outreach to engender support for the Project;
- Secure construction and permanent financing that minimizes City General Fund resources to the greatest extent possible. For example, a State of California, Housing & Community Development (HCD) loan and/or the City’s No Place Like Home (NPLH) loan for homeless households;
- Commence construction on the Project as soon as possible, using streamlined ministerial approval processes. For example, SB35, which may be used in conjunction with the Affordable Housing Density Program or the State Density Bonus Program.

RFQ Respondents

Development Team	Chinatown Community Development Center (Chinatown CDC) & Catholic Charities of the Archdiocese of SF (Catholic Charities)	Mercy Housing California (MHC) & Episcopal Community Services (ECS)	Tenderloin Neighborhood Development Corporation (TNDC)
Developer	Chinatown CDC	MHC	TNDC
Owner (GP)	Chinatown CDC	MHC	TNDC
Property Manager	Chinatown CDC	MHC	TNDC
Service Provider	Catholic Charities	MHC	TNDC
Homeless Service Provider	Catholic Charities	ECS	TNDC

RFQ Scoring Criteria

The selection panel recommends the selection of the highest scoring team, **MHC& ECS**, for the reasons outlined below.

Category	Possible Points	Chinatown CDC & Catholic Charities	MERCY & ECS	TNDC
EXPERIENCE (subtotal):	50	43.75	49	49
Developer (15 pts) ➤ Experience with the following: <ul style="list-style-type: none"> ○ Completing projects on time and on budget ○ Obtaining competitive financing terms ○ Developing Type V/I or III/I construction ○ Developing for low-income families and formerly homeless households ○ Working in SoMa neighborhood ➤ Building community support through outreach ➤ Current staff capacity and experience to take on this project type	15	13.5	15	15
Owner (5 pts) ➤ Track record successfully owning housing financed with Low-Income Housing Tax Credits ➤ Experience owning affordable housing for low-income families and formerly homeless households ➤ Current asset management structure, staffing and portfolio ➤ Capacity for assuming asset management of an expanded portfolio once the development is complete	5	5	5	5
Property Manager (15 pts) ➤ Experience property managing for low-income families and formerly homeless households ➤ Experience achieving high rates of housing retention ➤ Implementing low barrier tenant selection policies ➤ Contributing to long-term sustainability of the development ➤ Achieving cost efficiencies in operations	15	13.25	14	14
Service Provider/s (15 pts) ➤ Experience delivering services to low-income families and formerly homeless households ➤ Experience linking residents to the City’s safety net of services ➤ Working with property management to achieve high rates of housing retention ➤ Supporting positive outcomes for residents around health and economic mobility ➤ If applicable, provides explanation for service contracts terminated prematurely within the last 5 years	15	12	15	15
VISION (subtotal):	50	44.75	46	45
Program Concept (15 pts) ➤ Describes vision for a development program at this site, while best achieving the project goals, and includes:	15	13	13	15

<ul style="list-style-type: none"> ○ A residential program and other envisioned uses; ○ Indicates how the proposed uses and amenities will enhance the lives of the proposed target population and the surrounding SoMa neighborhood. <p>➤ Indicates particular groups served by the programs and spaces (tots, children, teens, young adults, adults, elderly, disabled etc.).</p>				
<p>Community Engagement Strategy (10 pts)</p> <p>➤ Describes community engagement strategy and includes:</p> <ul style="list-style-type: none"> ○ The team’s philosophy on community engagement; ○ Process for establishing and/or building positive relationships with surrounding neighbors and the larger community; ○ Efforts designed to engage all interested community members, including monolingual non-English speaking members of the community; ○ How the Development Team intends to comply with the City’s Language Access Ordinance. <p>➤ Describes the Team’s approach to achieving entitlements for the project expeditiously and the Team’s approach to maintaining and building community relationships after entitlements have been achieved and the development is in operations.</p>	10	9.5	9	9
<p>Services Delivery Strategy (15 pts)</p> <p>➤ Describes the Development Team’s services delivery strategy and includes:</p> <ul style="list-style-type: none"> ○ The overall service philosophy; ○ Model for providing any anticipated services to formerly homeless residents (including case management ratio and provision of amenities such as front desk clerks, if applicable); ○ The services goals of the proposed vision. <p>➤ A brief description of the desired outcome of the services to be provided and innovative approaches to services provision, including the strategy of engaging residents and encouraging access to services.</p> <p>➤ Describes how services for residents will be coordinated with the existing network of services in the neighborhood and community.</p>	15	13.5	14	12
<p>Finance and Cost Containment Approach (10 pts)</p> <p>➤ Describes the Development Team’s financing approach to the project.</p> <p>➤ Includes the Team’s process for structuring the project and controlling development costs.</p> <p>➤ Includes innovative strategies intended to minimize MOHCD’s projected capital gap financing.</p> <p>➤ Describes any innovative (i.e. non-standard, routine or commonly used) direct or indirect cost-cutting strategies relevant to overall development, construction or operating expenses.</p>	10	8.75	10	9
<p>➤ TOTAL POSSIBLE POINTS</p>	100	88.5	95	94
	Possible Points	Chinatown CDC & Catholic Charities	MHC & ECS	TNDC

Summary of Qualifications Submitted

Chinatown Community Development Center (Chinatown CDC) & Catholic Charities of the Archdiocese of SF (Catholic Charities)

Category	Points Earned
EXPERIENCE (subtotal):	
<p>Developer (15 pts) Chinatown CDC’s portfolio includes 1,681 apartments that are all-concrete construction or wood-frame over a concrete podium. In 2015, Chinatown CDC completed Broadway Sansome Apartments, a 75-unit apartment building for low-income families and formerly homeless families, with two commercial spaces. During this time, Chinatown CDC also began the renovation on 576 units of public housing for low-income families and adults. Although Chinatown CDC has only developed one project in SoMa—Veterans Commons, the organization is developing a property similar to the proposed design for 600 7th St at 1150 Third Street-- a 119-unit apartment building that will house low-income families and formerly homeless veterans in separate wings with shared amenities. Through Chinatown CDC’s current development partnerships with Swords to Plowshares and the Mission Economic Development Agency, the organization is only now gaining more experience developing for formerly homeless residents.</p> <p>Chinatown CDC has four projects completing construction this year and has capacity to take on 600 7th Street. Genise Choy will be the Project Manager for 600 7th St, with support from Sheng Shi, Assistant Project Manager, and Kim Piechota, Associate Director of Housing Development. Genise will have capacity to take on this project, as 50% of her workload, while managing the Hamlin Hotel and Ping Yuen, which is scheduled to convert to permanent financing this January.</p>	43.75 13.5
<p>Owner (5 pts) Chinatown CDC has 34 properties in San Francisco neighborhoods, providing affordable housing to over 4,500 low-income families, adults, and seniors. Chinatown CDC’s first tax credit project served formerly homeless residents and has three new construction properties with a set aside for formerly homeless individuals and families at Parkview Terrace, Mary Helen Rogers Senior Community, and Broadway Sansome Apartments.</p> <p>The panel noted that Chinatown CDC has successfully demonstrated housing ownership through their existing portfolio: with a staff consisting of a Director, a Senior Asset Manager, an Asset Manager, and an Administrative Assistant. The two Asset Managers oversee 17 properties, which is on the low side of industry norms and leaves some capacity for new projects. The panel feels confident that Chinatown CDC will have the staff capacity to take on ownership of 600 7th St.</p>	5
<p>Property Manager (15 pts) Chinatown CDC’s Property Management Division currently manages 30 properties containing 837 apartments for low-income families and 220 restricted to formerly homeless households, with a vacancy rate that is below 2% and collection rates that exceed 98%. Poor credit does not automatically disqualify an applicant, nor do previous evictions. Chinatown CDC achieves high rates of housing retention through close coordination between on-site property management, resident and supportive services staff, with weekly on-site meetings to discuss any issues affecting residents.</p> <p>The panel acknowledges that Chinatown CDC has taken feedback from the City and has begun to increase rents at their unsubsidized, extremely low-income properties, understanding the need for financial sustainability during operations. However, the panel felt that Chinatown CDC did not speak to how their</p>	13.25

<p>property management experience served formerly homeless households, have achieved cost efficiencies in operations, and would contribute to the long-term sustainability of the development.</p>	
<p>Service Provider/s (15 pts) Catholic Charities currently provides case management, service coordination, and/or clinical care at eight permanently supportive housing properties in San Francisco with over 700 residents. Two of the properties – 10th & Mission and Edith Witt—are successfully using the exact housing model that this RFQ envisions: low-income families and formerly homeless residents. The core part of Catholic Charities' case management approach involves linking residents to the over 100 benefits and service partners in their referral network. Known as a local expert in housing retention, Catholic Charities is a lead agency in the Family Eviction Prevention Collaborative of San Francisco. While pairing direct subsidies for back rent and security deposits, with budget counseling, service referrals, and/or case management, Catholic Charities have successfully seen 94% of the residents at 10th & Mission able to maximize benefits, stabilize their income, and maintain a budget.</p> <p>Catholic Charities' support services included clinical support and working with entire family households and tracking their progress. However, the panel did not get a clear sense on the organization's service provider experience, including the specific populations Catholic Charities serves currently.</p>	<p>12</p>
<p>VISION (subtotal): 44.75</p>	
<p>Program Concept (15 pts) Chinatown CDC and Catholic Charities' vision for 600 7th Street is a six-story Type III over Type I construction, with 160 apartments: 80 studios for formerly homeless adults, 16 one-bedrooms, 32 two-bedrooms and 32 three-bedrooms for families, 16 of which will be for formerly homeless families. The number of three bedroom units answer to a need for intergenerational family housing in SoMa, expressed by community organizations in the neighborhood. Switching to nine stories of Type I construction would yield about 230 apartments at the same unit mix. The building will have separate residential wings, with controlled-access that would address perceived safety concerns. There proposed design will have resident-serving amenities like a community room, multi-purpose room, and offices for service staff and guest clinicians, clustered around a central courtyard at the ground level, creating a town-square feeling at the heart of the development and providing "eyes" on the courtyard. Chinatown CDC will also provide 24-hour front desk clerks as part of property management staffing for the site. The proposed residential program at 600 7th St is a modest scaling-up (around 30%) of 1150 Third St, a 119-unit under construction in Mission Bay (See Developer Experience).</p> <p>Chinatown CDC's proposed ground floor uses is 10,000 square feet comprised of a therapist office operated by Catholic Charities, serving both residents and community members; an after-school program to welcome students in the neighborhood and resident children at 600 7th St; and a small retail space for a small business referred by Kultivate Labs, SOMA Pilipina's small business incubator.</p> <p>The panel felt that Chinatown CDC's program concept was informed by their current experience developing 1150 3rd Street and discussions with community organizations, and reflected the need to build more two- and three-bedroom units for intergenerational family housing in SoMa. The proposed ground floor uses was an innovative way to respond to the needs of the mixed population proposed at 600 7th St and the community need for more after-school programming, and potentially supporting a SoMa small business. Nonetheless, the panel felt that Chinatown CDC and Catholic Charities' program concept was narrow in supporting on the Filipino community in the neighborhood. With tech offices surrounding the site and a market rate apartment building next door, the inward focus towards the Filipino community, left out opportunity for 600 7th St to build community with the larger, socioeconomically diverse SoMa neighborhood.</p>	<p>13</p>

<p>Community Engagement Strategy (10 pts) Chinatown CDC’s core work is engaging low-income and monolingual Chinatown residents in planning processes for projects that affect their neighborhood. To carry this philosophy out in SoMa, Chinatown CDC will leverage their existing relationships with key services providers like BiSHoP and SOMA Pilipinas, who have already offered to lead parts of the community outreach process. Chinatown CDC plans to minimize the risks of public approvals by adhering to the site’s existing zoning. Should Chinatown CDC choose to pursue a density bonus program, the organization would draw upon their project experience on 1296 Shotwell, and Broadway Family Apartments, and Broadway Sansome Apartments obtaining community support.</p> <p>The panel clearly recognized that Chinatown CDC has already engaged with SoMa service providers for community outreach. However, presented an engagement strategy that more or less “looked inward” towards existing community organization, not necessarily branching out to the broader SoMa neighborhood to cultivate new community partnerships. In addition, Chinatown CDC did not mention utilizing SB-35 for entitlements in their written narrative, but clarified at the interview the organization would utilize the entitlement program for the project.</p>	9.5
<p>Services Delivery Strategy (15 pts) Based on their expertise serving both families and homeless households, Catholic Charities will be the service provider for 600 7th St. Their vision is for both families and formerly homeless households to participate in community events and create neighborly relationships that support the homeless households’ re-entry into housing. Catholic Charities’ Intern Program will provide 10-20 hours a week of on-site individual and group therapy and/or substance abuse counseling with graduate-level clinical students seeking licensure. If Catholic Charities Clinical Division can secure Medi-Cal approval for a ground-floor therapist’s office, the Program Coordinator will provide joint programming with Catholic Charities’ clinical therapists as well. On-site services for children and youth will be coordinated with West Bay at the prospective ground-floor after-school program.</p> <p>The proposed services staffing for 600 7th St is a 1.0 FTE Resident Service Coordinator (RSC), 4.0 FTE Case Managers (CM), preferably with a Masters of Social Work, 1.0 FTE Program Coordinator (PC), Licensed Clinical Social Worker or Licensed Marriage & Family Therapist, and 0.5 FTE Program Director. Case Managers will serve the 16 formerly homeless families and 80 formerly homeless adults at a 1:24 ratio. To encourage residents to engage in services, the RSC and CMs will perform door-to-door outreach and develop personal service plans to promote self-sufficiency and housing stability.</p> <p>Being the primary agency managing the SoMa and Bayview Access Point, Catholic Charities has demonstrated experience working with residents coming through the Coordinated Entry System. The panel was impressed with the team’s innovative concept of establishing a therapist office on the ground floor for the formerly homeless residents to access, while potentially offsetting cost in the services budget. However, the panel expressed concern that Catholic Charities would be taking on a significant undertaking at 600 7th Street, with such a robust service staffing and potential therapist office on site, and the partnership with Chinatown CDC as the proposed property management is new.</p>	13.5
<p>Finance and Cost Containment Approach (10 pts) Chinatown CDC proposed to target \$20 million of No Place Like Home (NPLH) funds, a minimum of \$3.4 million from the Infill Infrastructure Grant (IIG), \$1.5 million from the Affordable Housing Program (AHP) of the Federal Home Loan Bank, and a large permanent loan, in addition to tax credit and bond financing sources. Chinatown CDC will income average by targeting a portion of the family units at 80% AMI, in effort to house under housed Filipino families currently living in SoMa, with incomes too high to qualify for most affordable housing, but too low to rent an appropriate-sized unit on the private market. Chinatown CDC and SOMA Pilipinas would also work with the selected commercial tenants to access funds from the</p>	8.75

SoMa Community Stabilization Fund to build out their space. Innovative strategies include income averaging with units up to 80% AMI, using cross-laminated timber to provide a cheaper and faster alternative to concrete construction, and potentially seeking outside funding for the level of service provision necessary to house families and homeless adults with mental health disorders together successfully.

The panel appreciated Chinatown CDC’s assessment on targeting the income levels to house current families in the SoMa neighborhood. Chinatown CDC’s capital stacking unfortunately did not consider utilizing the state’s Multifamily Housing Program (MHP), which MOHCD expects to be substantial capital source that will minimize the City’s anticipated gap loan for the project. Chinatown CDC felt that based off the RFQ’s project description, the expected project will not be competitive for MHP without a significant change in income targeting.

Chinatown CDC & Catholic Charities TOTAL POINTS 88.5

Mercy Housing California (MHC) & Episcopal Community Services (ECS)

Category	Points Earned
EXPERIENCE (subtotal):	49
<p>Developer (15 pts) MHC has developed over 50 properties in San Francisco over the past 35 years, with 18 of those properties (1,495 units) for families and 11 properties (748 units) for formerly homeless households, including a current portfolio of approximately 117,000 square feet of community-serving retail or service spaces in San Francisco. MHC has experience completing projects on time and on budget, obtaining competitive financing terms, developing Type V or III over Type I construction, and working in the SoMa neighborhood on their current formerly homeless household projects: 1064 Mission (258 units) and 833 Bryant (146 units).</p> <p>William Ho, Senior Project Developer, will staff the project at 40% FTE, with supervision by Barbara Gualco, Director of Development, and input from Sharon Christen, Associate Director of Supportive Housing Development.</p>	15
<p>Owner (5 pts) MHC currently owns 50 properties in San Francisco, 20 in the greater Bay Area, and 144 statewide. In San Francisco, with an increase of 18 projects to the portfolio anticipated over the next 5 years, and with 7 asset management staff not including staff supervision, the ratio of projects per staff person will be 23 and remain within the industry standard, which is 1:25.</p>	5
<p>Property Manager (15 pts) MHC works very closely with Mercy Housing Management Group (MHMG), a national affiliate to MHC. MHMG manages 48 properties in San Francisco and 20 supportive housing properties (1,354 units) in California, with a 98% retention rate across its supportive housing portfolio. As part of MHC’s work to develop supportive housing best practices, MHC is improving processes in three critical areas: onboarding and continuing education for staff, onboarding residents, and lowering barriers to housing. MHMG created a system of evaluating and controlling property operations through systematic approach to their business called Operational Excellence, which measures success of key performance indicators including Standardized Practices, Educational Programs, Pay and Incentive Compensation, Management and Financial Oversight and Employee Recognition.</p>	14

<p>The panel highlighted that MHC did not explain how their extensive property management experience would contribute to the long-term sustainability of the development and expressed concern with MHC’s high tenant selection barrier seen on recent projects going through lease up, which may include international background checks.</p>	
<p>Service Provider/s (15 pts) Both MHC and ECS have an established track record of coordinating and delivering services to households in affordable, service-enriched housing in SoMa; with retention rates of 98% and 96% in FY17, respectively. ECS’s supportive housing portfolio consists of 13 supportive housing sites, home to more than 1,300 formerly homeless individuals. ECS currently provides supportive services at two MHC properties, serving 75 single adults at The Rose, and 50 formerly homeless families at 1180 4th Street, and will provide supportive services for 33 formerly homeless families at MHC’s 455 Fell project that is currently under construction.</p> <p>For service needs not offered on-site, ECS provides information and referrals to City agencies and other organizations to ensure the needs of all households are met. To evaluate and build on the successes of current programs and focus strategically on programs of maximum benefit, MHC will survey residents and track resident services outcomes through its Mercy Measurement Initiative.</p>	15
VISION (subtotal):	
<p>Program Concept (15 pts) The MHC and ECS team envision 600 7th St as a vibrant, mixed-use development that activates the street front and serves the diverse needs of the surrounding SoMa and Showplace Square areas. The proposed program and design includes approximately 200 units of housing, comprised of 100 studios and 100 family units (one- to three-bedroom units). All 100 studios and 20 of the family units will serve formerly homeless households. Entry to the site will be from Brannan or 7th Street into an entry court leading to two lobbies, one on each side, with a 24/7 desk clerk in the studio lobby, with direct sight line to the family lobby. The family wing will have a youth room, with designated units designed and marketed for in-unit childcare. Construction innovations include using the Pueblo steel structural system on an eight-story Type I construction building. As steel is 50% lighter than a comparable structure of cast-in-place concrete, MHC anticipates seeing significant savings in foundation costs and the number of piles needed given the soils conditions.</p> <p>MHC proposed approximately 6,000 square feet of ground floor community-serving uses, which includes a 2,000 square feet corner local grocery store, affordable artist studio and gallery space, and a retail space for a La Cocina program graduate.</p> <p>The panel appreciated MHC’s ground floor place-making uses, but felt that the program could have incorporated more feedback from leading SoMa service organizations, including those associated with Bessie Carmichael School.</p>	46 13
<p>Community Engagement Strategy (10 pts) Mercy’s philosophy for community outreach is to incorporate stakeholders early and regularly through an inclusive, iterative process. Amy Bayley, RSM, Vice President of Community Planning will be MHC’s lead in community outreach, working closely with Sister Amy and the proposed Project Manager for the project, William Ho. MHC has already formed relationships with SoMa stakeholders through their current supportive housing development projects at 1064-68 Mission, with ECS and 833 Bryant, with the Tipping Point Foundation. For the project’s entitlements, MHC would consider using AB-2162, given the applicability and shorter review timeline compared to SB-35.</p> <p>Although MHC proposes to engage the nearby community throughout key stages of the project, MHC does not discuss how the organization would continue to meet with the community through operations.</p>	9

<p>Services Delivery Strategy (15 pts) MHC and ECS will be the service providers at 600 7th St, with MHC administering the services program for all households and ECS providing supportive services and case management to the 120 formerly homeless households. Operating from a Housing First, Harm Reduction, tenant-centered philosophy, ECS will provide clinical case management and other supportive services to the formerly homeless households. ECS will collaborate with residents to create individualized service plans built around their preferences and goals, often resulting in increased resident motivation and engagement.</p> <p>ECS on-site staffing will be one Support Services Manager, three Case Manager IIIs, and two Bilingual Case Manager IIIs for the 120 formerly homeless households. Each Case Manager will have a caseload of approximately 25 hours in the studios and 20 households in the family units. MHC proposes to have 3.5 Resident Service Coordinators serving all 200 households. In addition to services staff, MHC property management staff will include a 24/7 desk clerk and a manager living on-site.</p> <p>Given MHC and ECS’s continuing partnership in supportive housing projects, the panel feels confident that both organizations will deliver the appropriate services to both the low-income families and formerly homeless households.</p>	14
<p>Finance and Cost Containment Approach (10 pts) MHC’s financing strategy is to leverage non-competitive Federal 4% LIHTC and tax-exempt bonds with HCD’s Multifamily Housing Program (MHP) and No Place Like Home (NPLH) Program as the basis for financing. In addition, MHC believes the project will be competitive for state tax credits, HCD’s Infill Incentive Grant (IIG) Program, and the Federal Home Loan Bank’s Affordable Housing Program (AHP) to help fill the feasibility gap of this 200-unit project. MHC has significant experience with all of these sources. MOHCD will fill the remainder of the gap with a soft loan of \$22 million.</p> <p>In addition to using the cost-efficient Pueblo steel structural system, MHC would use standardized dimensions for drywall, lumber, and windows to reduce material waste and costs. MHC will have an “Owner Project Requirement (OPR)” cost containment process, involving an intensive, multi-day charrette at the beginning of schematic design with all consultants to identify the most economical, efficient systems for the project.</p>	10
MHC & ECS TOTAL POINTS	
95	

Tenderloin Neighborhood Development Corporation (TNDC)

Category	Points Earned
EXPERIENCE (subtotal):	
<p>Developer (15 pts) TNDC has extensive development experience in all of the areas listed in the RFQ and has developed, owned, and managed 3,800 units, with another 143 units under construction and 1,300 in predevelopment (5,260 in total). Approximately 20 of TNDC’s completed and proposed developments serve families, and overall nearly 30% of TNDC’s portfolio is dedicated to serving residents that have experienced homelessness. TNDC has developed and owned for 17 years a property similar to 600 7th St: SoMa Family and Studios (168-unit property that includes 74 units for families and 88 studios, including units for residents who have experienced homelessness and who are living with HIV/AIDS).</p> <p>Colleen Ma will be the Project Manager for 600 7th St, under the direction of Senior Project Manager, Chris Cummings. Both staff will have capacity to take this project on after 1036 Mission and 626</p>	15

<p>Mission Bay projects convert to permanent financing this summer. Collen will have the capacity to take on 600 7th St at 45% of her workload and Chris at 25%.</p>	
<p>Owner (5 pts) TNDC owns one of the largest portfolios of low-income tax-credit housing in San Francisco, with their 548-unit Citizen’s Housing Portfolio Acquisition and 726-unit RAD Acquisition. TNDC maintains a portfolio of investments in the TNDC Supporting Fund (TSF), which has a balance of \$17.8 million, which is unrestricted cash to provide operating support and leverage financial strength. For ownership, the panel noted that TNDC has successfully demonstrated housing ownership through their existing portfolio.</p>	5
<p>Property Manager (15 pts) TNDC has extensive property management experience including many permanent supportive housing properties, use of tax credit financing, LOSP, and Section 8. Property management works closely with on-site support services staff. TNDC’s Service Integration Manual provides a framework for property management and service collaboration. HUD’s Better Building Challenge recently recognized TNDC as the first developer nationally to reduce both energy and water consumption by 20%.</p> <p>TNDC has 50 commercial spaces throughout their operating portfolio, with only one vacancy. The organization’s commercial leasing experience includes leasing commercial spaces to arts and culture organizations, non-profits and small business. TNDC did not discuss how their extensive property management experience would contribute to the long-term sustainability of the development.</p>	14
<p>Service Provider/s (15 pts) Annually TNDC serves nearly 2,000 single adults, 30% of which report a history of homelessness. TNDC support services staff provide services to families in 19 properties. Within these buildings, there are 170 apartments set aside for families experiencing homelessness.</p> <p>In 2018, within TNDC’s portfolio, 84% of tenants engaged in services, 82% of residents’ achieved their Individual Service Plan goals, 93% of families engaged in community activities, and 98% of parents engaged in Child Protective Services remained unified with their children. Social Workers provided 1,575 referrals, 90% of which resulted in successful linkages. Referrals included cash and non-cash benefits, food resources, and in-home support.</p>	15
VISION (subtotal):	
<p>Program Concept (15 pts) TNDC’s vision for 600 7th St is to develop with 150-217 units of affordable housing with on-site supportive services, residential amenity spaces, including on-site management offices, 24/7 front desk clerk, resident lounges, outdoor courtyards and roof deck, and community serving ground floor. TNDC would pursue a partnership with Adobe cafeteria service staff to develop a program for distributing excess food to tenants of the building.</p> <p>In a 2-phase scenario (further described in the Finance and Cost Containment Approach section), TNDC envisions the site as two buildings, one lining 7th St, the other lining the mews, with the two buildings centered around an interior courtyard and internally connected by a single story entry lobby on Brannan St. The lobby would include space for 24-hour front desk clerks to monitor entryway activity and allow efficient operations, amortized over 217 units.</p> <p>For the commercial component, TNDC proposed roughly 10,000 square feet of ground floor that include a mix of spaces for Science Technology Engineering Arts and Math (STEAM)-focused youth programming, maker spaces and art spaces for neighborhood-based arts and culture organizations and a restaurant, leased in partnership with Kultivate Labs, SOMA Pilipinas and La Cocina. The proposed STEAM programming for youth will be focused on introducing young people to careers in tech and partner with providers and nearby tech companies for on-site classes and workshops. The ground floor</p>	50 15

<p>commercial spaces will further enhance the support TNDC’s services offer to tenants through community benefits that may include job training and employment, participation in out-of-school time programming, and access to arts and culture programming at low or no cost to our tenants.</p> <p>The panel felt that TNDC’s ground floor commercial programming was by far the most innovative of the responses. The commercial programming involves a broader range of SoMa residents of different socioeconomic backgrounds and provides a rich mix of community uses for future residents at 600 7th and the surrounding neighborhood.</p>	
<p>Community Engagement Strategy (10 pts) TNDC’s guided principles throughout the community engagement process will be the organization’s values of Excellence, Integrity, Inclusion, Equity, and Collaboration. TNDC will draw upon their existing relationships within SoMa neighborhood organizations like Filipino CDC, SOMA Pilipinas, and SOMCAN for community outreach. Similar to their work at SOMA Family and Studios, 1036 Mission, 626 Mission Bay, TNDC will work closely with community groups and neighbors to ensure that the commercial spaces and housing are marketed effectively so that the community is well informed about the opportunity to lease both the apartments and commercial spaces.</p> <p>TNDC would plan to submit the project’s SB-35, density bonus, and site permit applications in the 1st quarter of 2020, and for the process to be complete by the 3rd quarter of 2020.</p>	<p>9</p>
<p>Services Delivery Strategy (15 pts) By delivering culturally responsive, trauma informed services and using a harm reduction philosophy, TNDC supportive services “meet tenants where they are,” demonstrating respect for choice, self-determination and cultural identity. TNDC uses an integrated model of services and service plan development that recognizes residents’ chronic trauma and stress, especially for tenants with histories of homelessness.</p> <p>TNDC will have on-site Social Workers at 600 7th St, resulting in a 1:25 ratio of Social Workers to tenants for LOSP funded units and 1:100 for general affordable units. Social Workers will work evening hours to host activities when families are available to attend. Doing so allows the entire community to be together, get to know each other, and be in community with staff and neighbors in a positive way.</p> <p>The panel felt that TNDC’s service delivery strategy did not adequately discuss how services for residents would be coordinated with the existing network of services in the neighborhood and community. There was also significant concern from a few panelists who recently worked with TNDC that the workload for the case managers were much higher, making difficult to provide the necessary services required for the formerly homeless residents at 600 7th St.</p>	<p>12</p>
<p>Finance and Cost Containment Approach (10 pts) TNDC proposed three strategies to finance and develop the project, achieving the overarching goal to minimize MOHCD’s soft gap loan. By dividing the site into 2 projects, each project can maximize state funding sources, while minimally leveraging MOHCD’s limited resources.</p> <p>To control cost, TNDC has developed a thorough set of design guidelines to develop the project’s schematic design. During operations, TNDC anticipates a 25% reduction in operating efficiencies with the 2-phase scenario and ensures cost-cutting opportunities by the nearly 15 projects within a one-mile radius of 600 7th Street.</p>	<p>9</p>

	Option 1	Option 2a	Option 2b	Option 3a	Option 3b
Phasing:	Sole Phase	First Phase	2nd Phase	First Phase	2nd Phase
No. Units:	165 units	110 units	107 Units	110 units	107 Units
Height:	6 stories	8 stories	8 stories	8 stories	8 stories
Financing Sources:	4% LIHTC	4% LIHTC	9% LIHTC	4% LIHTC	4% LIHTC
	Perm Debt	Perm debt	4% LIHTC	Perm debt	Perm Debt
	MHP	MHP	State Credits	MHP	MHP/AHSC
	MOHCD	MOHCD	MOHCD	MOHCD	MOHCD
	AHP	AHP	AHP	AHP	AHP
	Deferred Fee	Deferred Fee	Deferred Fee	Deferred Fee	Deferred Fee
Average Affordability:	60%	60%	40%	60%	60%
Construction Start:	June 2021	June 2021	Dec 2021	June 2021	Dec 2021
Total Units provided:	165	217		217	

The panel was impressed with TNDC’s creative financing approach, phasing the project into two phases, in effort to maximize unit count, state financing and tax credits. However, the panel was a bit weary of this approach, given the extended construction schedule and that a 4%/9% tax credit project has only once before been completed in San Francisco.

TNDC TOTAL POINTS

94

Recommendation

The 600 7th St selection panel recommends that the **MHC & ECS** team be selected to develop, own, and operate the housing proposed for 600 7th St for the following reasons:

- Outlined a ground-floor concept that promotes strong place-making, which serves both the future residents and the diverse surrounding neighborhood;
- Continues an effective partnership between Mercy and ECS, a supportive service provider with extensive experience for both the adult and family populations;
- Both MHC and ECS are aware of needing to build internal and organizational capacity to support formerly homeless residents – MHC is building more supportive housing expertise and capacity by creating an Associate Supportive Housing Director position and ECS is building staff capacity and creating organizational structure to address this;
- Provided a development approach which anticipated a maximized unit count, utilized AB-2162 for entitlements, and using Pueblo steel as a cost-containment innovation; and
- Proposed a financing approach, which prioritized minimizing the City’s gap loan, maximized state funding sources, using demonstrated experience with obtaining various state funding sources and strong relationships with banks for competitive tax credit pricing.

In addition, the selection panel proposes the following conditions to the predevelopment loan to the MHC & ECS team:

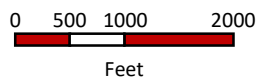
- Community Outreach – As part of extensive community outreach, insure connection to families of Bessie Carmichael School as well as their Principal, School Site Coordinator, and the CBOs (United Playaz and West Bay) that support the school.
- Ground Floor Evaluation – Reevaluate size of the ground floor commercial space to maximize and create space to connect any on-site education to jobs in the surrounding SoMa neighborhood. (I.e. afterschool program, partnerships with nearby tech businesses in the neighborhood with low-income

families or a family/children's therapist office to better connect formerly homeless residents to mental health services).

- Support Services – Start tracking implementations on the housing support plans and tools to help housing stability with the formerly homeless residents by submitting annual report to HSH and MOHCD.
- Leasing – Track implementation changes to screening process for applicants and reduce tenant selection barriers (i.e. reduce the 5-year background check to 2-3 years, per industry standard) by reviewing annually with HSH and MOHCD.

Attachment F: Site Map with Amenities

(SEE ATTACHED)



SITE AMENITIES MAP - 600 7th Street



North

Attachment G: Elevations and Floor Plans

(SEE ATTACHED)

IMPROVEMENT PLAN

600 SEVENTH STREET

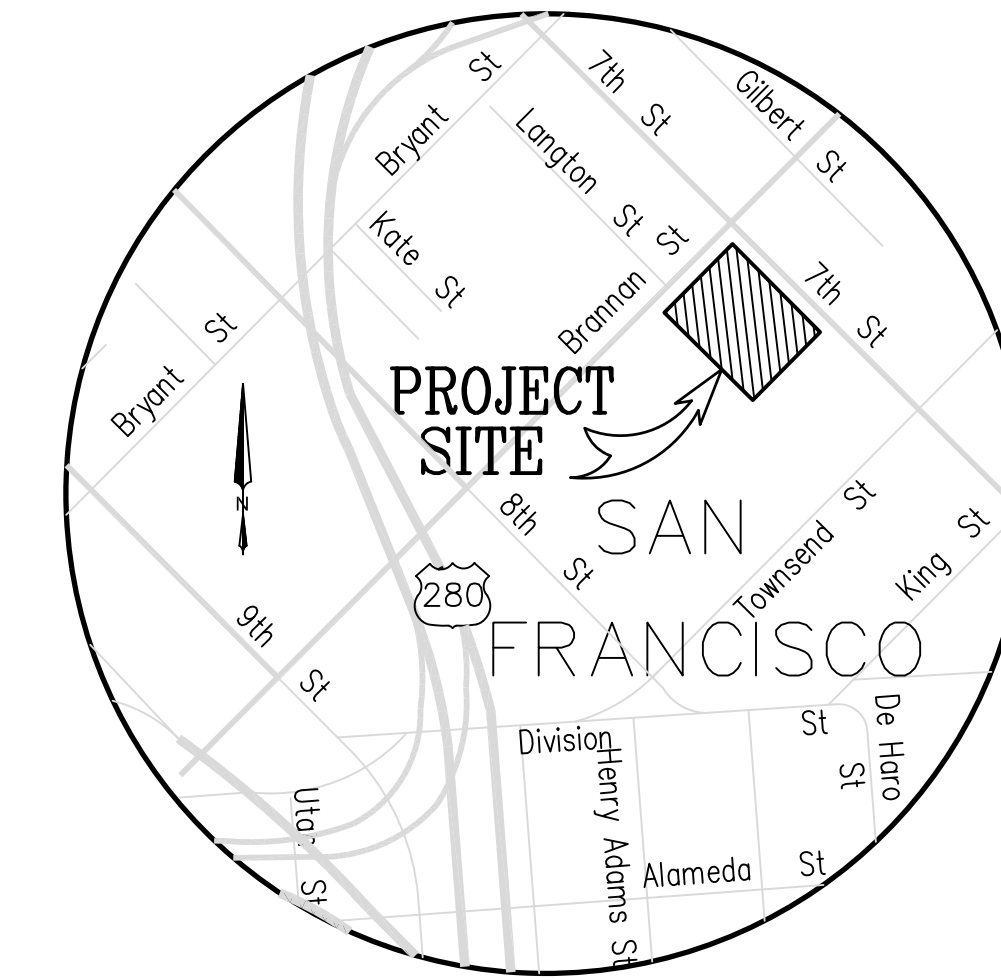
SAN FRANCISCO, CALIFORNIA

Santos Prescott and Associates

Architects
SANTOS PRESCOTT AND ASSOCIATES
 1228 Fulton Street #102
 San Francisco, California 94103
 415.908.3767
 bruce@santosprescott.com

Luk and Associates

Civil Engineering
 Land Planning
 Land Surveying
 738 Alfred Nobel Drive
 Hercules, CA 94547
 Phone (510) 724-3388
 Fax (510) 724-3383
 Email: aluk@lukassociates.com



VICINITY MAP
NOT TO SCALE

SHEET INDEX

SHEET NO.	DESCRIPTION
C-1	GENERAL NOTES, LEGEND & SHEET INDEX
C-2	CONSTRUCTION DETAILS
C-3	DEMOLITION PLAN
C-4	GRADING PLAN
C-5	UTILITY PLAN

LEGEND

SYMBOLS	DESCRIPTIONS
	BOUNDARY LINE
	BUILDING LINE
	CHAINLINK FENCE
	DIRECTION OF DRAIN
	DRIVEWAY AND CURB
	GRADE BREAK
	LIMIT OF WORK
	WOOD FENCE
	BACK OF SIDEWALK ELEVATION
	CONCRETE ELEVATION
	FLOW LINE ELEVATION
	TOP OF CURB ELEVATION
	TOP OF PAVING ELEVATION
	LIP OF GUTTER/PARKING STRIP
	CONCRETE SIDEWALK
	GRADE TO DRAIN
	CONSTRUCTION NOTES INFORMATION

ABBREVIATIONS	DESCRIPTION
AB	AGGREGATE BASE
AC	ASPHALTIC CONCRETE
B	BOTTOM
BSW	BACK OF SIDEWALK
C	CONCRETE
CO	CLEANOUT
(E)	EXISTING
FL	FLOW LINE
GB	GRADE BREAK
GV	GAS VALVE
LIP	LIP OF GUTTER
SL	STREET LIGHT
SLB	STREET LIGHT BOX
TC	TOP OF CURB
TEL	TELEPHONE BOX
TP	TOP OF PAVEMENT
WM	WATER METER
FC	FACE OF CURB

GENERAL NOTES

- THE ENGINEER ASSUMES NO RESPONSIBILITY BEYOND THE ADEQUACY OF HIS DESIGN CONTAINED HEREIN.
- SHOULD IT APPEAR THAT THE WORK TO BE DONE, OR ANY MATTER RELATIVE THERETO, IS NOT SUFFICIENTLY DETAILED OR EXPLAINED ON THESE PLANS, THE CONTRACTOR SHALL CONTACT LUK AND ASSOCIATES AT (510) 724-3388 FOR SUCH FURTHER EXPLANATIONS AS MAY BE NECESSARY.
- THE CONTRACTOR SHALL PROVIDE EMERGENCY TELEPHONE NUMBERS FOR PUBLIC WORKS, AMBULANCE, POLICE AND FIRE DEPARTMENTS AT THE JOB SITE.
- THE CONTRACTOR SHALL PROVIDE, AT ALL TIMES, LIGHTS, SIGNS, BARRICADES, FLAGMEN OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY PER CALTRANS TRAFFIC CONTROL SPECIFICATIONS CURRENT EDITION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN PROPER TRAFFIC CONTROL AT ALL TIMES.
- THE CONTRACTOR SHALL PROVIDE FOR INGRESS AND EGRESS FOR THE WORK AREA THROUGHOUT THE PERIOD OF CONSTRUCTION.
- ENCROACHMENT PERMIT REQUIRED FOR WORK WITHIN EXISTING PUBLIC RIGHTS-OF-WAY SHALL BE OBTAINED BY THE OWNER AND THE FEE PAY BY OWNER. AN ENCROACHMENT PERMIT SHALL BE OBTAINED FROM THE PUBLIC WORKS DEPARTMENT PRIOR TO THE START OF ANY IMPROVEMENT WITHIN THE PUBLIC RIGHT-OF-WAY.
- THE CONTRACTOR SHALL NOT DISTURB OR DESTROY ANY PERMANENT SURVEY POINTS WITHOUT THE CONSENT OF THE CITY ENGINEER. ANY PERMANENT MONUMENTS OR POINTS DISTURBED OR DESTROYED SHALL BE REPLACED BY A LICENSED ENGINEER OR LICENSED SURVEYOR AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL NOTIFY THE CITY OF SAN FRANCISCO STREET USE AND BUILDING DEPARTMENT 48 HOURS PRIOR TO THE START OF THE WORK AND OBTAIN A GRADING PERMIT AND BUILDING PERMIT FROM THE BUILDING DEPARTMENT.
- ALL WORK SHALL BE DONE IN COMPLIANCE WITH THE CITY OF SAN FRANCISCO STANDARD SPECIFICATIONS AND STANDARD PLANS LATEST EDITION FOR OFF-SITE IMPROVEMENTS.
- DURING GRADING OPERATIONS, CONTRACTOR SHALL IMPLEMENT DUST CONTROL MEASURES ON SITE.
- IF ARCHAEOLOGIC MATERIALS ARE UNCOVERED DURING GRADING, TRENCHING OR OTHER EXCAVATION, EARTHWORK WITHIN 100 FEET OF THESE MATERIALS SHALL BE STOPPED UNTIL A PROFESSIONAL ARCHAEOLOGIST WHO IS CERTIFIED BY THE SOCIETY OF CALIFORNIA ARCHAEOLOGY (SCA) AND/OR THE SOCIETY OF PROFESSIONAL ARCHAEOLOGY (SOPA) HAS HAD AN OPPORTUNITY TO EVALUATE THE SIGNIFICANCE OF THE FIND AND SUGGEST APPROPRIATE MITIGATION MEASURES IF THEY ARE DEEMED NECESSARY.
- THE CONTRACTOR IS RESPONSIBLE FOR MATCHING EXISTING STREETS, SURROUNDING LANDSCAPE AND OTHER IMPROVEMENTS WITH A SMOOTH TRANSITION IN PAVING, CURBS, GUTTERS, SIDEWALKS, GRADING ETC., AND AVOIDING ANY ABRUPT OR APPARENT CHANGES IN GRADES OR CROSS SLOPES, LOW SPOTS OR HAZARDOUS CONDITIONS.
- THE ENGINEER ASSUMES NO RESPONSIBILITY FOR FINAL GRADE OF CONCRETE UNLESS FORMS ARE CHECKED PRIOR TO POURING.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO COORDINATE ALL NECESSARY UTILITY RELOCATIONS WITH THE APPROPRIATE UTILITY COMPANIES.
- PAVING CONFORMS SHALL BE MADE AT A SMOOTHLY TRIMMED BUTT JOINT. DO NOT OVERLAP EXISTING PAVEMENT, UNLESS OTHERWISE SPECIFIED ON THE PLANS.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO IMMEDIATELY NOTIFY THE CITY INSPECTOR AND THE DESIGN ENGINEER UPON DISCOVERY OF ANY FIELD CONFLICTS.
- THE CONTRACTOR SHALL NOTIFY THE CITY INSPECTOR 24 HOURS PRIOR TO REQUIRED INSPECTION.

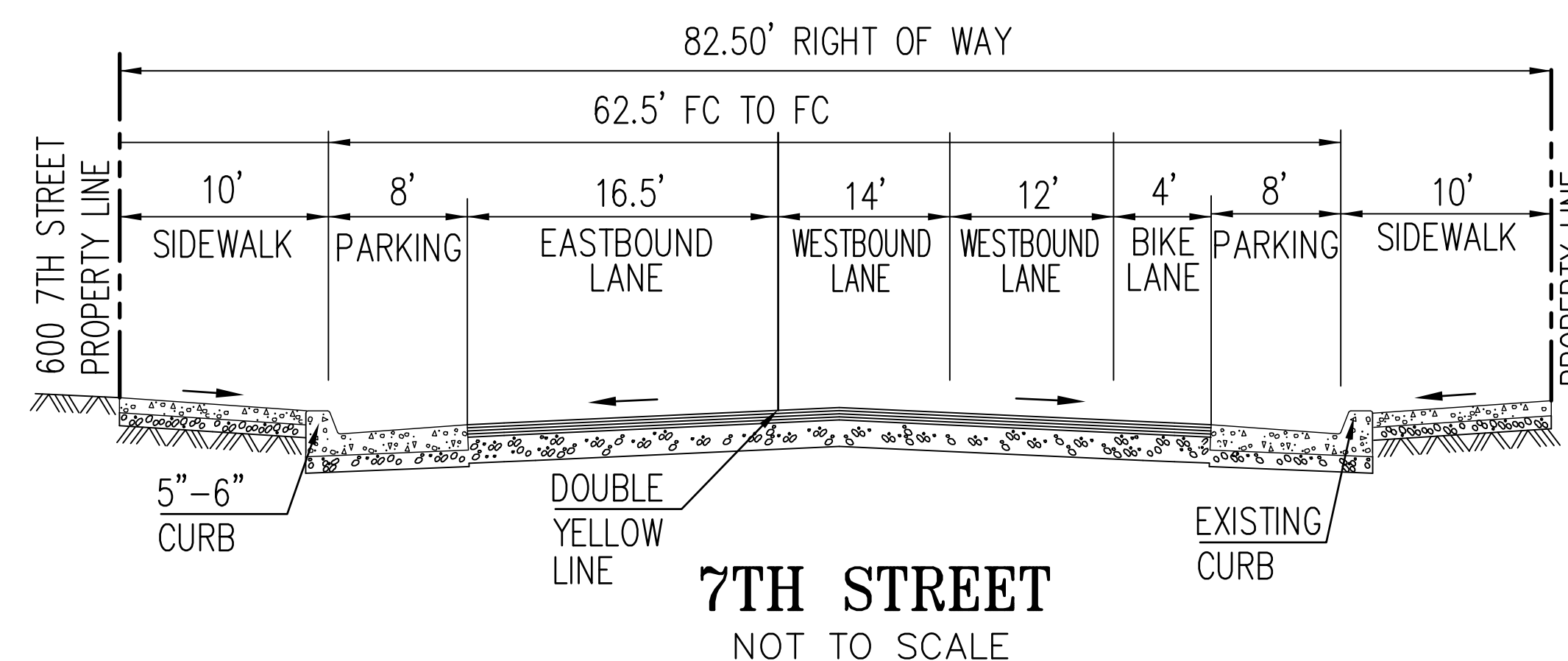
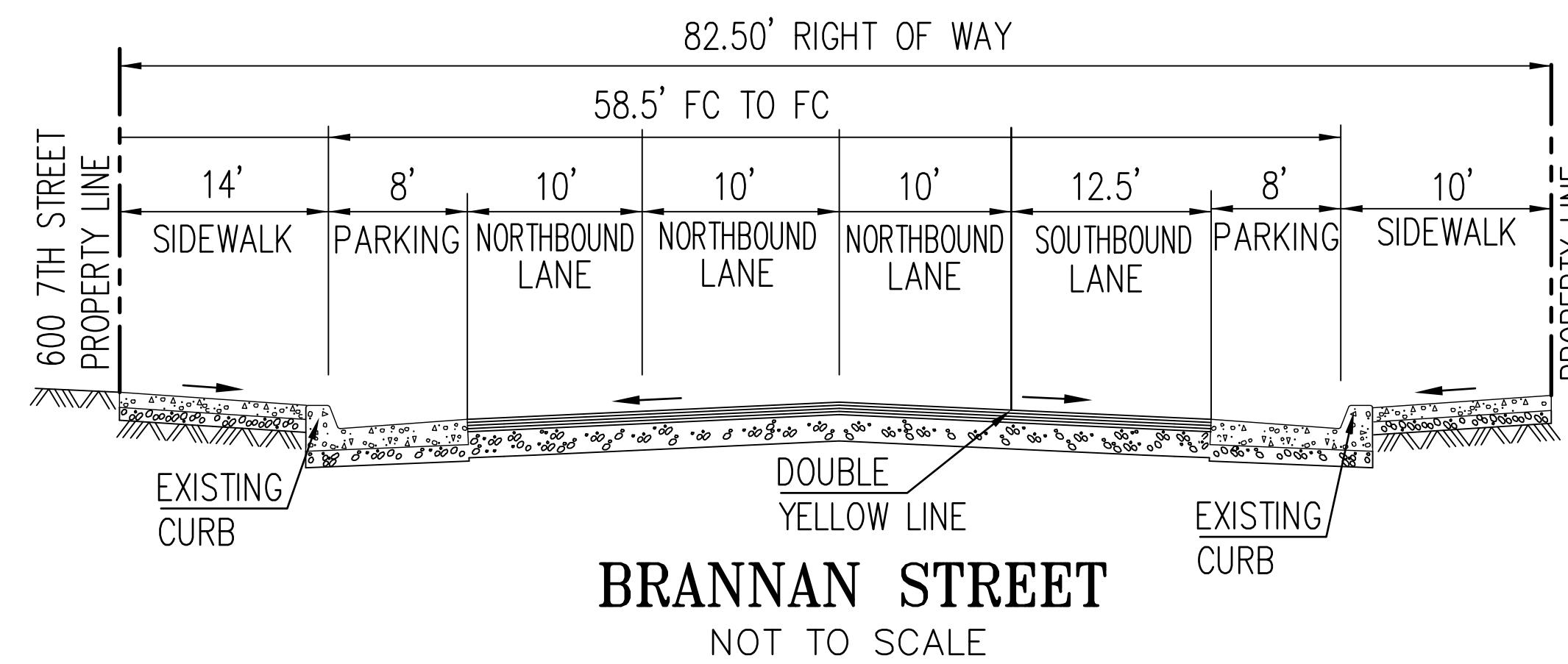
BASIS OF SURVEY

THE MONUMENT LINE ALONG BRANNAN STREET AS SHOWN UPON MONUMENT MAP NO 286 ON FILE WITH THE OFFICE OF THE CITY AND COUNTY SURVEYOR.

BENCHMARK

BENCHMARK AS SHOWN ON CITY OF SAN FRANCISCO BENCHMARK BOX 4, BOOK 489 AT PAGE 67, BEING THE LETTER "O" IN "OPEN" AT THE TOP OF THE HPFS HYDRANT AT THE SOUTHWEST CORNER OF TOWNSEND STREET AND 7TH STREET. ELEVATION = 6.032 FEET, OLD HISTORIC SAN FRANCISCO CITY DATUM (SFCO).

STREET SECTIONS



STAMP:



SUBMITTAL:

80% CD
DECEMBER 23, 2021

REVISIONS:

DATE	DESCRIPTION
3/5/21	DBL SFCD, MOD PLAN CHECK CORRECTIONS
4/6/21	DBL SFCD, MOD PLAN CHECK CORRECTIONS

PROJECT INFORMATION:

600 7TH STREET
San Francisco, CA 94107

Owner
 Mercy Housing California

SHEET TITLE:

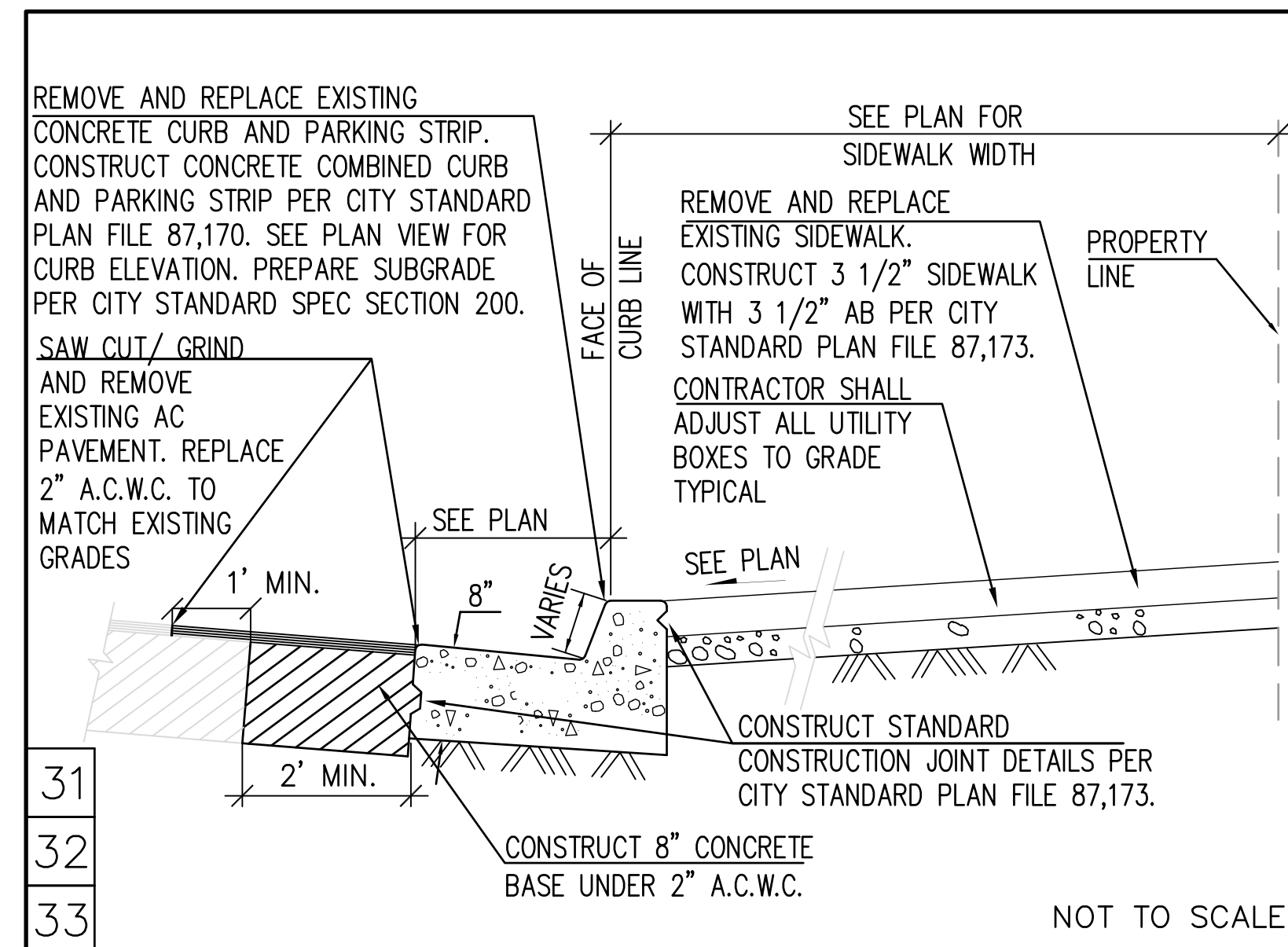
GENERAL NOTES, LEGEND & SHEET INDEX

PROJECT NUMBER:

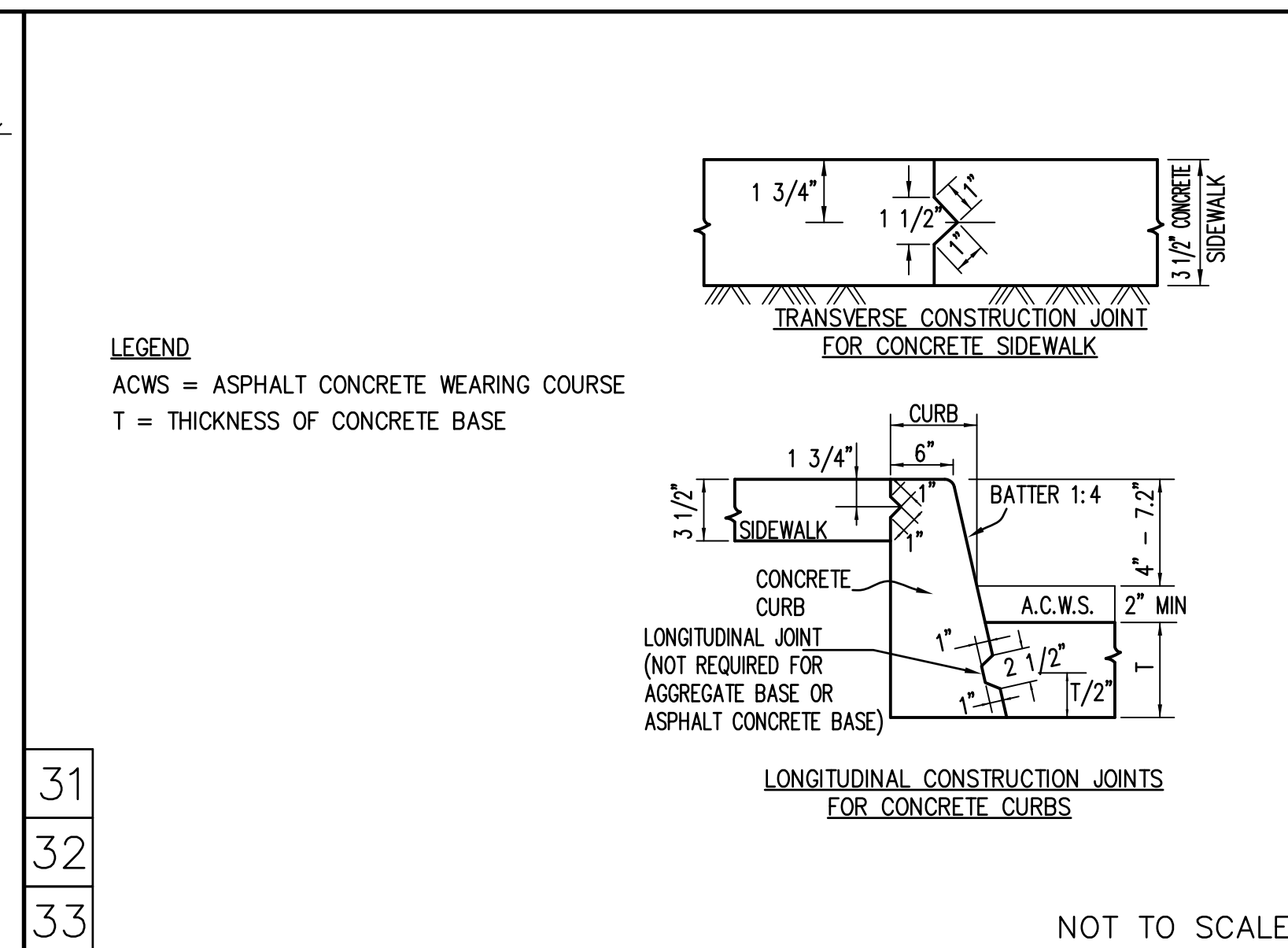
11073A20

SHEET NUMBER:

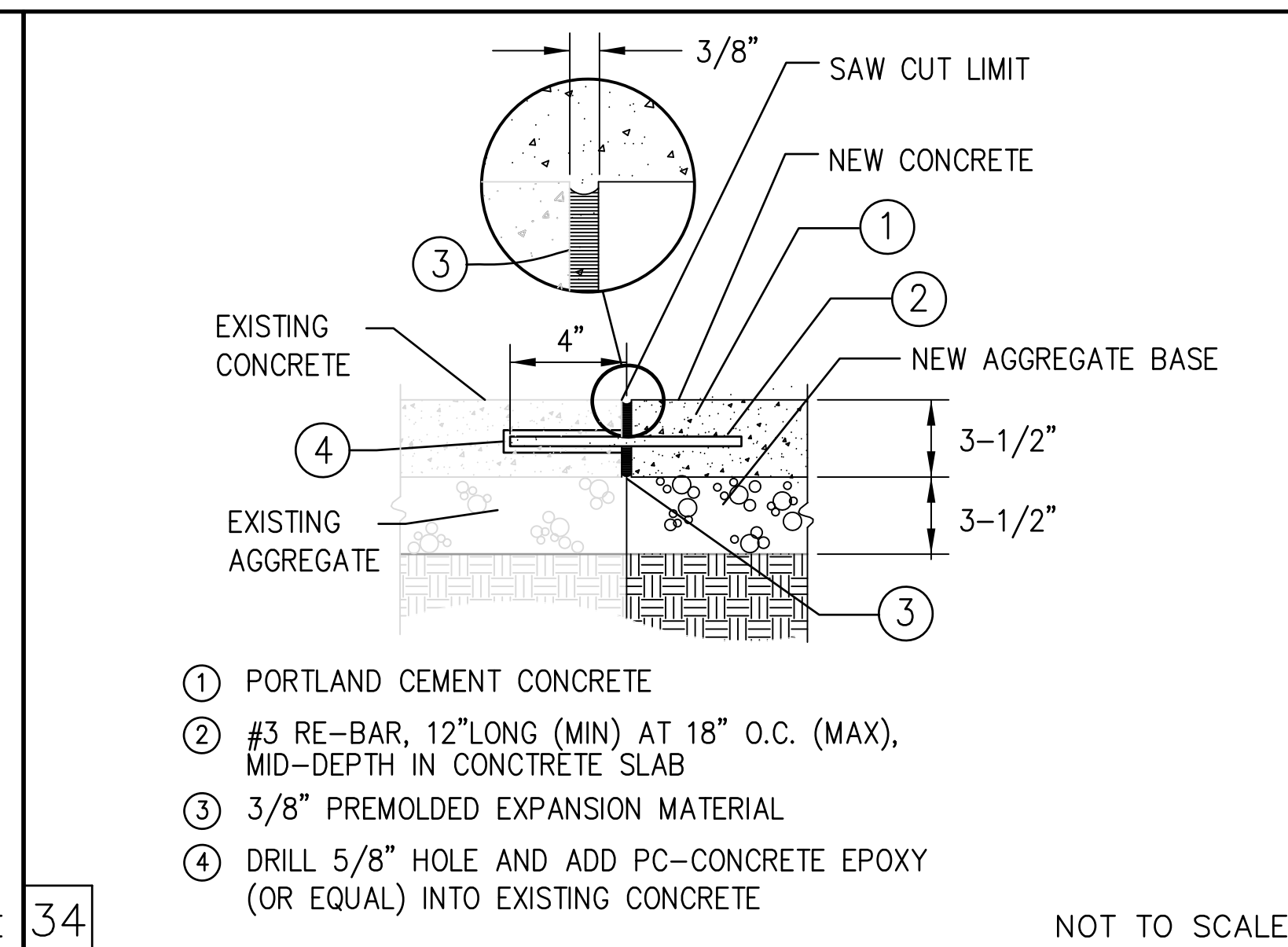
C-1



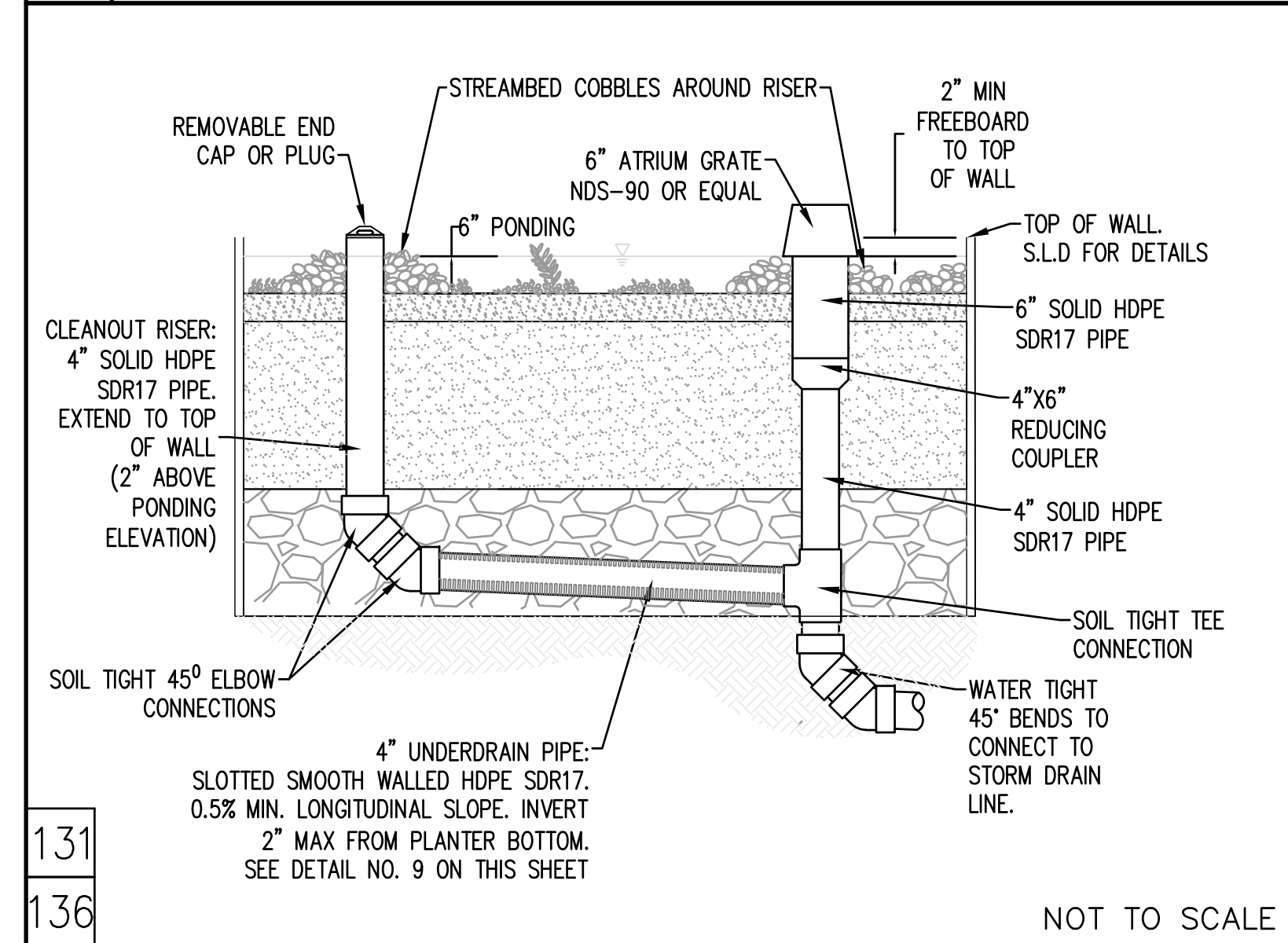
1 CURB AND SIDEWALK DETAIL



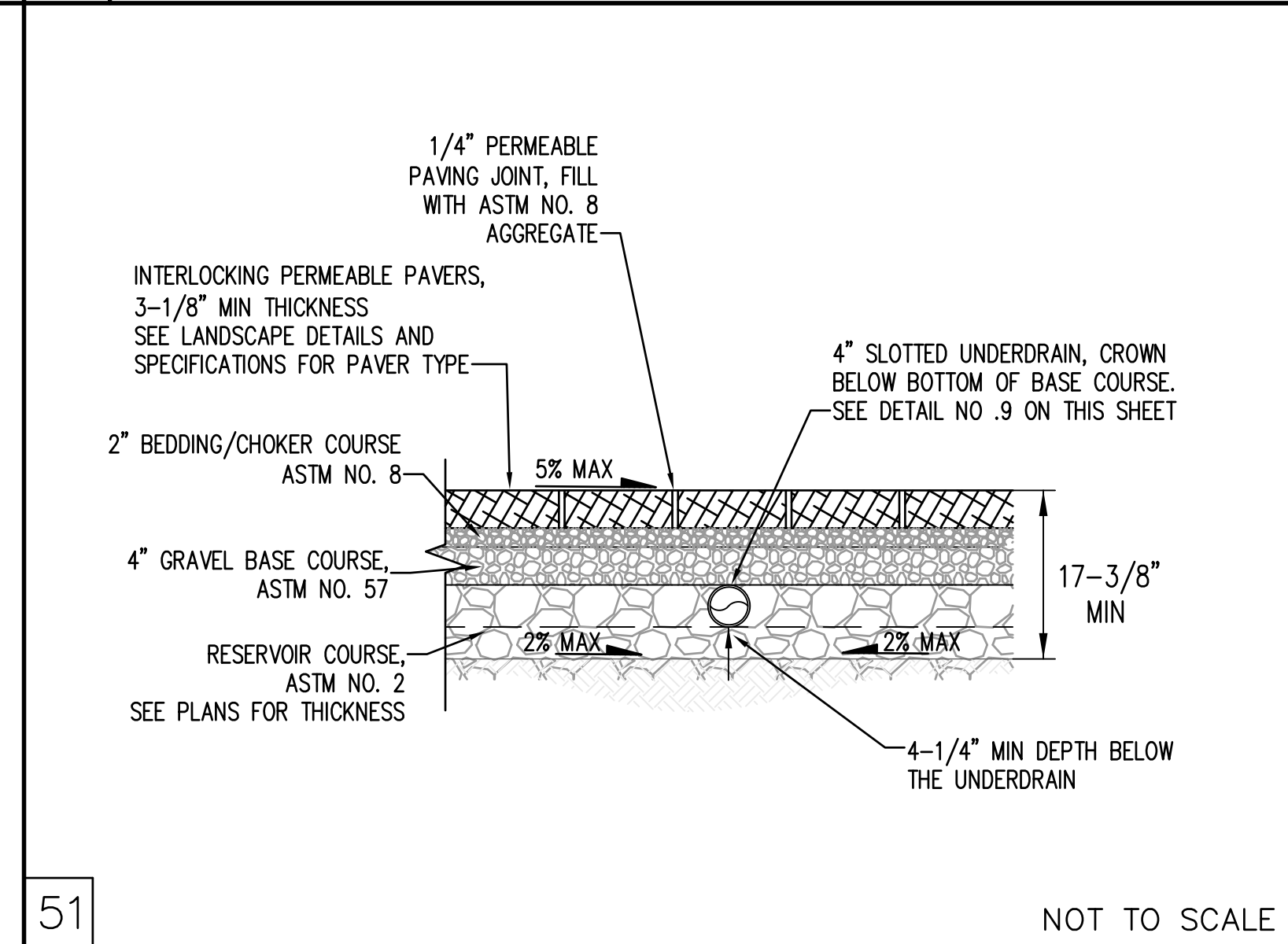
2 STANDARD CONCRETE JOINTS (FILE 87,173)



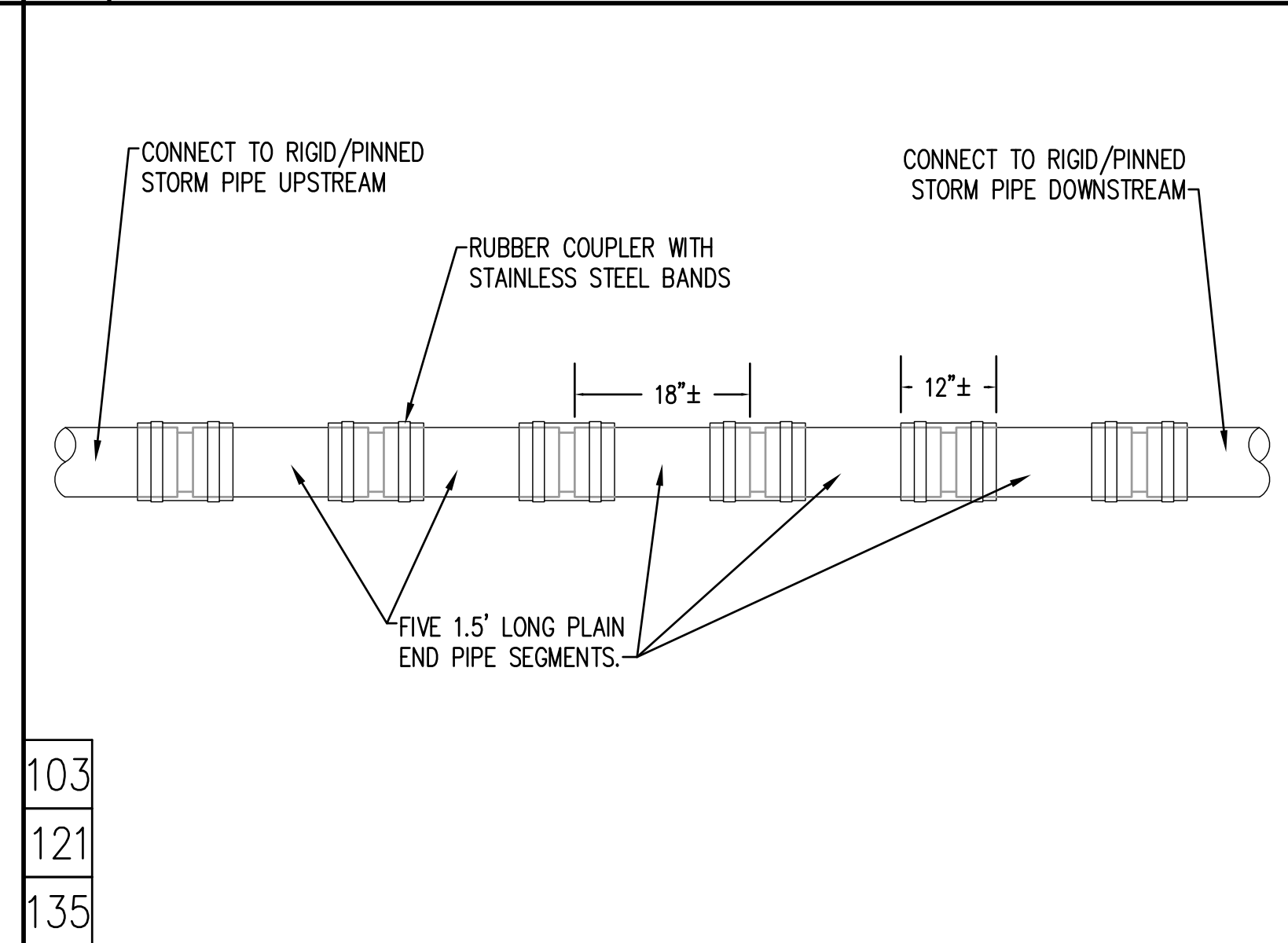
3 SIDEWALK CONNECTION DETAIL



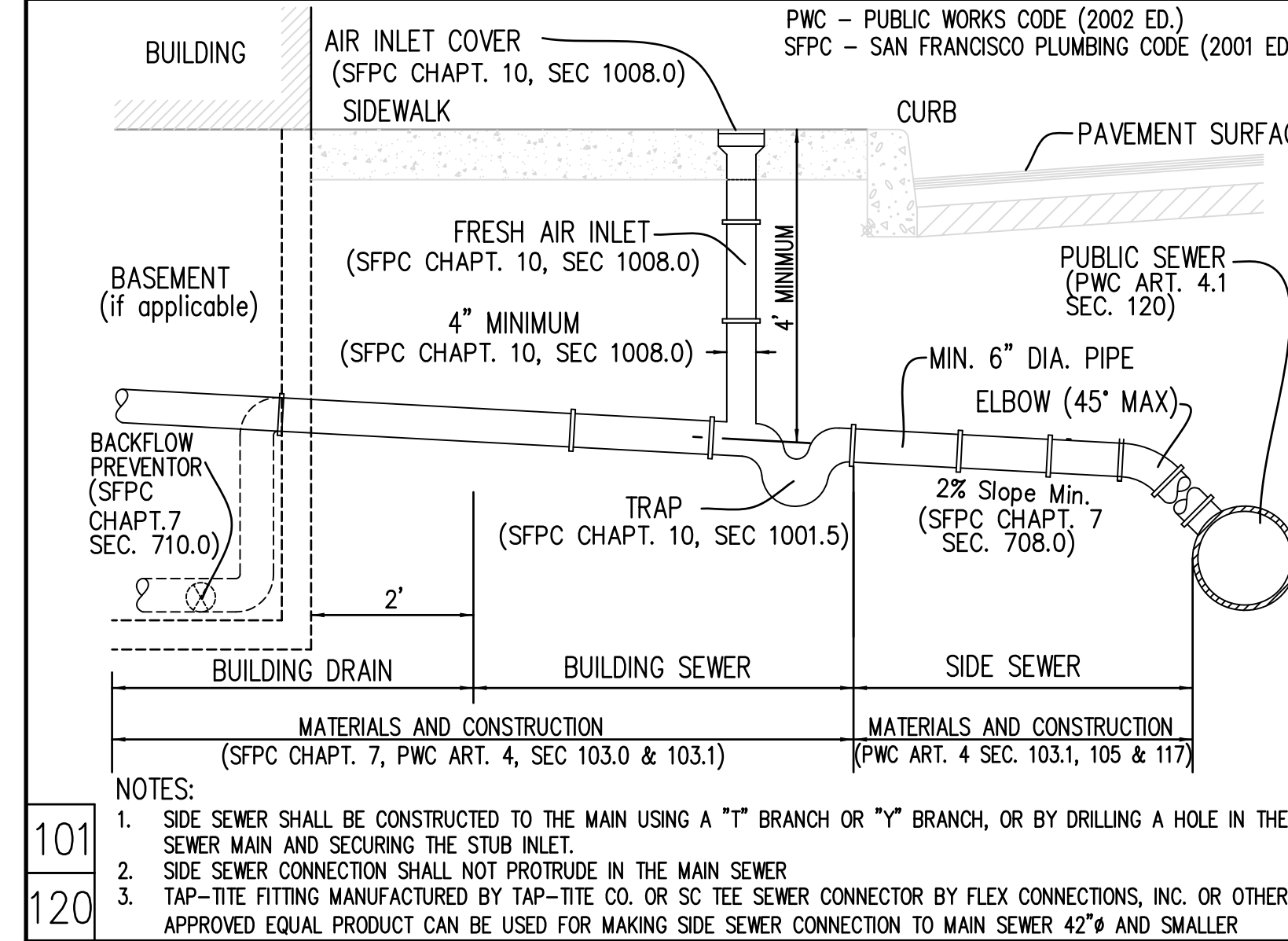
4 BIORETENTION PLANTER OVERFLOW AND CLEANOUT



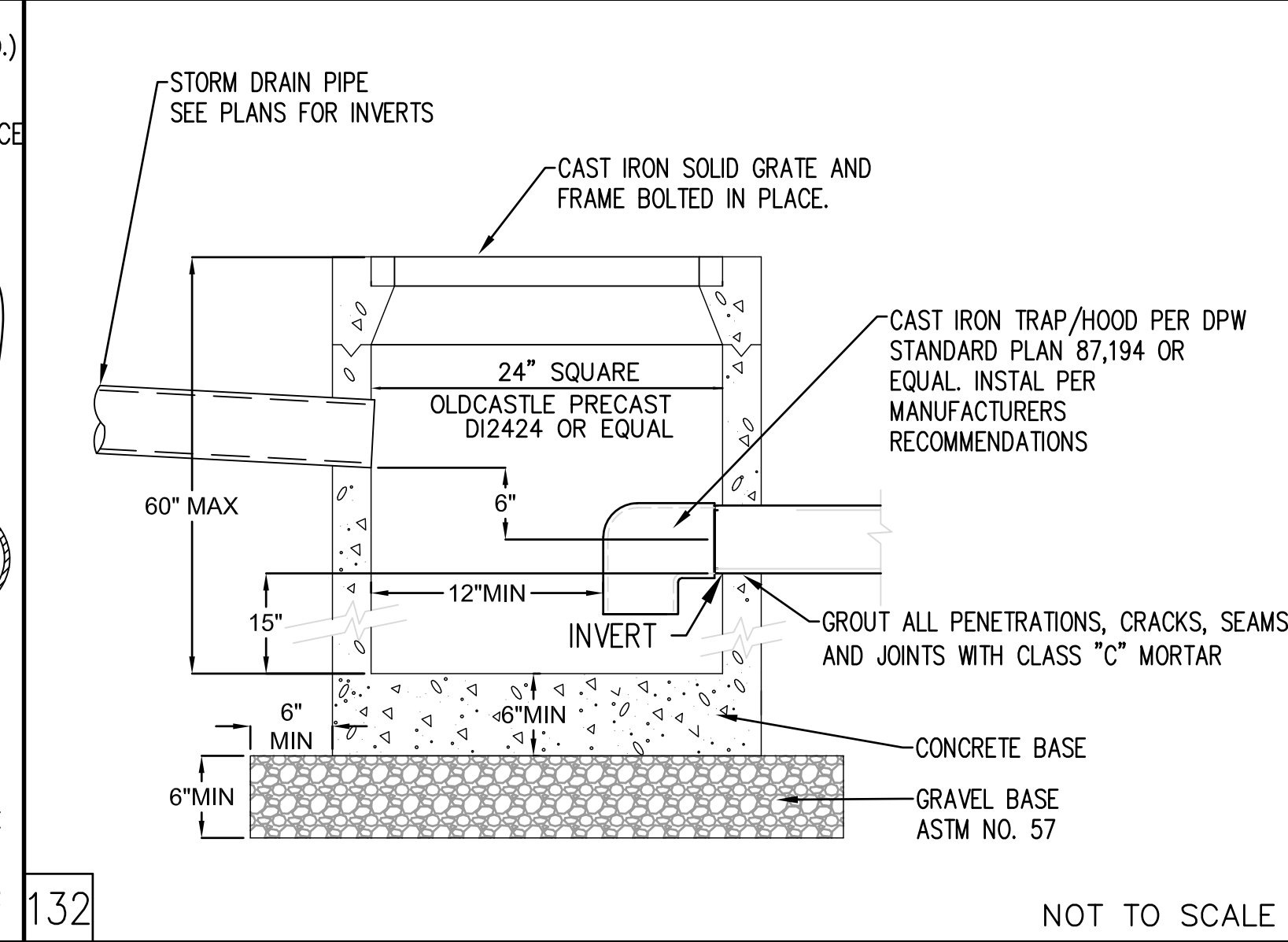
5 PERMEABLE PAVER



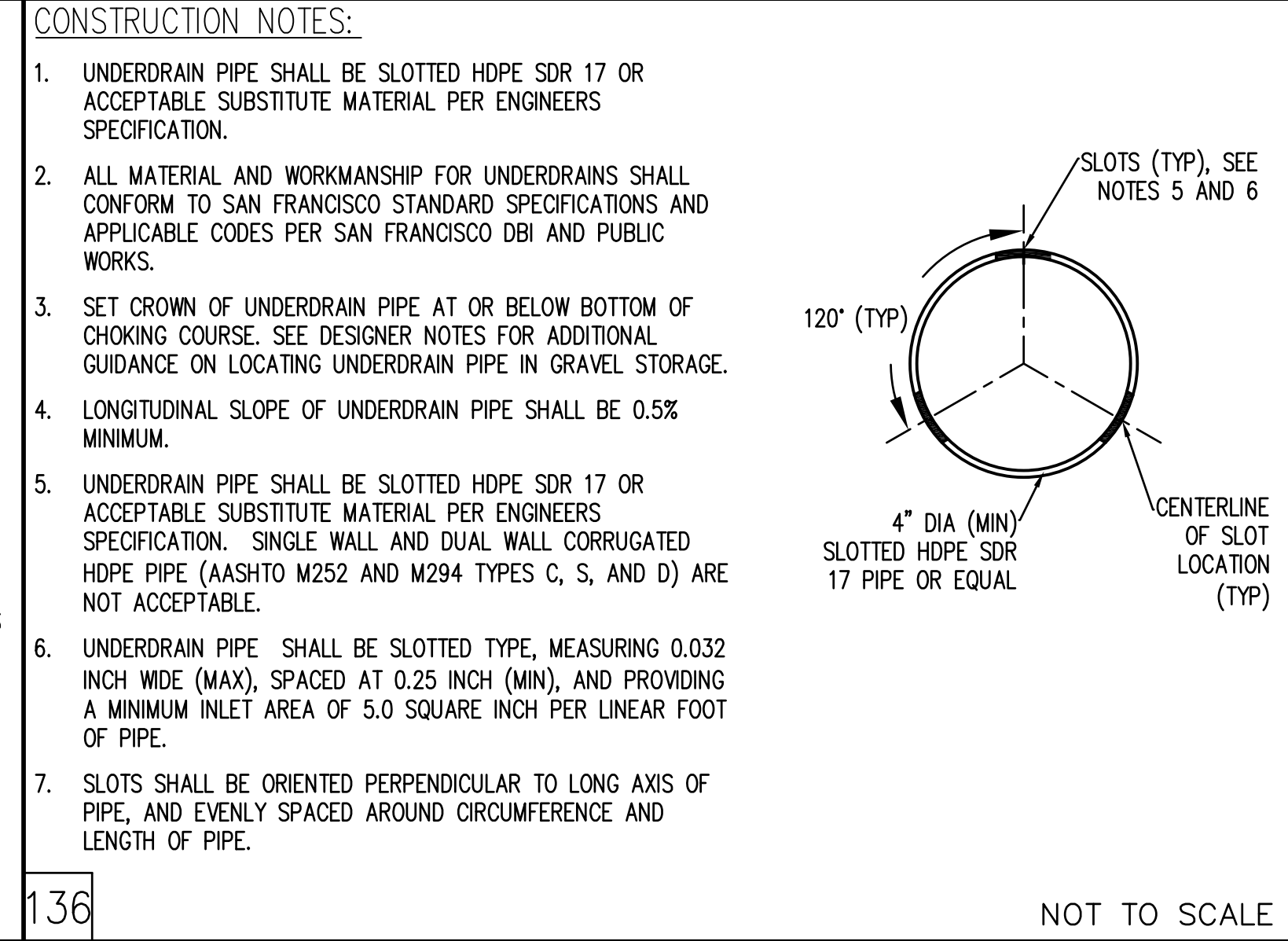
6 SEWER PIPE FLEXIBLE JOINT



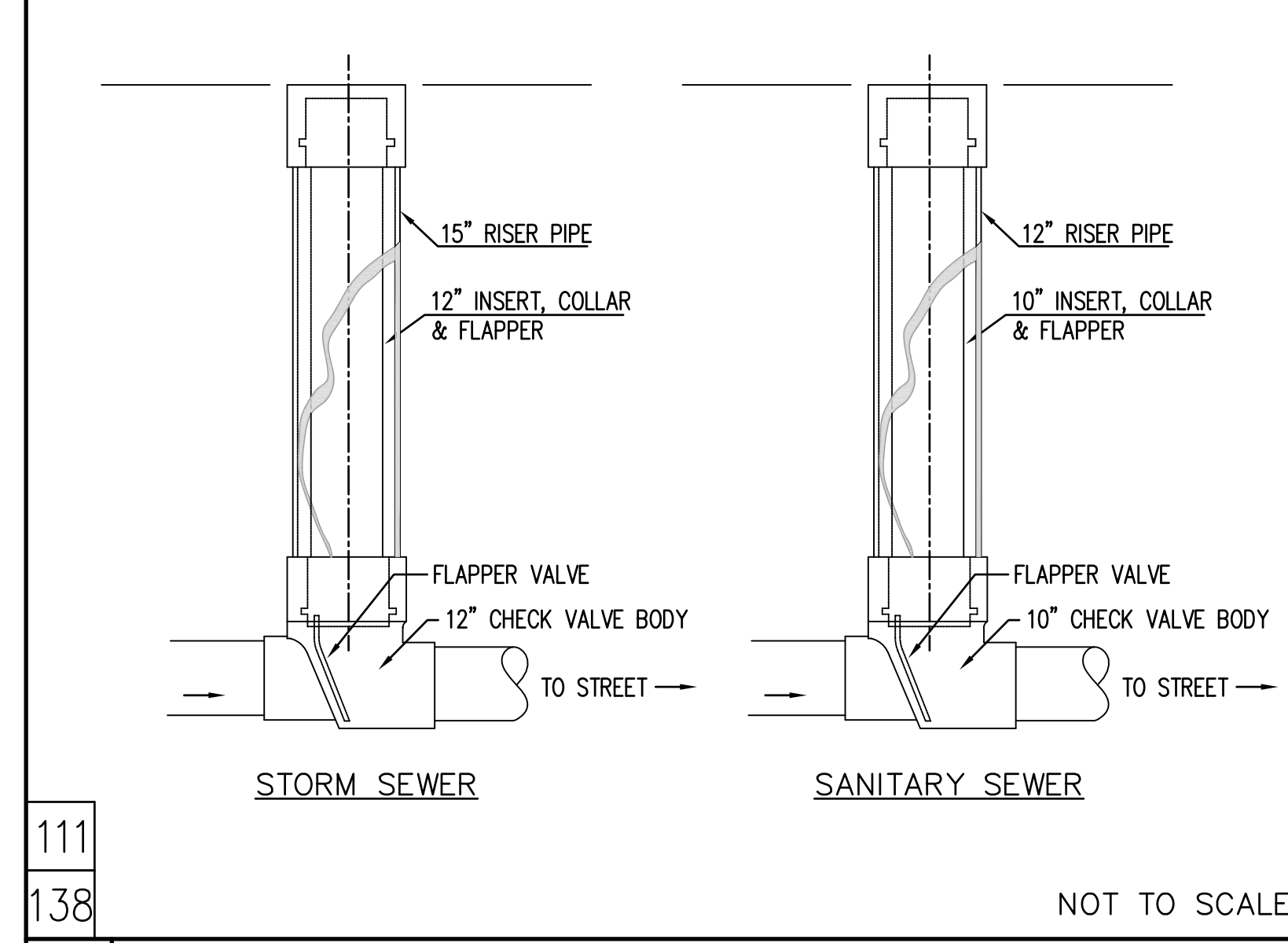
7 SEWER AND SIDE SEWER



8 SAND TRAP DETAIL



9 SLOTTED UNDERDRAIN PIPE



10 BACKWATER CHECK VALVE

STAMP:



SUBMITTAL:
80% CD
DECEMBER 23, 2021

REVISIONS:

DATE	DESCRIPTION
3/5/21	DBI SFD, MDO PLAN CHECK CORRECTIONS
6/8/21	DBI SFD, MDO PLAN CHECK CORRECTIONS

PROJECT INFORMATION:
600 7TH STREET
San Francisco, CA 94107

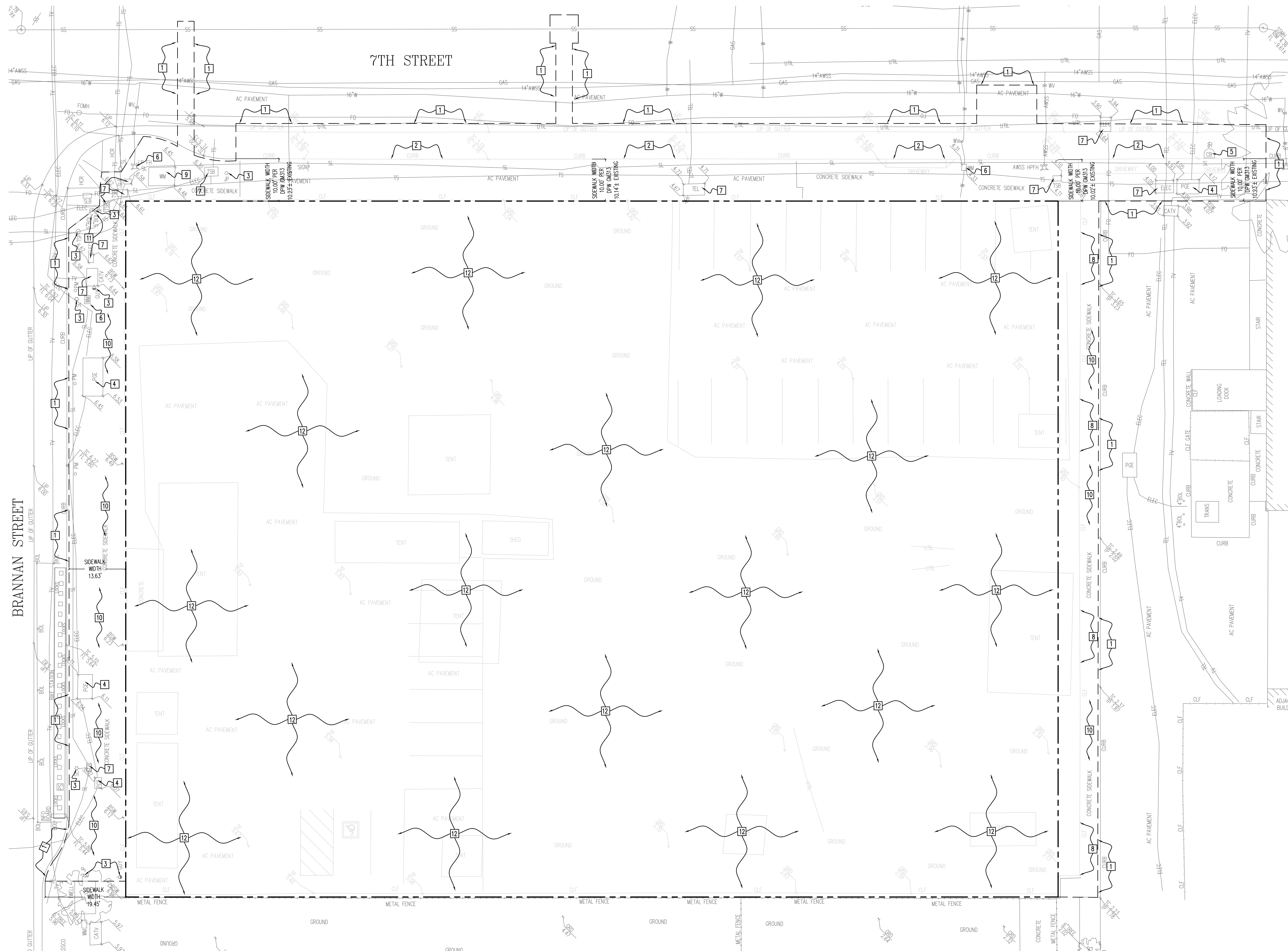
Owner
Mercy Housing California

SHEET TITLE:
CONSTRUCTION DETAILS

PROJECT NUMBER:

11073A20

SHEET NUMBER:



GENERAL NOTES:

CLEAN ALL DEBRIS FROM ENTIRE SITE. PROVIDE STREET BARRICADES, TRAFFIC CONTROL, AND FLAGMEN DURING DEMOLITION AND EXCAVATION PERIOD. ALL CONSTRUCTION WORKERS SHALL COMPLY WITH CITY OF OAKLAND NOISE CONTROL GUIDELINES. APPLY FOR OBSTRUCTION PERMIT FOR SIDEWALK CLOSURE. PROVIDE TEMPORARY FENCE PROTECTION DURING DEMOLITION AND CONSTRUCTION PERIOD. PROVIDE DUST CONTROL AND EROSION CONTROL DURING THE ENTIRE CONSTRUCTION PERIOD. SUBMIT DETAIL PLANS TO GENERAL CONTRACTOR FOR THEIR APPROVAL.

CITY APPROVED TRAFFIC CONTROL PLAN IS REQUIRED FOR ANY VEHICULAR TRAFFIC LANE CLOSURE, BIKE LANE CLOSURE AND/OR SIDEWALK CLOSURE RESULTING IN LESS THAN 5'-06" UNOBSTRUCTED SIDEWALK SPACE.

LEGEND

--- LIMIT OF IMPROVEMENT. CONTRACTOR SHALL PROTECT EXISTING SITE FEATURES OUTSIDE THE IMPROVEMENT LIMIT AND MATCH EXISTING ELEVATION TO PROVIDE SMOOTH TRANSACTION AND POSITIVE DRAINAGE PATTERN. PROTECT ALL UNDERGROUND UTILITY LINES AND PIPES IN THE LIMIT OF IMPROVEMENTS, UNLESS OTHERWISE SPECIFIED ON THIS PLAN.

--- PROPERTY LINE

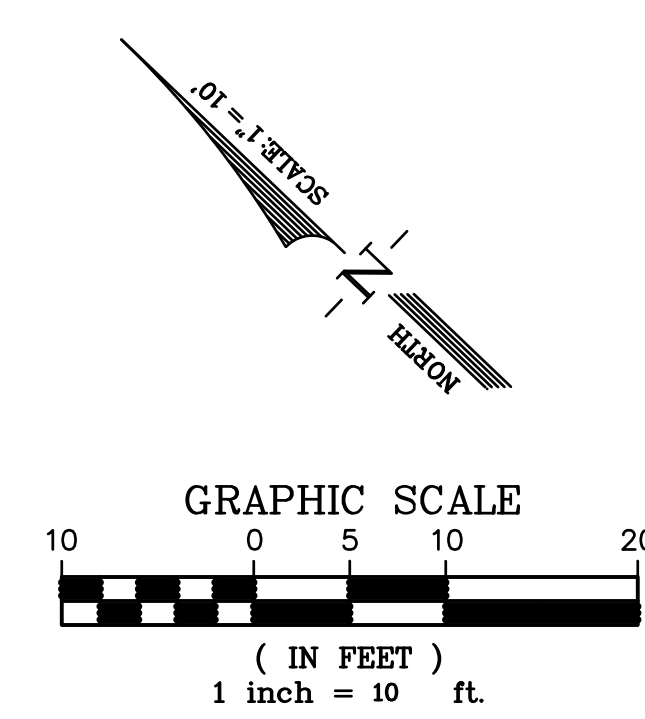
DEMOLITION NOTES (OFF-SITE):

- 1 LIMIT OF IMPROVEMENT. CONTRACTOR SHALL CONFORM TO EXISTING GRADE AND PROVIDE SMOOTH TRANSITION. CONTRACTOR SHALL PROTECT EXISTING IMPROVEMENTS TO REMAIN AND REPAIR ANY DAMAGED IMPROVEMENTS DUE TO THE CONSTRUCTION ACTIVITY BEYOND THE LIMIT OF WORK. CONTRACTOR SHALL INSTALL TEMPORARY SCREENED FENCE AROUND THE WORK AREA PRIOR TO BEGINNING WORK.
- 2 SAW CUT EXISTING AC PAVEMENT 2' FROM EDGE OF GUTTER LIP AND REMOVE EXISTING ASPHALT CONCRETE, BASE MATERIAL, CURB, GUTTER, SIDEWALK, AND DRIVEWAY FOR CONSTRUCTION OF NEW IMPROVEMENTS. REFER TO GRADING PLAN FOR MORE INFORMATION. REPAIR ANY DAMAGED IMPROVEMENTS WITHIN THE PUBLIC RIGHT OF WAY PER CITY OF SAN FRANCISCO REQUIREMENTS.
- 3 JOINT POLES, TRAFFIC SIGNAL POLES, POWER POLES, GUY WIRES, STREET LIGHT POLES, AND ALL ASSOCIATED CONDUITS TO REMAIN. CONTRACTOR SHALL ADJUST THEM TO MATCH FINAL GRADE AND PROTECT THEM DURING THE ENTIRE CONSTRUCTION PERIOD.
- 4 EXISTING PG&E BOX TO REMAIN. CONTRACTOR SHALL ADJUST THE EXISTING PG&E BOX TO MATCH FINAL GRADE AND PROTECT DURING THE ENTIRE CONSTRUCTION PERIOD.
- 5 EXISTING CATCH BASIN AND UNDERGROUND STRUCTURE TO REMAIN. CONTRACTOR SHALL PROTECT IN PLACE AND ADJUST GRATE TO MATCH FINAL GRADES.

- 6 VERIFY THAT EXISTING WATER METER ONLY SERVES SUBJECT PROPERTY. IF SO, CONTRACTOR SHALL COORDINATE WITH EBMUD TO REMOVE EXISTING METER AND ABANDON EXISTING LATERAL, IF NOT, PROTECT IN PLACE AND ADJUST TO MATCH FINAL GRADE
- 7 EXISTING UTILITY BOX TO REMAIN. PROTECT IN PLACE AND ADJUST TO MATCH FINAL GRADE.
- 8 REMOVE EXISTING FENCES, GATES, AND POSTS
- 9 EXISTING FIRE HYDRANT TO REMAIN. PROTECT IN PLACE AND ADJUST TO MATCH FINAL GRADE.
- 10 EXISTING SIDEWALK AND AGGREGATE TO BE REMOVED
- 11 EXISTING BOLLARD TO REMAIN. PROTECT IN PLACE.

DEMOLITION NOTES (ON-SITE):

- 12 REMOVE EXISTING CONCRETE PAVEMENT, GROUND, TENT, SHED, FENCE AND UNNECESSARY UNDERGROUND PIPING SYSTEMS UNDER FUTURE BUILDING AREA. CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES OR PUBLIC AGENCIES TO DISCONNECT ALL UTILITIES PRIOR TO DEMOLITION WORK. CONTRACTOR SHALL REMOVE ALL DEBRIS AND UNSUITABLE MATERIALS FROM SITE AND BACKFILL TO SUB-GRADE PER SOILS ENGINEER REQUIREMENTS. CONTRACTOR SHALL COORDINATE WITH THE EXISTING UTILITY OWNERS TO PERFORM THEIR WORK TO SHUT OFF EXISTING UTILITIES AND COORDINATE THEIR WORK SO AS NOT TO DELAY THE SCHEDULE OF THE CONTRACTOR.



STAMP:



SUBMITTAL:

80% CD
 DECEMBER 23, 2021

REVISIONS:

NO.	DATE	DESCRIPTION
3	5/21/21	DBL SFFD, MCO PLAN CHECK CORRECTIONS
4	6/8/21	DBL SFFD, MCO PLAN CHECK CORRECTIONS

PROJECT INFORMATION:

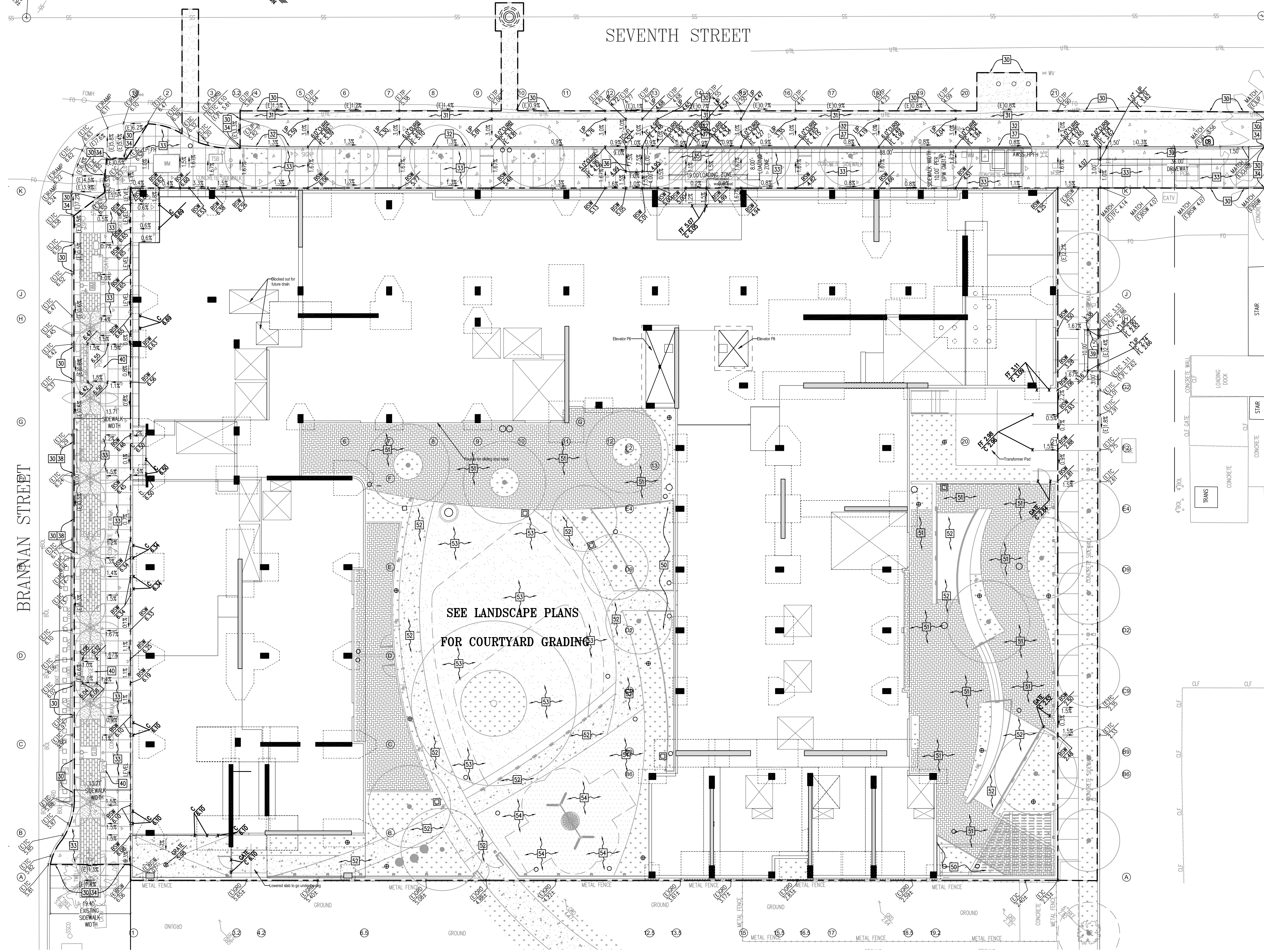
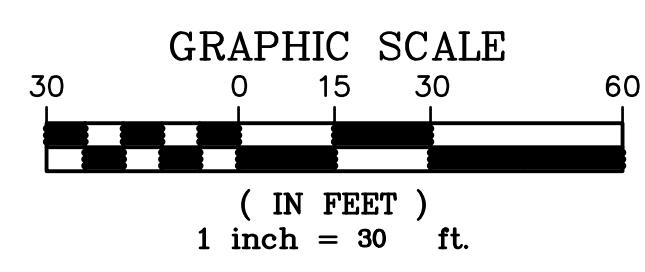
600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

SHEET TITLE:
 DEMOLITION PLAN

PROJECT NUMBER:
 11073A20

SHEET NUMBER:
 C-3



GENERAL NOTES

- ALL SPOT ELEVATIONS AND SLOPES ARE PROPOSED UNLESS NOTED AS EXISTING (E). SEE ABBREVIATIONS ON SHEET C-1.
- SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS GOVERN FOR WORK IN THE PUBLIC RIGHT-OF-WAY. REFER TO WWW.SFPUBLICWORKS.ORG FOR STANDARD SPECIFICATIONS.
- ALL WORK DIRECTED BY THE PUBLIC WORKS INSPECTOR

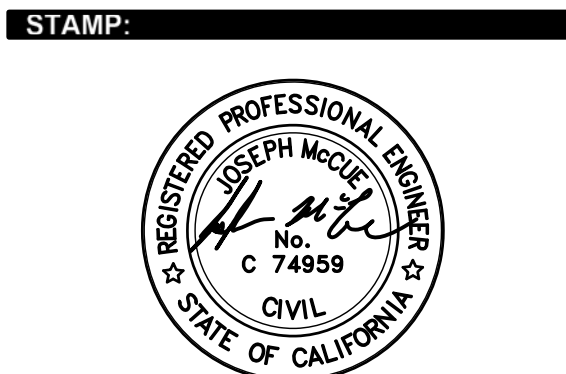
GRADING NOTES (OFF-SITE)

- LIMIT OF IMPROVEMENT. CONTRACTOR SHALL CONFORM NEW PAVEMENT ELEVATION TO EXISTING ELEVATION WITH A SMOOTH TRANSITION AND PROVIDE POSITIVE DRAINAGE PATTERN.
- SAW CUT AND REMOVE MINIMUM 2' WIDE EXISTING ASPHALT CONCRETE PAVEMENT AND AGGREGATE BASE FOR AC CONFORM. RECONSTRUCT MINIMUM 2' WIDE, 8" THICK AGGREGATE BASE AND 2" ASPHALT CONCRETE WEARING COURSE PER DETAIL NO. 1 ON SHEET C-2.
- DEMOLISH AND REMOVE EXISTING CONCRETE CURB AND PARKING STRIP. CONSTRUCT NEW VERTICAL CONCRETE CURB AND PARKING STRIP PER CITY STANDARD PLAN FILE 87,170. REFER TO THE TC/FL ELEVATIONS FOR CURB HEIGHT. WHERE CURB HEIGHT CHANGES BETWEEN ELEVATIONS, FORM THE CURB TO TRANSITION THE CURB HEIGHT EVENLY ALONG THE SPAN. CONSTRUCT ASSOCIATED JOINTS PER CITY STANDARD DETAIL FILE 87,173. REFER TO DETAILS NO. 1 AND 2 ON SHEET C-2.
- DEMOLISH AND REMOVE EXISTING CONCRETE SIDEWALK. CONSTRUCT NEW CONCRETE SIDEWALK PER DETAILS NO. 1 AND 2 ON SHEET C-2 AS APPROPRIATE. INSTALL #3 STEEL REINFORCED BARS AT MID-DEPTH OF THE CONCRETE SIDEWALK SLAB AROUND UTILITY BOXES AND TREE WELL PER SFPDW STANDARD PLAN 96,606 AND THE SFPDW STANDARD SPEC SECTION 204.
- CONNECT TO EXISTING CONCRETE SIDEWALK AND PARKING STRIP AT NEAREST SCORE LINE PER DETAIL NO. 3 ON SHEET C-2. CONTRACTOR SHALL CONFORM NEW SIDEWALK TO MATCH EXISTING GRADES AT LIMIT OF WORK WITH A SMOOTH TRANSITION AND PROVIDE POSITIVE DRAINAGE PATTERN TOWARD THE CURB.
- 19'x8' CLEAR AISLE SPACE OF SIDEWALK TO BE DESIGNATED AS A LOADING ZONE. LOADING ZONE TO BE FREE OF POSTS, SIGNS, BICYCLE RACKS, AWNINGS OR ANY OTHER OBSTRUCTIONS.
- CONSTRUCT STANDARD CURB RAMP PERPENDICULAR TO CURB PER CITY STANDARD PLAN FILE 102,857 (RX-4). INSTALL DETECTABLE WARNING DOMES PER CITY STANDARD PLAN FILE 102,859 (RX-6).
- PAINT 88' LENGTH OF CURB WHITE WITH A MINIMUM OF TWO COATS OF TRAFFIC RATED PAINT FOR PASSENGER LOADING ZONE.
- PAINT 30' LENGTH OF CURB WHITE WITH A MINIMUM OF TWO COATS OF TRAFFIC RATED PAINT FOR COMMERCIAL LOADING ZONE.
- CONSTRUCT CONCRETE DRIVEWAY PER CITY STANDARD PLAN FILE 87,171. OWNER TO APPLY FOR AN OVERWIDE DRIVEWAY PERMIT AT DPW FOR THE 36' WIDE DRIVEWAY
- EXISTING PG&E VAULT TO REMAIN. CONTRACTOR SHALL ADJUST VAULT RIM AND COVER TO MATCH THE FINISHED SIDEWALK SURFACE

GRADING NOTES (ON-SITE)

- CONSTRUCT BIORETENTION FLOW-THROUGH-PLANTER PER LANDSCAPE DETAILS AND SPECIFICATIONS
- INSTALL INTERLOCKING PERMEABLE PAVERS PER DETAIL NO 5 ON SHEET C-2 AND LANDSCAPE SPECIFICATIONS
- CONSTRUCT CONCRETE PAVEMENT PER LANDSCAPE DETAILS AND SPECIFICATIONS.
- INSTALL ARTIFICIAL TURF SURFACE PER LANDSCAPE DETAILS AND SPECIFICATIONS.
- INSTALL RUBBERIZED PLAYGROUND SURFACE PER LANDSCAPE DETAILS AND SPECIFICATIONS.

SEE LANDSCAPE PLANS
 FOR COURTYARD GRADING



STAMP:
SUBMITTAL:
 80% CD
 DECEMBER 23, 2021

REVISIONS:

DATE	DESCRIPTION
5/21/21	DBL SFPD MOD PLAN CHECK CORRECTIONS
6/9/21	DBL SFPD MOD PLAN CHECK CORRECTIONS

PROJECT INFORMATION:
 600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

SHEET TITLE:
 GRADING PLAN

PROJECT NUMBER:
 11073A20

SHEET NUMBER:
 C-4

SEWER NOTES (OFF-SITE)

- 100 INSTALL NEW PRECAST CONCRETE MANHOLE OVER THE EXISTING 5'-6" DIAMETER COMBINED SEWER MAIN PER CITY STANDARD PLAN FILE 87,183.
- 101 INSTALL NEW SANITARY SEWER LATERAL FROM THE BUILDING WITH CLEANOUT AND P-TRAP 2.0' FROM THE FACE OF CURB PER CITY STANDARD PLAN FILE 87,196 AND CONNECT LATERAL TO THE NEW MANHOLE. CONTRACTOR MAKE THE SIDE SEWER CONNECTION TO THE MANHOLE PRIOR TO BUILDING PLUMBING INSTALLATION. MAINTAIN MINIMUM 2% SLOPE IN LATERAL. IF THERE IS A CONFLICT, CONTRACTOR SHALL NOTIFY THE CIVIL ENGINEER FOR AN ALTERNATE DESIGN. CONNECT BUILDING LATERAL TO THE SEWER CLEANOUT, VERIFY PIPE SIZE AND FLOW LINE INFO ON THE PLUMBING PLAN PRIOR TO INSTALLING SIDE SEWER PIPE. REFER TO DETAIL NO. 7 ON SHEET C-2.
- 102 INSTALL NEW SANITARY SEWER LATERAL FROM THE BUILDING WITH CLEANOUT AND P-TRAP 2.0' FROM THE FACE OF CURB PER CITY STANDARD PLAN FILE 87,196. CONNECT LATERAL TO THE EXISTING 5'-6" DIAMETER COMBINED SEWER MAIN AT THE SPRINGLINE. CONTRACTOR MAKE THE SIDE SEWER CONNECTION TO THE MAIN PRIOR TO BUILDING PLUMBING INSTALLATION. MAINTAIN MINIMUM 2% SLOPE IN LATERAL. IF THERE IS A CONFLICT, CONTRACTOR SHALL NOTIFY THE CIVIL ENGINEER FOR AN ALTERNATE DESIGN. CONNECT BUILDING LATERAL TO THE SEWER CLEANOUT, VERIFY PIPE SIZE AND FLOW LINE INFO ON THE PLUMBING PLAN PRIOR TO INSTALLING SIDE SEWER PIPE. REFER TO DETAIL NO. 7 ON SHEET C-2.
- 103 INSTALL FLEXIBLE EXPANSION JOINT BY CONNECTING MIN. 5 SEGMENTS OF 1FT LONG SECTIONS OF PLAIN END PVC PIPE WITH RUBBER COUPLINGS. PIPE SHALL BE CUT PER MANUFACTURERS RECOMMENDATIONS AS NEEDED. RUBBER COUPLINGS SHALL BE LISTED FOR USE ON PVC PIPE AND HAVE STAINLESS STEEL BANDS. REFER TO DETAIL NO 6 ON SHEET C-2

SEWER NOTES (ON-SITE)

- 110 CONNECT SANITARY SEWER LATERAL TO BUILDING. SEE PLUMBING PLANS FOR CONTINUATION WITHIN THE BUILDING.
- 111 INSTALL BACKWATER CHECK VALVE IN LINE WITH THE SANITARY SEWER LATERAL UPSTREAM FROM THE FLEXIBLE PIPE. REFER TO DETAIL NO. 10 ON SHEET C-2.

STORM DRAIN NOTES (OFF-SITE)

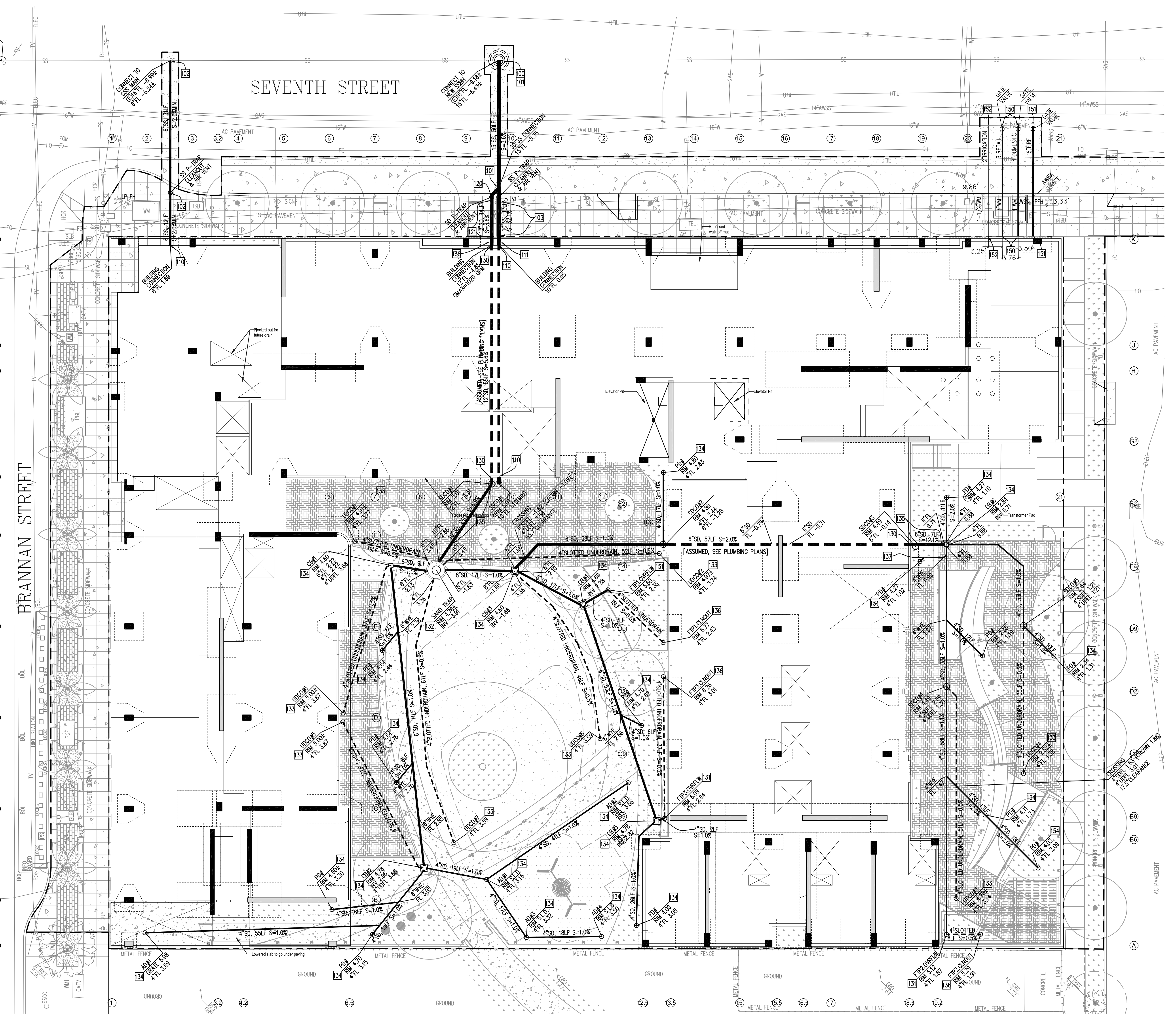
- 120 INSTALL NEW STORM DRAIN LATERAL FROM BUILDING WITH CLEANOUT, AIR VENT, AND P-TRAP. INSTALLATION TO BE CONSISTENT WITH CITY STANDARD PLAN FILE 87,196, CONNECT TO SANITARY SEWER LATERAL WITH A WYE FITTING. REFER TO DETAIL NO. 6 ON SHEET C-2.
- 121 CONSTRUCT FLEXIBLE PIPE CONNECTION FROM THE BUILDING CONNECTION POINT TO THE CLEANOUT, P-TRAP AND AIR VENT PER DETAIL NO. 6 ON SHEET C-2. INSTALL AS MANY PIPE SECTIONS AS FEASIBLE TO FIT UNDER THE SIDEWALK. PIPE SHALL BE CUT PER MANUFACTURERS RECOMMENDATIONS AS NEEDED.

STORM DRAIN NOTES (ON-SITE)

- 130 CONNECT STORM CONVEYANCE PIPELINE TO BUILDING. SEE PLUMBING PLANS FOR CONTINUATION WITHIN THE BUILDING.
- 131 INSTALL BIORETENTION FLOW-THROUGH-PLANTER OVERFLOW PIPE WITH ATRIUM GRATE. CONNECT TO THE STORM MAIN CONVEYANCE PIPELINE AT THE ELEVATION PROVIDED USING TWO 45° BENDS. REFER TO DETAIL NO 4 ON SHEET C-2.
- 132 INSTALL SAND TRAP. CONNECT STORM CONVEYANCE PIPELINES TO APPROPRIATE FLOW LINE ELEVATION PROVIDED. FLOW LINE ELEVATIONS ARE DIFFERENTIATED BY THE NORTH[N], SOUTH[S], EAST[E] AND WEST[W] ORIENTATION OF THE PIPE PROTRUSION RELATIVE TO THE CENTER OF THE SAND TRAP STRUCTURE. REFER TO DETAIL NO 8 ON SHEET C-2.
- 133 INSTALL PERMEABLE PAVEMENT/ARTIFICIAL TURF UNDERDRAIN AND CLEANOUT STRUCTURE.
- 134 INSTALL AREA DRAIN AT THE GRATE AND FLOW LINE ELEVATIONS PROVIDED. REFER TO LANDSCAPE PLANS FOR DRAIN TYPE AND SPECIFICATIONS. CONNECT TO STORM CONVEYANCE PIPE.
- 135 CONSTRUCT FLEXIBLE PIPE CONNECTION FROM THE SAND TRAP TO THE BUILDING CONNECTION POINT PER DETAIL NO. 6 ON SHEET C-2. PIPE SHALL BE CUT PER MANUFACTURERS RECOMMENDATIONS AS NEEDED.
- 136 INSTALL FLOW-THROUGH-PLANTER CLEANOUT RISER AND SLOTTED UNDERDRAIN PIPE. REFER TO DETAILS 4 AND 9 ON SHEET C-2. CONNECT TO OVERFLOW PIPELINE WITH A TEE FITTING
- 137 CONNECT ROOF DOWNSPOUT TO STORM DRAIN PIPELINE. SEE PLUMBING PLAN FOR CONTINUATION TO ROOF DRAIN.
- 138 INSTALL BACKWATER CHECK VALVE IN LINE WITH THE STORM LATERAL UPSTREAM FROM THE FLEXIBLE PIPE. REFER TO DETAIL NO. 10 ON SHEET C-2.

WATER NOTES (OFFSITE)

- 150 OWNER SHALL APPLY FOR A WATER SERVICE CONNECTION TO THE BUILDING. OWNER TO PAY FOR ALL RELATED FEES. CONTRACTOR SHALL COORDINATE WITH WATER DEPARTMENT FOR THEM TO INSTALL THEIR WATER LATERAL, ISOLATION VALVE AND METER. CONNECT TO THE BUILDING WATER SYSTEM PER PLUMBING PLANS AND REFER TO PLUMBING PLANS FOR PIPE SIZES AND EXACT POINTS OF CONNECTION TO BUILDING. INSTALL PRESSURE REDUCING VALVE AS NEEDED. CONTRACTOR SHALL VERIFY AND REFER TO THE ARCHITECTURAL AND PLUMBING DRAWINGS FOR FINAL BACKFLOW PREVENTER LOCATION INSIDE BUILDING, AND ENSURE THAT THE DISTANCE BETWEEN THE POINT OF CONNECTION AND THE BACK FLOW PREVENTER DOES NOT EXCEED 25 FEET. CONTRACTOR SHALL OBTAIN APPROVAL FROM THE WATER QUALITY CONTROL DIVISION FOR THE TYPE OF BACK FLOW DEVICE PRIOR TO INSTALLATION. REFER TO PLUMBING DRAWINGS FOR WATER DEMAND.
- 151 OWNER SHALL APPLY FOR FIRE WATER CONNECTIONS TO BUILDING. OWNER AND CONTRACTOR TO COORDINATE WITH SAN FRANCISCO WATER DEPARTMENT FOR THEM TO PLACE THE LATERAL, ISOLATION VALVE AND AWMA C10 FLANGE. OWNER TO PAY FOR ALL RELATED FEES. CONTRACTOR SHALL INSTALL THE DOUBLE DETECTOR CHECK VALVE PER WATER QUALITY CONTROL DIVISION REQUIREMENTS. CONTRACTOR SHALL OBTAIN APPROVAL FROM THE WATER QUALITY CONTROL DIVISION FOR THE TYPE OF BACKFLOW DEVICE PRIOR TO INSTALLATION. INSTALL BACK FLOW PREVENTER PER WATER QUALITY CONTROL DIVISION REQUIREMENTS, AND ENSURE THAT THE DISTANCE BETWEEN THE POINT OF CONNECTION AND THE BACK FLOW PREVENTER DOES NOT EXCEED 25 FEET. CONTRACTOR SHALL SUBMIT SHOP DRAWING TO THE WATER QUALITY CONTROL DIVISION FOR THEIR APPROVAL PRIOR TO INSTALLING ANY FIRE WATER SYSTEM. REFER TO FIRE PROTECTION PLAN AND PLUMBING PLAN FOR DETAILED INFORMATION.
- 152 OWNER SHALL APPLY FOR AN IRRIGATION SERVICE CONNECTION TO THE BUILDING. OWNER TO PAY FOR ALL RELATED FEES. CONTRACTOR SHALL COORDINATE WITH WATER DEPARTMENT FOR THEM TO INSTALL THEIR WATER LATERAL AND METER. CONNECT TO THE BUILDING WATER SYSTEM PER PLUMBING PLANS AND REFER TO PLUMBING PLANS FOR PIPE SIZES AND EXACT POINTS OF CONNECTION TO BUILDING. INSTALL PRESSURE REDUCING VALVE AS NEEDED. CONTRACTOR SHALL VERIFY AND REFER TO THE ARCHITECTURAL AND PLUMBING DRAWINGS FOR FINAL BACKFLOW PREVENTER LOCATION INSIDE BUILDING, AND ENSURE THAT THE DISTANCE BETWEEN THE POINT OF CONNECTION AND THE BACK FLOW PREVENTER DOES NOT EXCEED 25 FEET. CONTRACTOR SHALL OBTAIN APPROVAL FROM THE WATER QUALITY CONTROL DIVISION FOR THE TYPE OF BACK FLOW DEVICE PRIOR TO INSTALLATION. REFER TO LANDSCAPE DRAWINGS FOR WATER DEMAND.



STAMP:



SUBMITTAL:

80% CD
 DECEMBER 23, 2021

REVISIONS:

NO.	DATE	DESCRIPTION
3	9/21/21	DBL SFSD, MOD PLAN CHECK CORRECTIONS
4	9/21/21	DBL SFSD, MOD PLAN CHECK CORRECTIONS

PROJECT INFORMATION:

600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

SHEET TITLE:

UTILITY PLAN

PROJECT NUMBER:

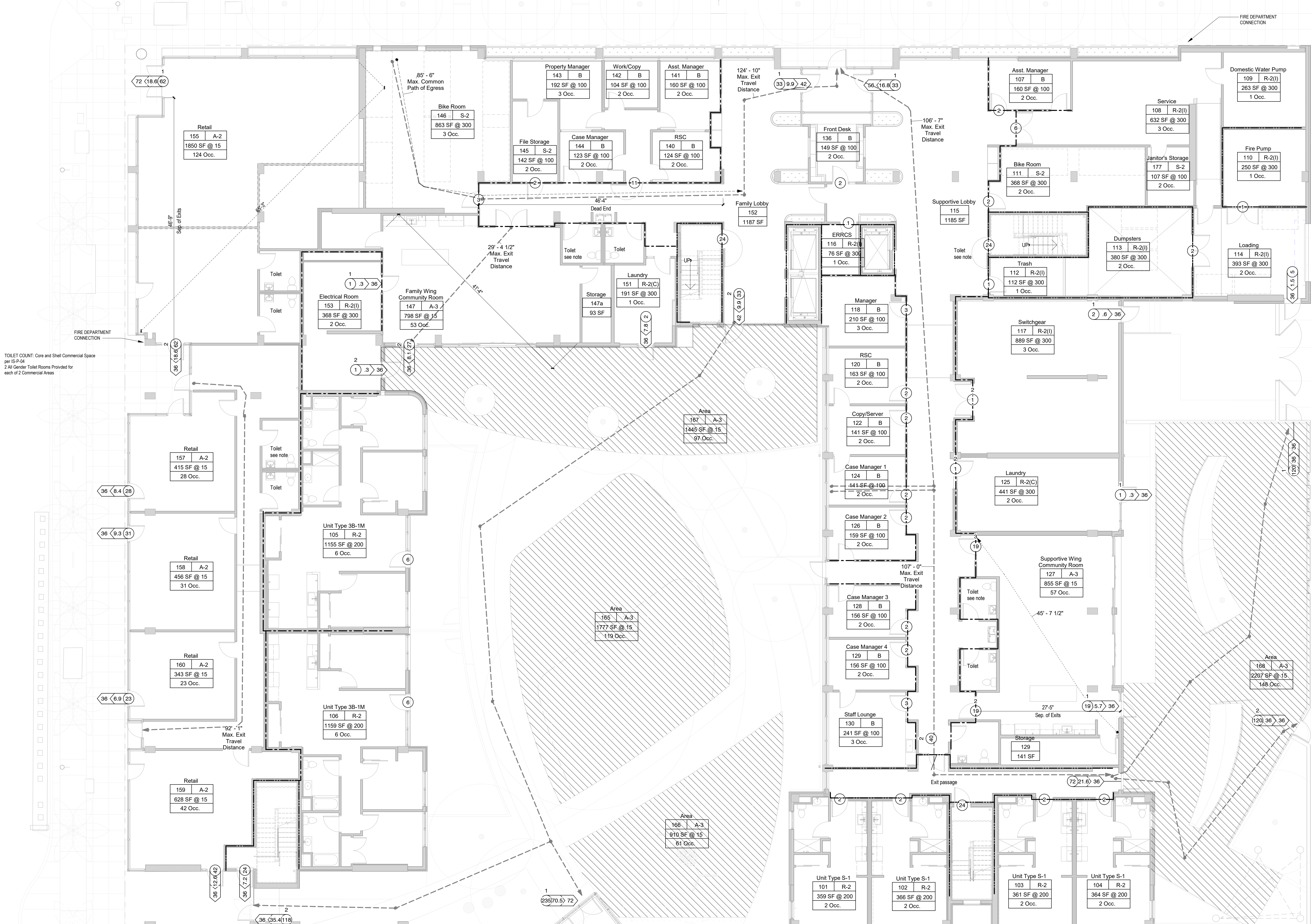
11073A20

SHEET NUMBER:

C-5

7TH STREET

TOILET COUNT: Family Wing
 per ISF-04
 Offices: 1 occupant per 200 sf = 6 occupants
 Community Room (for residents) 1 occupant per 30 sf = 26 occupants
 32 total occupants: 16 each gender: 1,400 required for Female
 2 All Gender Toilet Rooms Provided



TOILET COUNT: Core and Shell Commercial Space
 per ISF-04
 2 All Gender Toilet Rooms Provided for
 each of 2 Commercial Areas

TOILET COUNT: Supportive Wing
 per ISF-04
 Offices: 1 occupant per 200 sf = 7 occupants
 Community Room (for residents) 1 occupant per 30 sf = 32 occupants
 39 total occupants: 20 each gender: 1,400 required for Female
 2 All Gender Toilet Rooms Provided

PUBLICLY ACCESSIBLE
 OPEN SPACE
 Protected by access easement

PRIVATE ALLEY WITH
 ACCESS EASEMENT

1 Ground Floor Level (Level of Discharge)
 1/8" = 1'-0"

LEGEND

4 (360)120°/120°	Egress Location Occupancy Load	Egress Required	Egress Width
Unit 101 R-2 100 SF @ 200 1 Occ.	Room Name Room # Occupancy Floor Area @ Area allowed per occupant Occupant Load		

OCCUPANCY
 CBC CHAPTER 3

A-3	Assembly, Multi-purpose room, Courtyards
B	Business, Office with miscellaneous accessory use
R-2	Residential apartments
S-2	Low-hazard storage, Bike parking
(I)	Incidental
(A)	Accessory use - ancillary to main occupancy & 10% of building area (CBC 508.2)
(C)	Circulation

OCCUPANT LOAD FACTORS
 TABLE 1004.1.2

Accessory storage	300 GSF
Assembly (tables & chairs)	200 GSF
Business	15 NSF
Kitchen	200 GSF
Residential	200 GSF
Residential	200 GSF

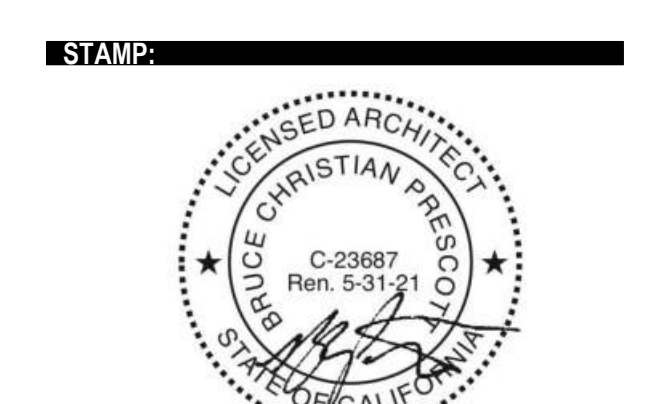
Notes:
 E.C.D.: Two-Way Emergency Communication Device

Accessible Means of Egress:
 * Accessible means of egress are required. Per CBC 1007.2.1, Exception 1, the elevator does not have to be an accessible means of egress if a horizontal exit is provided. Therefore one accessible egress is the stair and the second egress is a horizontal exit. Per 1007.3 Exceptions, 48" width and area of refuge at the stairs are not required because the building is protected with an automatic sprinkler system. Per 1007.8.2-way communication is required at the elevator landing; per Pre-Application notes, 2-way communication is required on each side of horizontal exit. Noted as ECD on plans.

All demising walls and corridor walls 1-hr rated

EGRESS TABLE 1ST FLOOR

	CBC	CBC REFERENCE
Common Path of Travel	125' Max	1066.2.1
Max Exit Travel Distance	250' Max	1017.2
Dead End Corridor	50' Max	1020.4 & 707
2-Hr Rated Fire Barrier		
3-Hr Rated Fire Barrier		



DESIGN DEVELOPMENT
 January 11, 2021

DATE: 12/1/20
 RESPONSE TO PCL #1

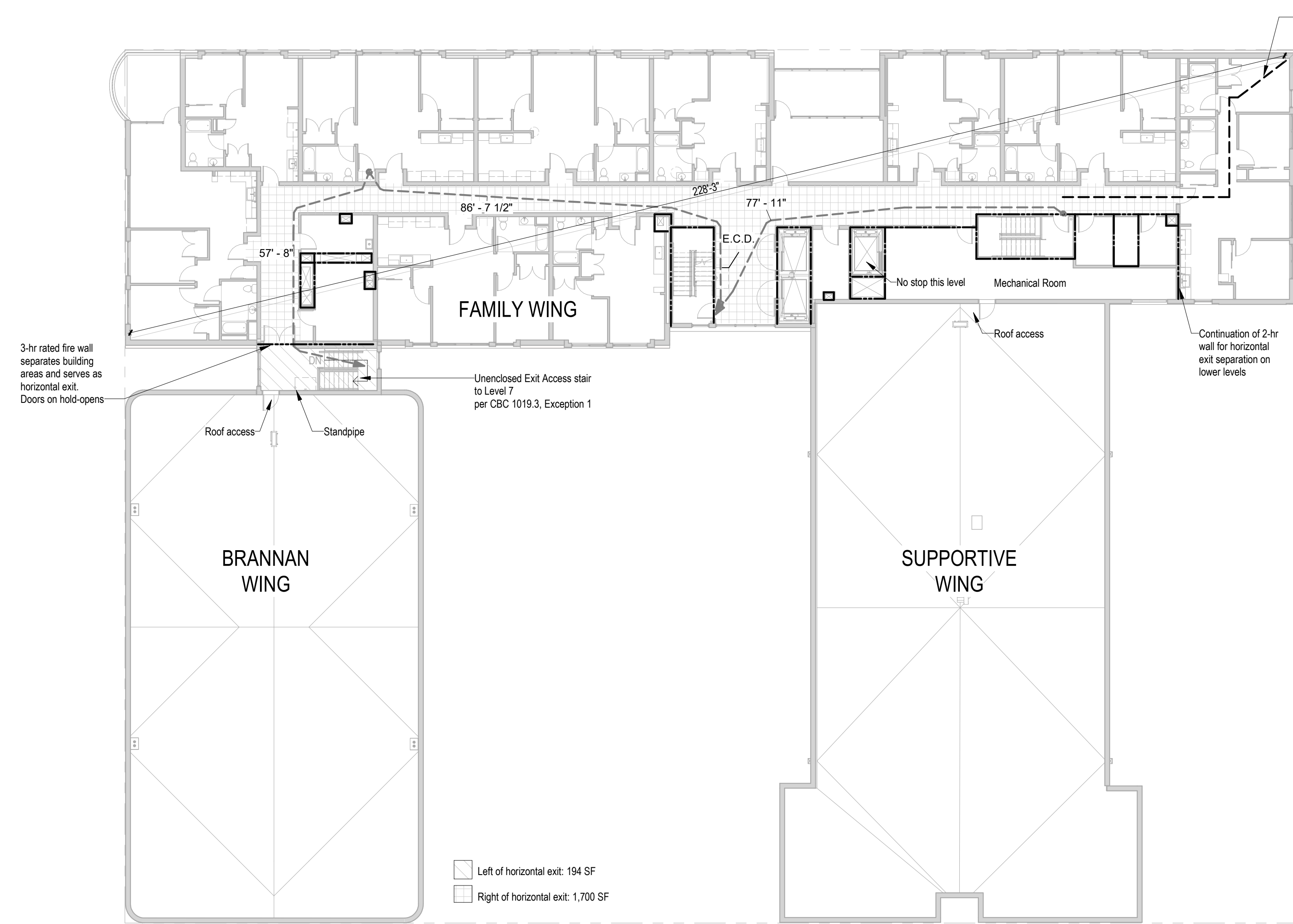
600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

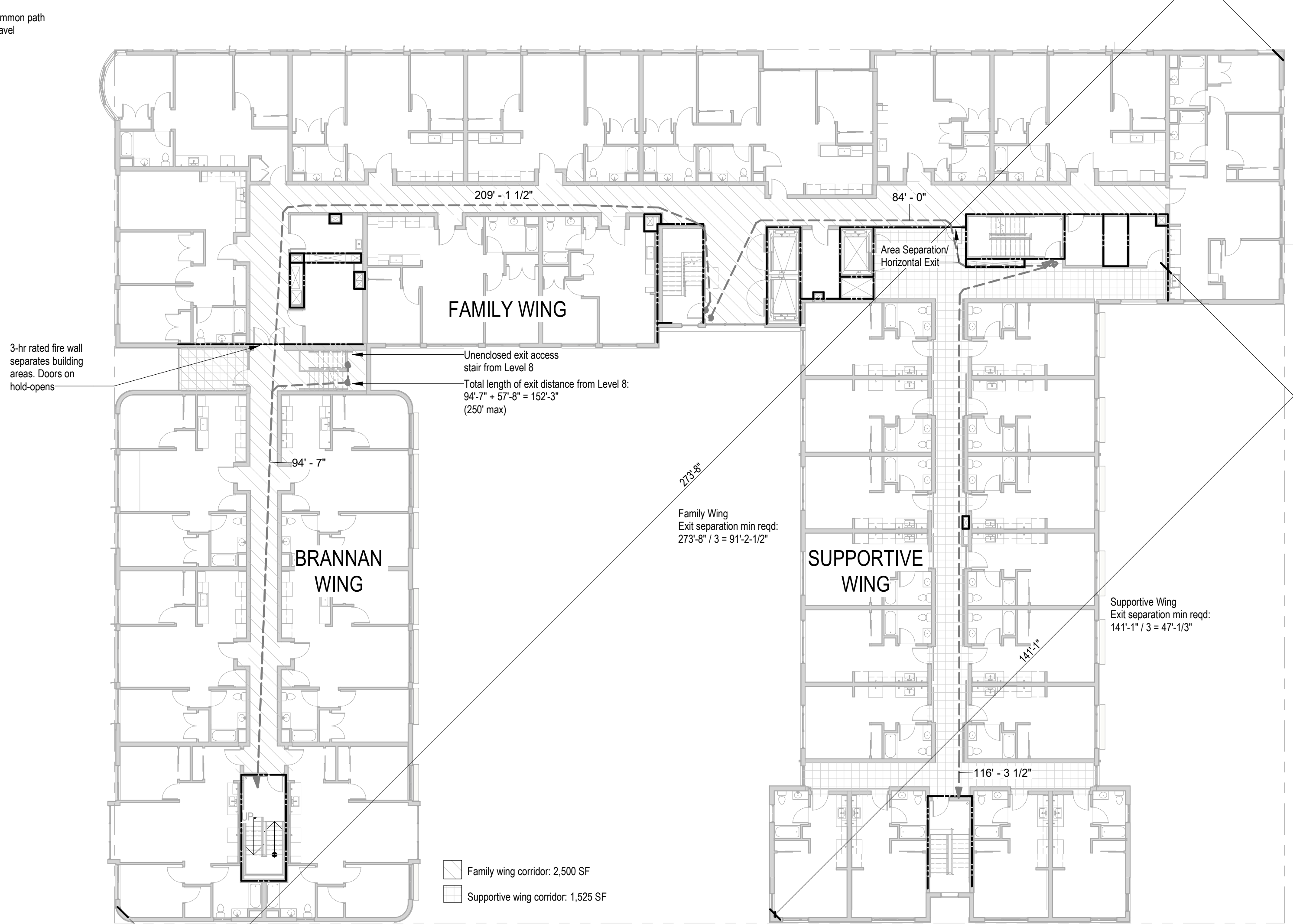
Code Analysis Plans

2001

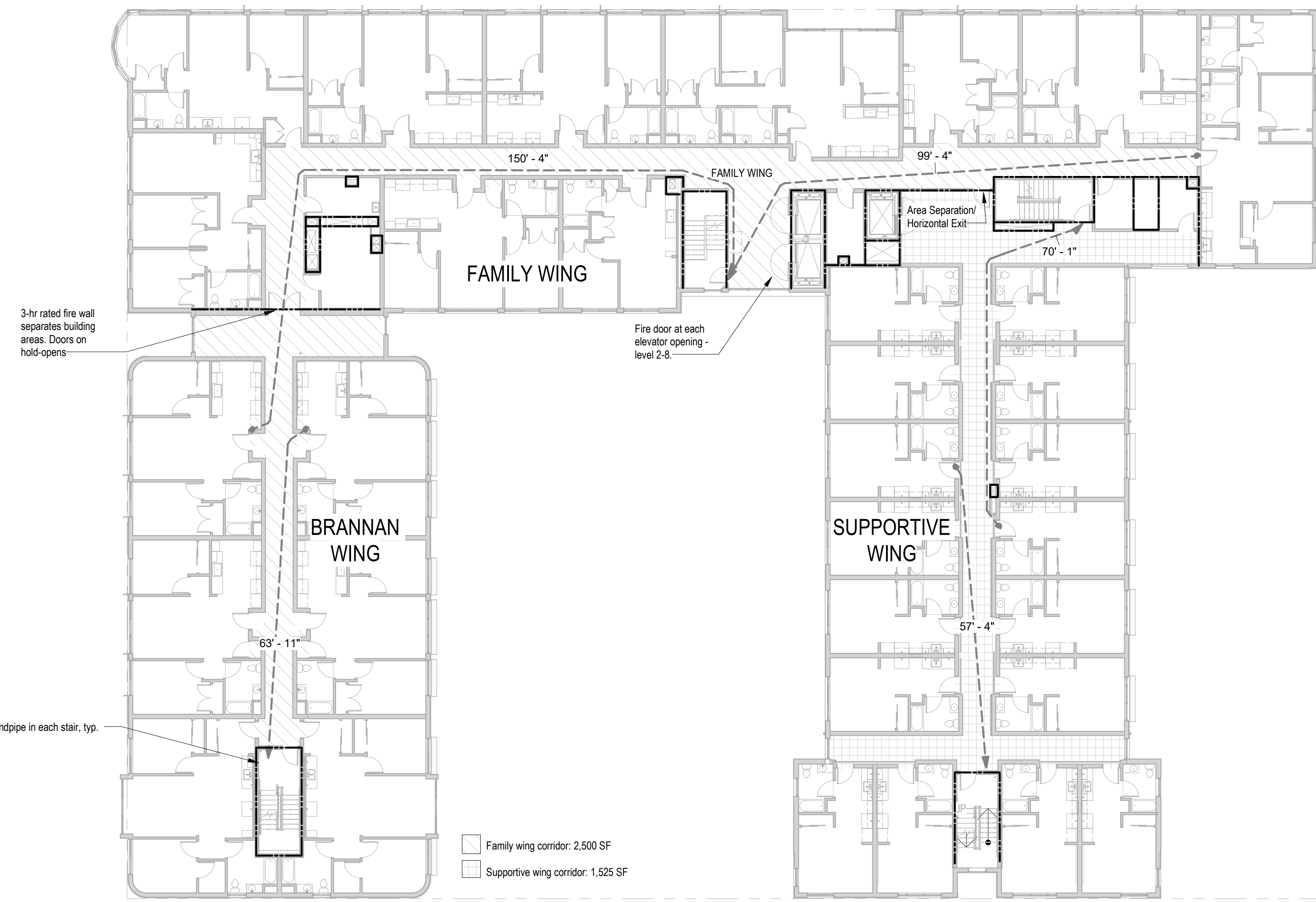
A0.31



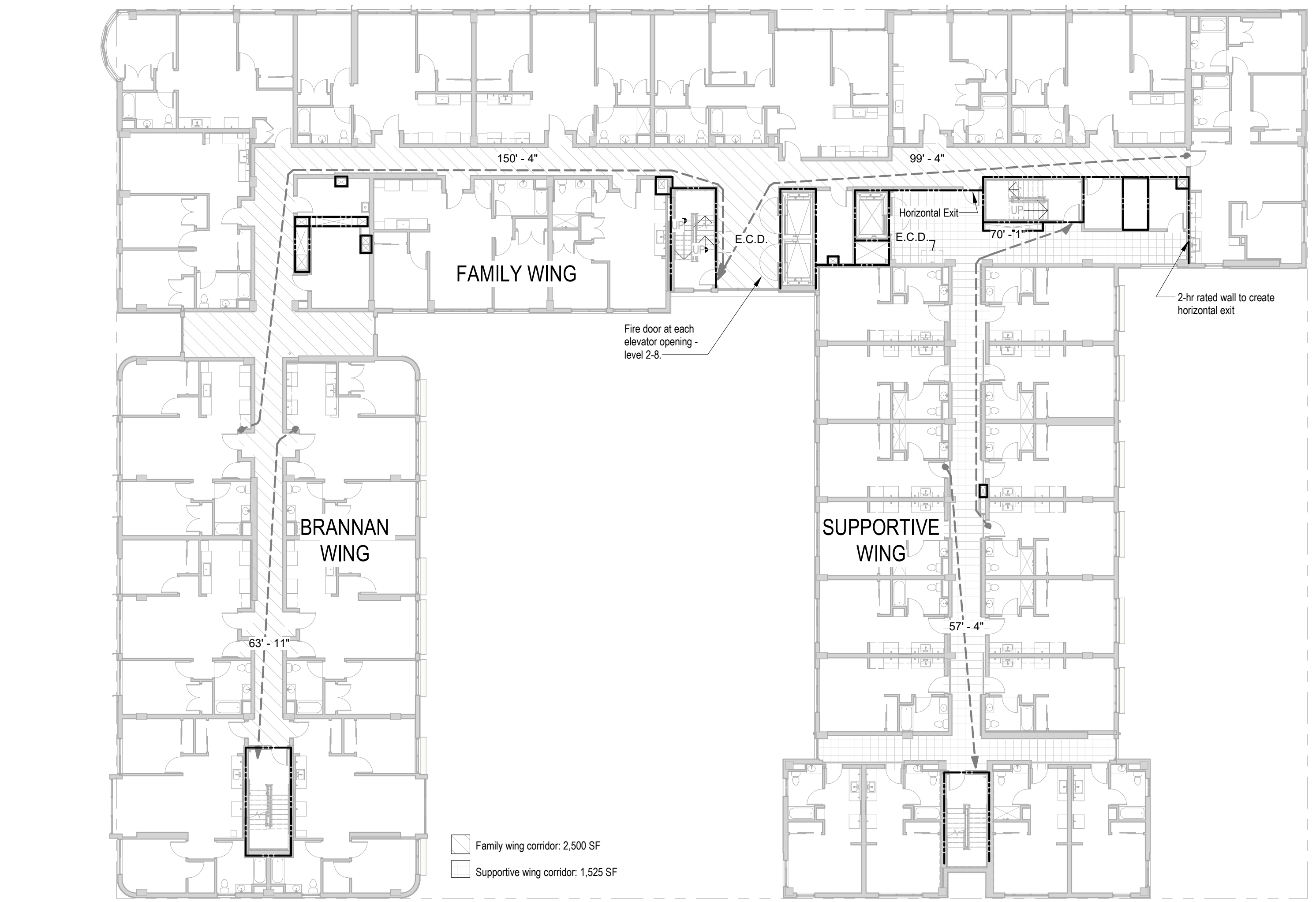
④ Eighth Level Code Analysis
 1/16" = 1'-0"



③ Seventh Level Code Analysis
 1/16" = 1'-0"



② Typical Wood Framed (Levels 4-8) Code Analysis
 1/16" = 1'-0"



① Typical Concrete Structure (Levels 2-3) Code Analysis
 1/16" = 1'-0"

Notes:

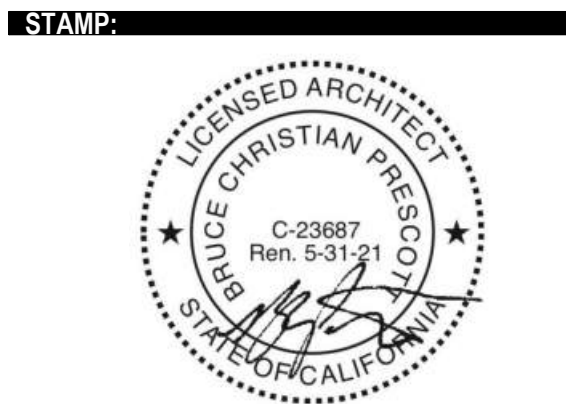
E.C.D.: Two-Way Emergency Communication Device

Accessible Means of Egress:

- Accessible means of egress are required. Per CBC 1007.2.1, Exception 1, the elevator does not have to be an accessible means of egress if a horizontal exit is provided. Therefore one accessible egress is the stair and the second egress is a horizontal exit. Per 1007.3 Exceptions, 48" width and area of refuge at the stairs are not required because the building is protected with an automatic sprinkler system. Per 1007.8 2-way communication is required at the elevator landing, per Pre-Application notes. 2-way communication is required on each side of horizontal exit. Noted as ECD on plans.

All demising walls and corridor walls 1-hr rated

EGRESS TABLE 1ST FLOOR	CBC	CBC REFERENCE
Common Path of Travel	125' Max	1096.2.1
Max Exit Travel Distance	250' Max	1011.2
Dead End Corridor	50' Max	1020.4 & 707
2-Hr Rated Fire Barrier		
3-Hr Rated Fire Barrier		



STAMP

SUBMITTAL

Design Development
 January 11, 2021

REVISIONS

DATE	DESCRIPTION
12/1/20	RESPONSE TO PCL #1

PROJECT INFORMATION

600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

2 X 4 AREA FOR STAMPS

SHEET TITLE

Code Analysis Plans

SCHEMATIC NUMBER

2001

SHEET NUMBER

A0.32



3 Housing Entrance



2 Brannan Street to MEWS



1 7th and Brannan



4 Corner Perspective

STAMP



SUBMITTAL

Design Development
January 11, 2021

REVISIONS

DATE	DESCRIPTION	RESPONSE TO PCL #1	PLANNING CLARIFICATION
12/1/20			
1/6/21			

PROJECT INFORMATION

600 7TH STREET
San Francisco, CA 94107

Owner
Mercy Housing California

SCALE AREA FOR STAMPS

SHEET TITLE

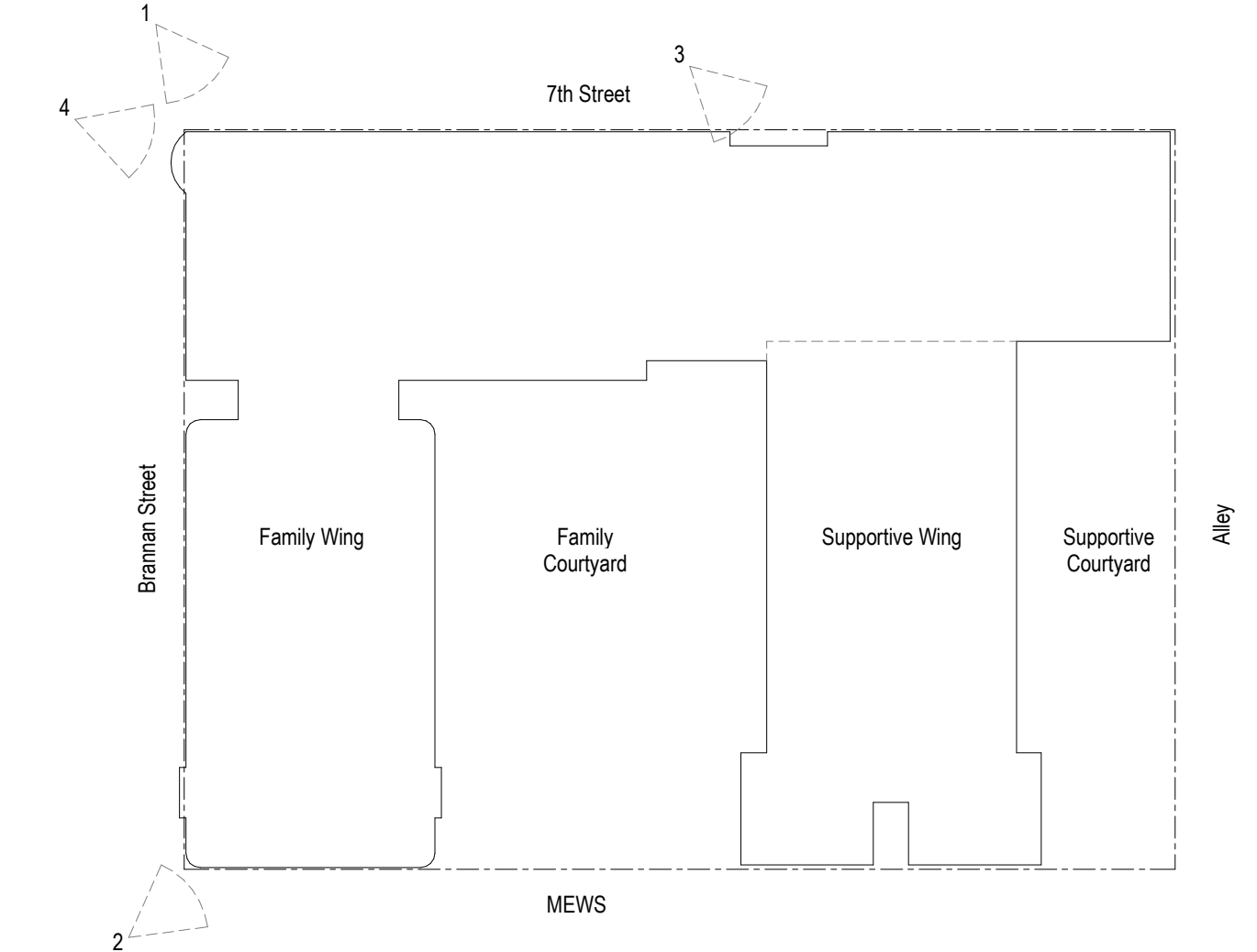
Illustrative Views

PROJECT NUMBER

2001

SHEET NUMBER

A0.40

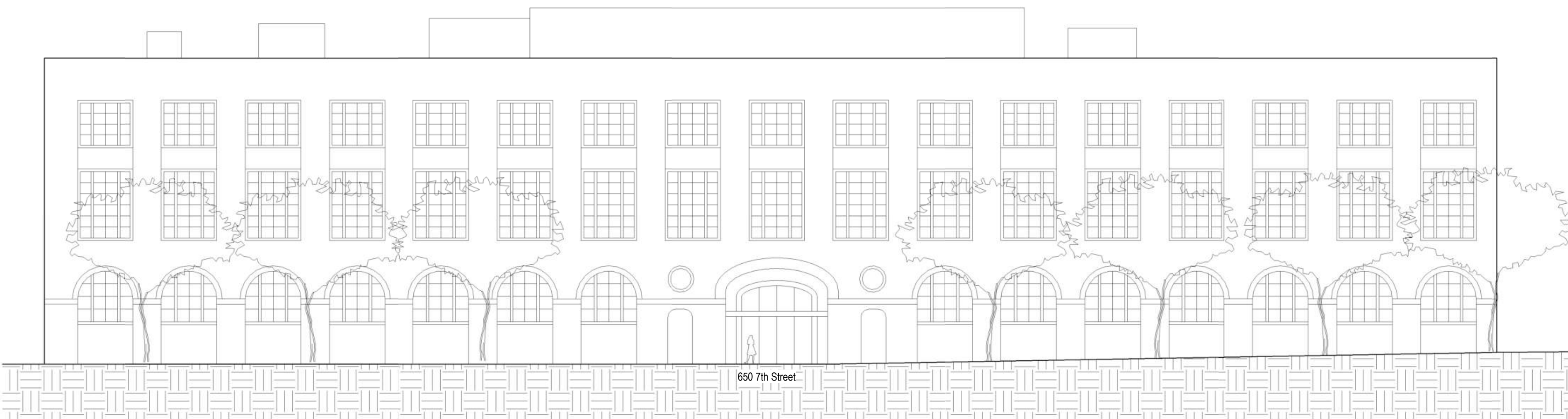




3 Shaded South Elevation
1/16" = 1'-0"



4 Shaded West Elevation
1/16" = 1'-0"



1 Shaded East Elevation (Along 7th Street)
1/16" = 1'-0"



2 Shaded North Elevation (Along Brannan Street)
1/16" = 1'-0"

STAMP



SUBMITTAL

Design Development
January 11, 2021

REVISIONS

DATE	DESCRIPTION
1/4/21 <td>PLANNING CLARIFICATION</td>	PLANNING CLARIFICATION

PROJECT INFORMATION

600 7TH STREET
San Francisco, CA 94107

Owner
Mercy Housing California

SCALE AREA FOR STAMPS

SHEET TITLE

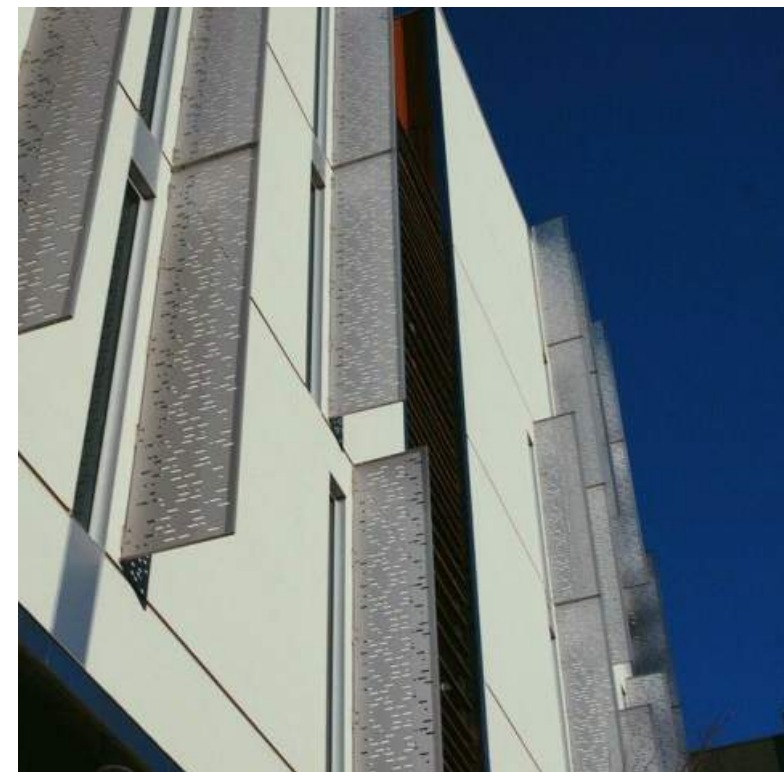
Shaded Elevations

PROJECT NUMBER

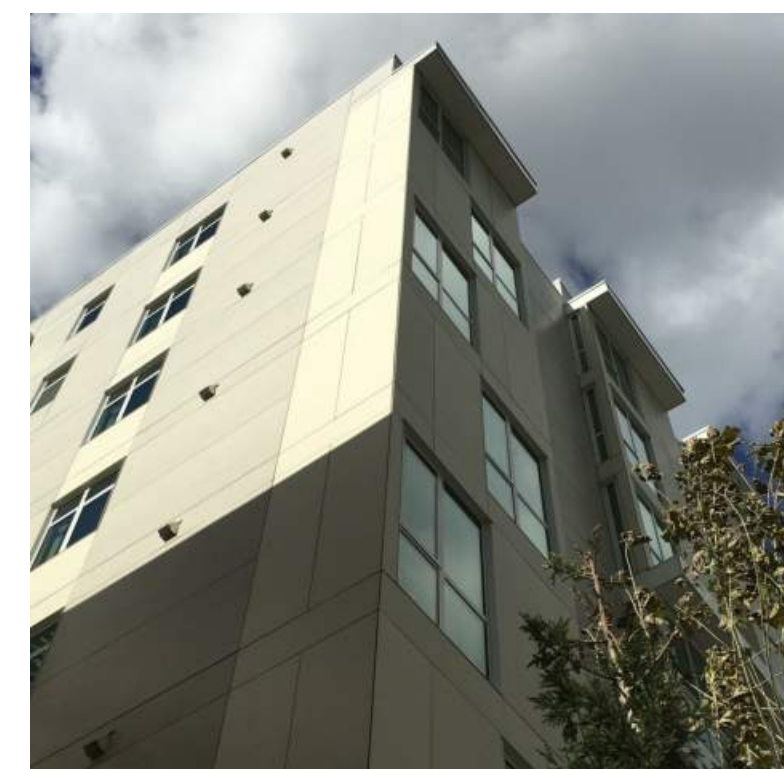
2001

SHEET NUMBER

A0.41



Facade Materials - Perforated Fin Example Reference



Facade Materials - Smooth Panels



Facade Materials: PNL-1 Slats Installed



Facade Materials - Brick Context and Panel



STAMP



SUBMITTAL

Design Development
 January 11, 2021

REVISIONS

DATE	DESCRIPTION
12/1/20	RESPONSE TO FCL #1
1/6/21	PLANNING CLARIFICATION

PROJECT INFORMATION

600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

AREA FOR STAMPS

SHEET TITLE

Facade Details

PROJECT NUMBER

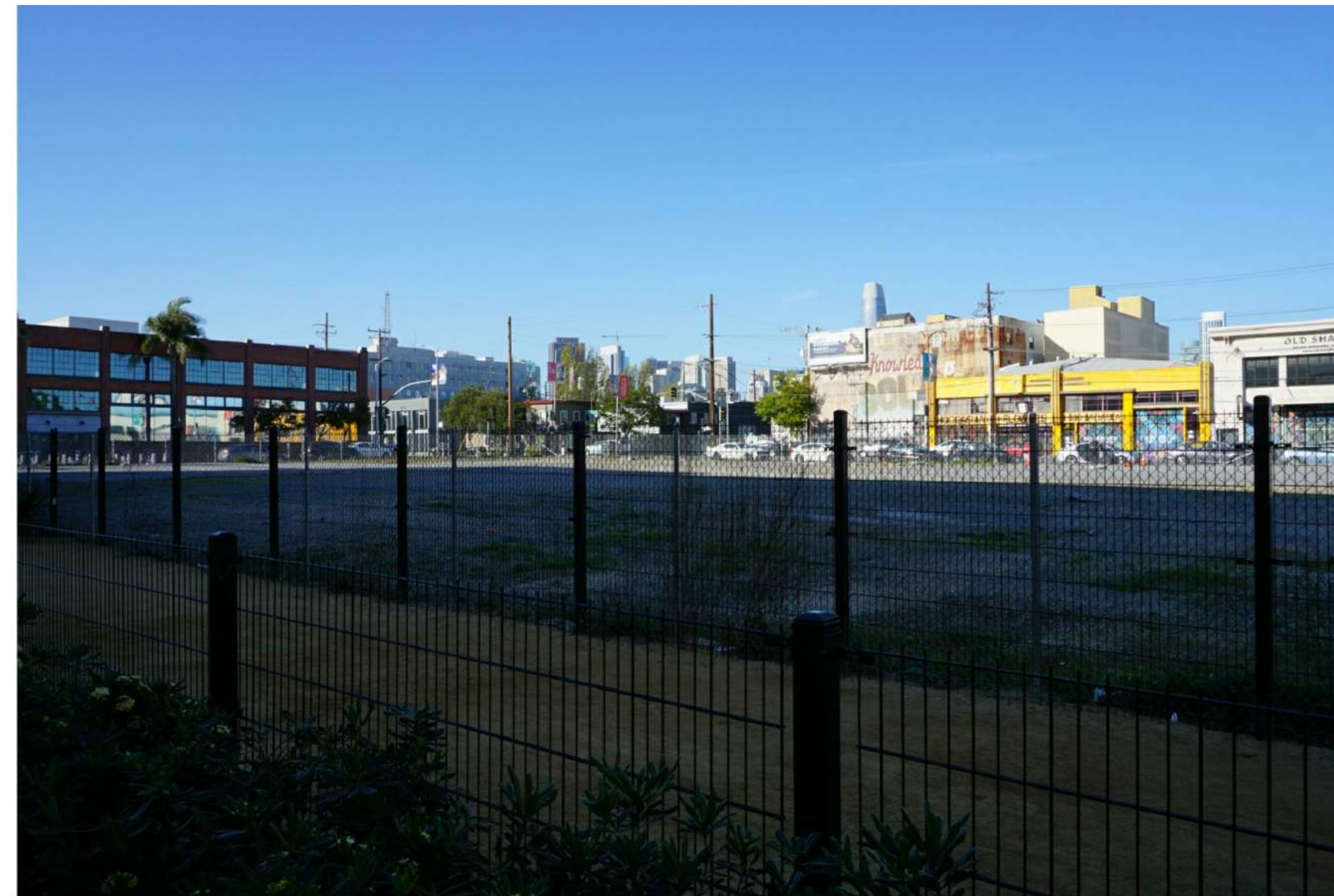
2001

SHEET NUMBER

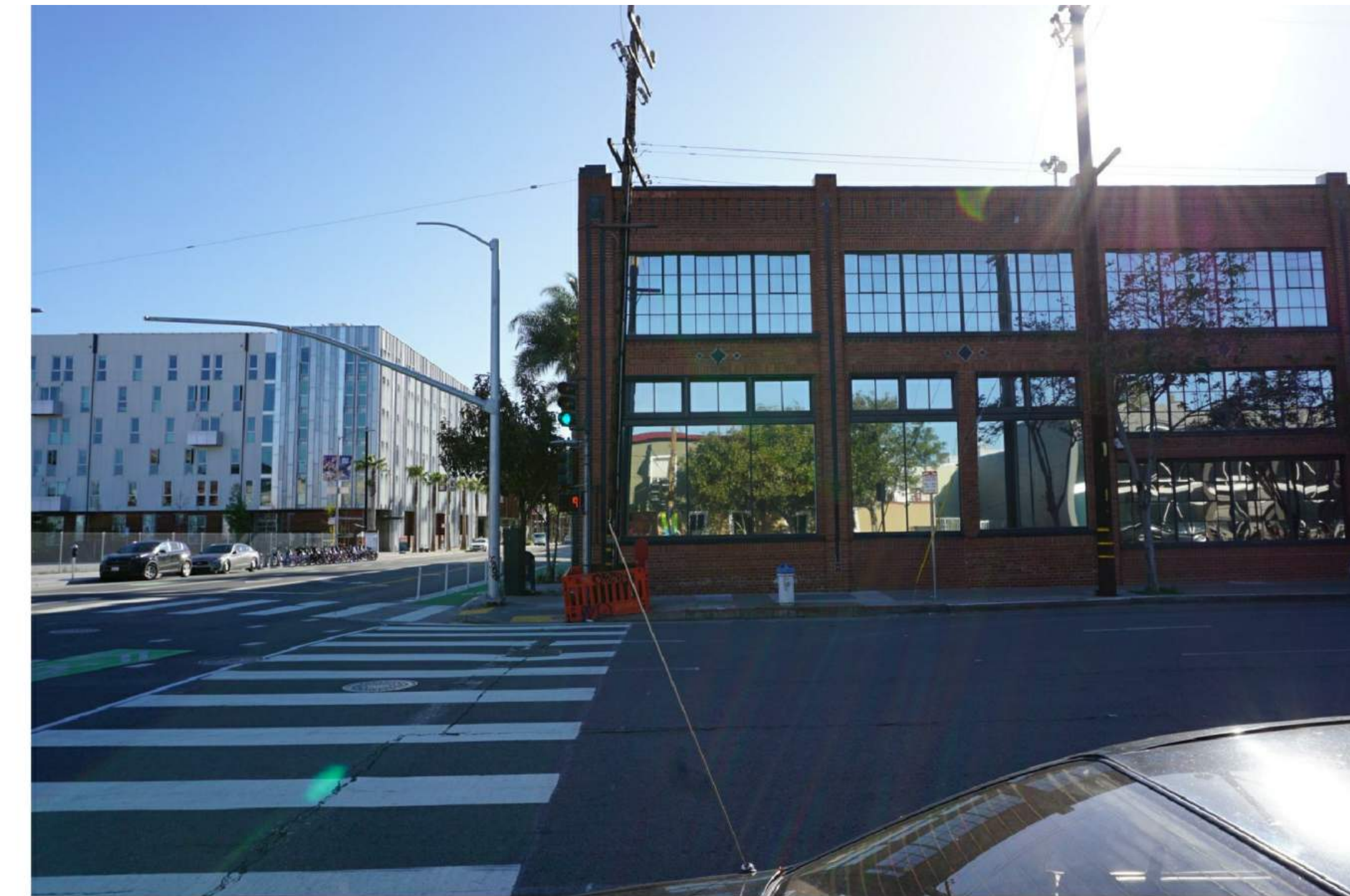
A0.42



Private Alley (site at right)



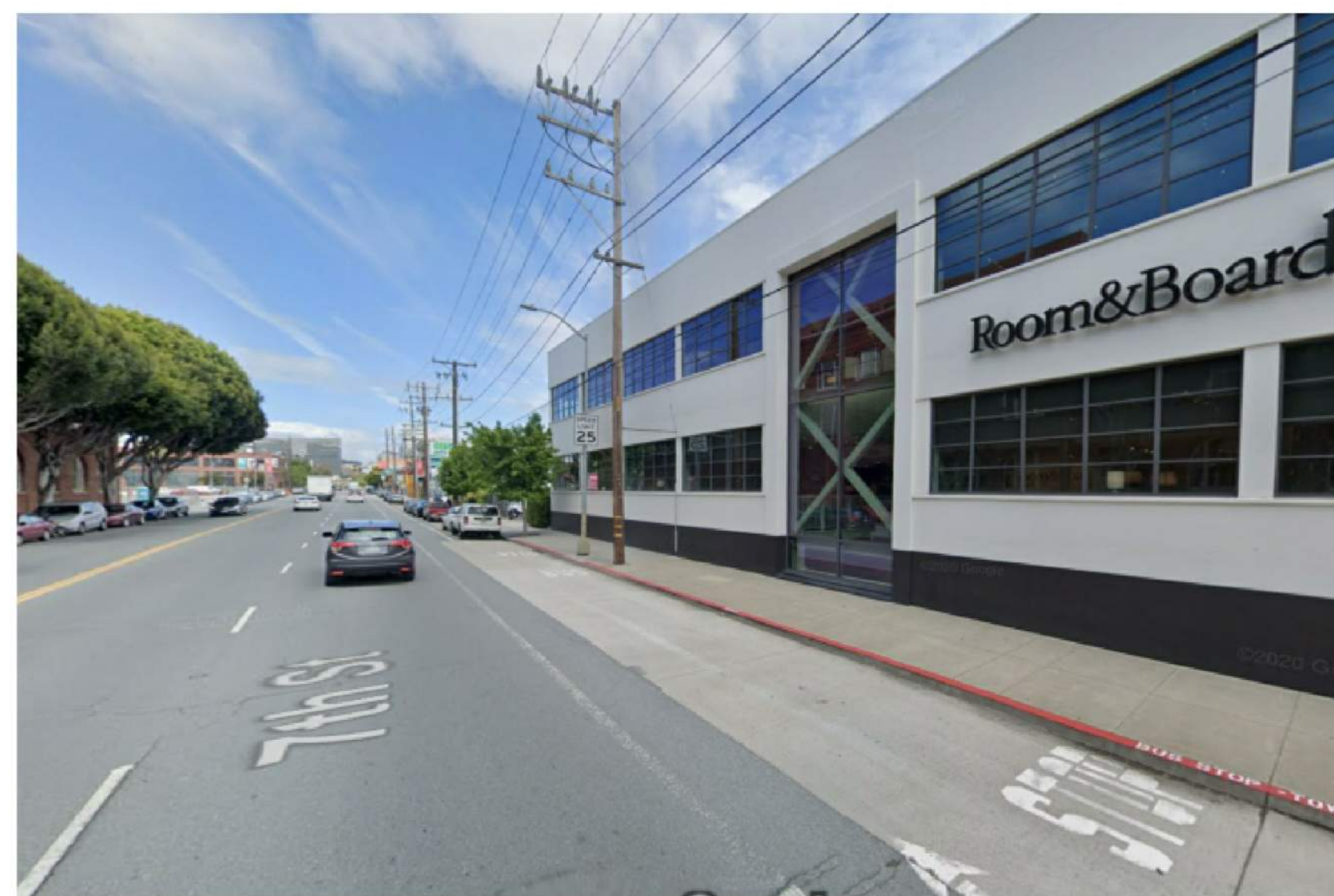
View from MEWS of Site



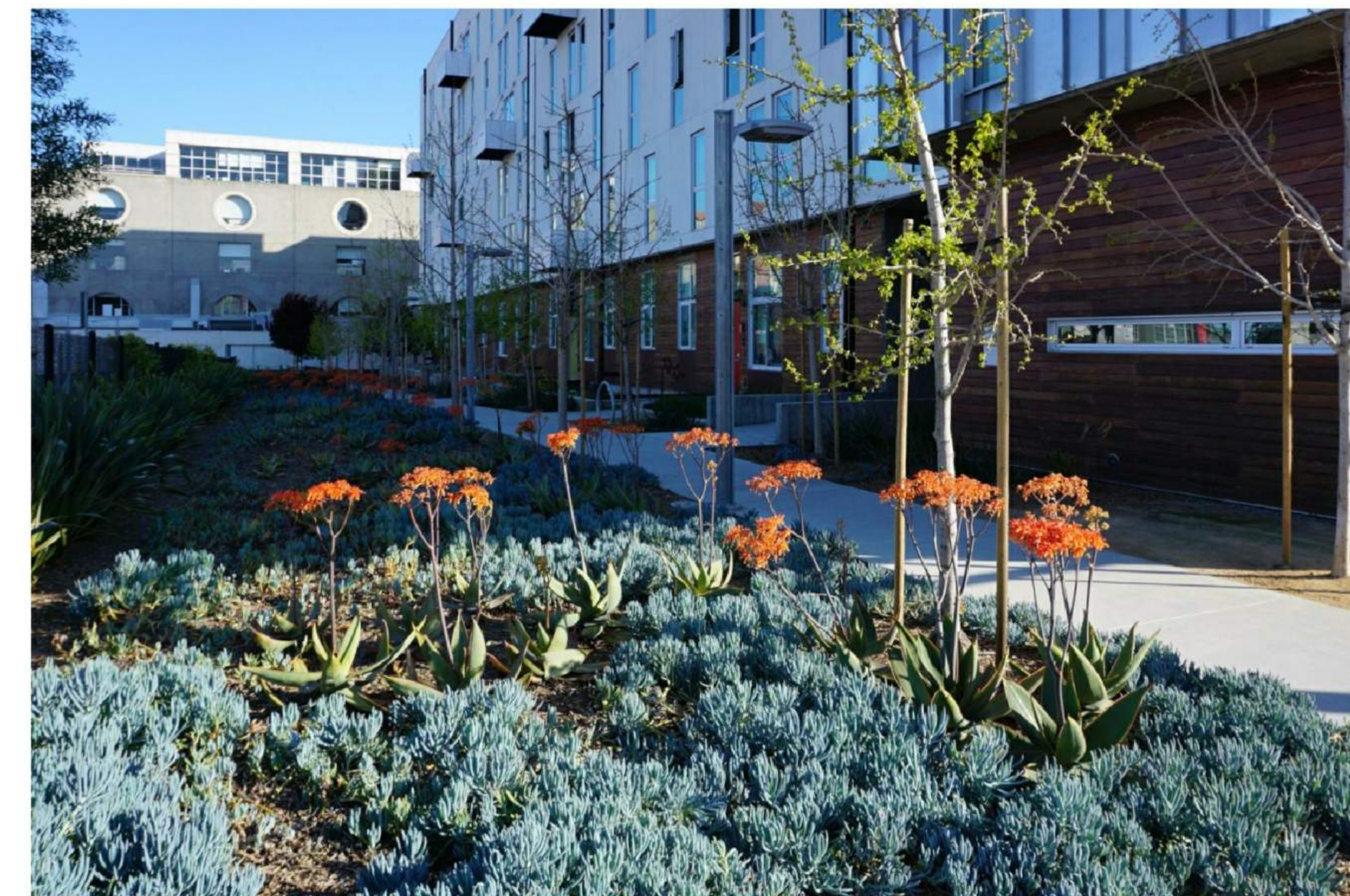
View from 7th Street (site at left)



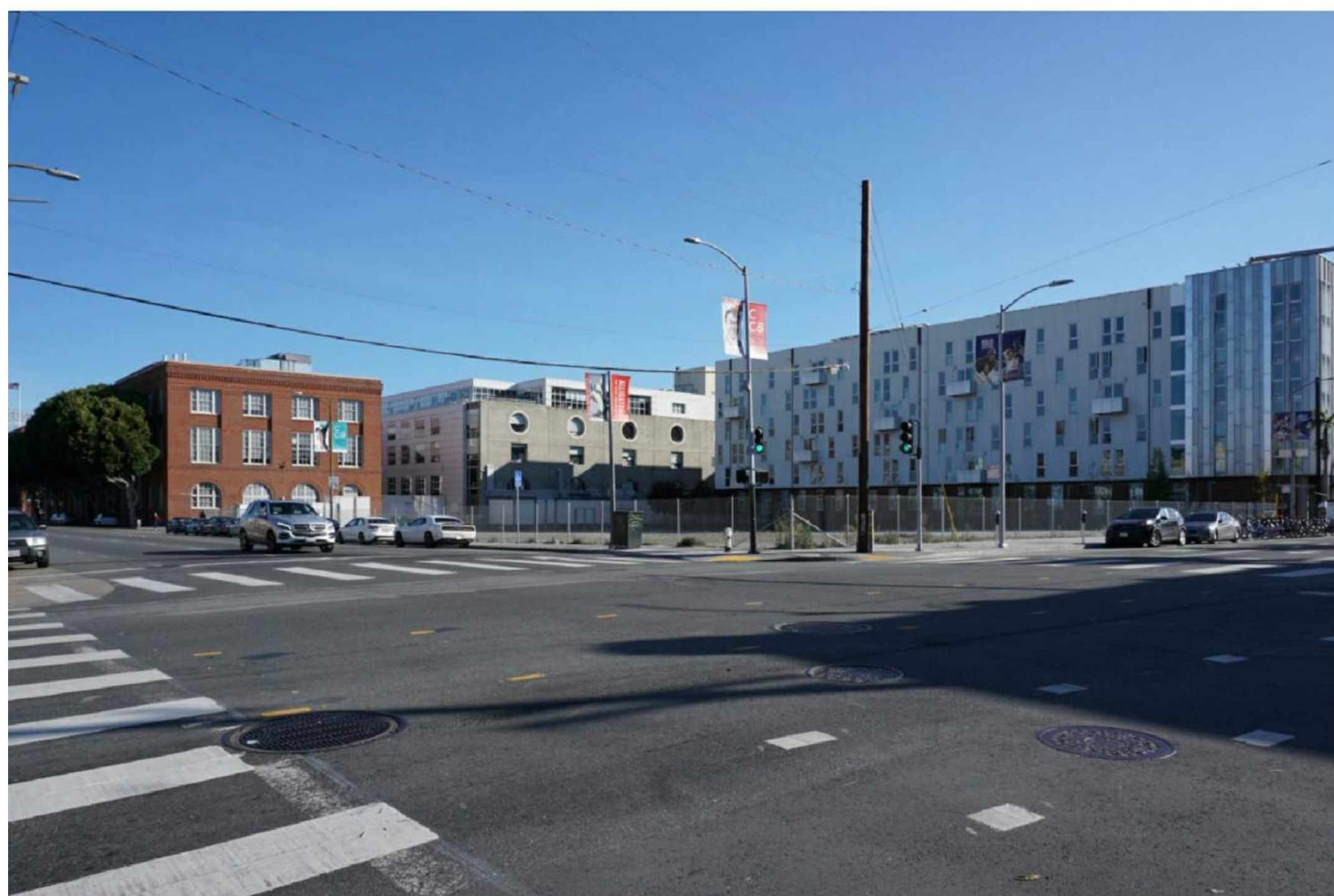
650 7th Street with Site at far right



View from 7th Street of 650 7th Street (left) and 685 7th Street (right). Site to the right of 650 7th Street.



MEWS Separates Site (Left) and 801 Brannan Street (Right)



Diagonal View of Site (7th Street and Brannan Street Intersection)



Site from Brannan Street



View from Brannan Street with 801 Brannan Street Beyond

STAMP



SUBMITTAL

Design Development
January 11, 2021

REVISIONS

DATE	DESCRIPTION
12/1/20	RESPONSE TO PCL #1

PROJECT INFORMATION

600 7TH STREET
San Francisco, CA 94107

Owner
Mercy Housing California

KEY AREA FOR STAMPS

SHEET TITLE

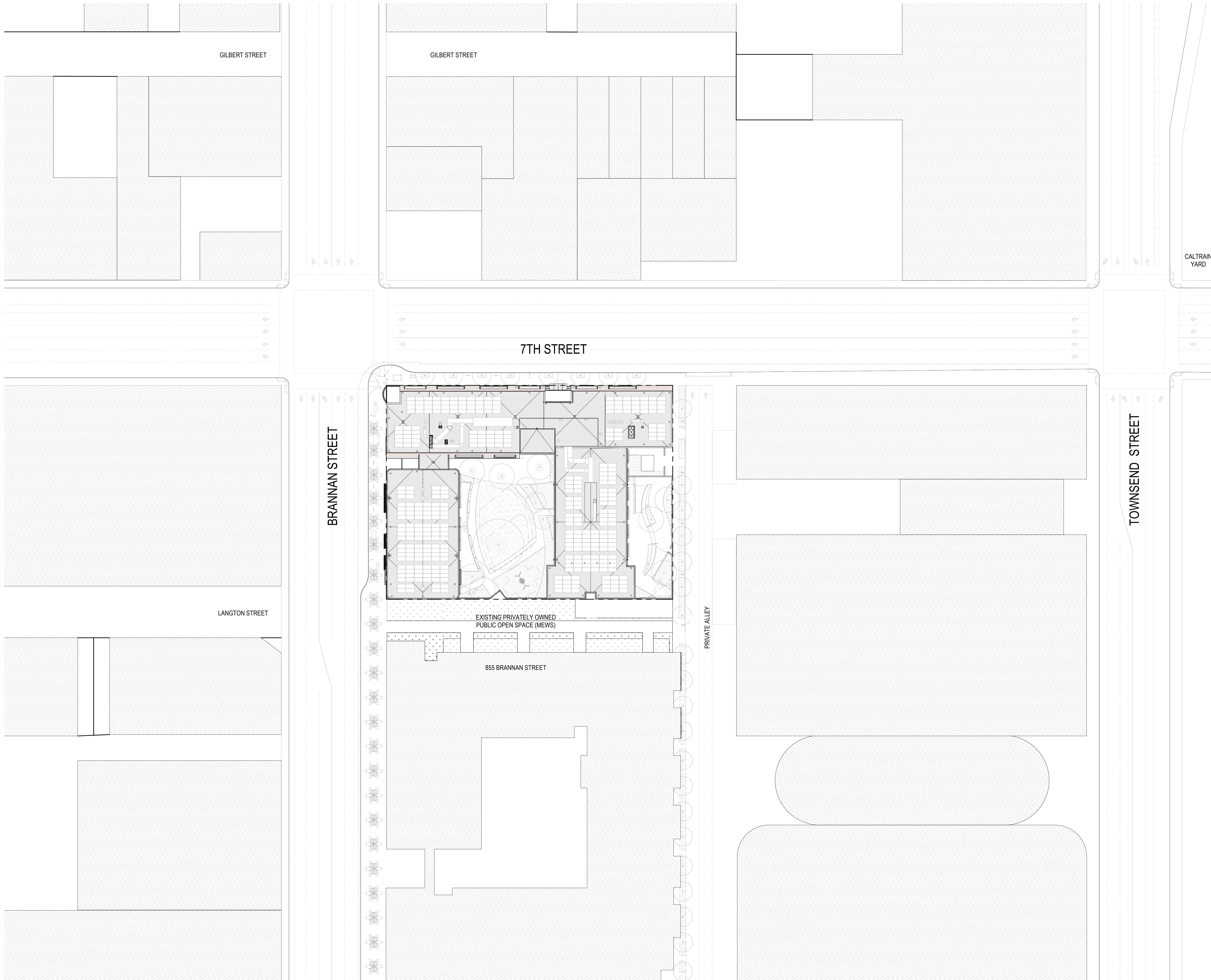
Site Photos

PROJECT NUMBER

2001

SHEET NUMBER

A0.43



STAMP



SUBMITTAL

Design Development
January 11, 2021

REVISIONS

NO.	DATE	DESCRIPTION
1	12/11/20	RESPONSE TO PCL #1
2	1/11/21	PLANNING CLARIFICATION

PROJECT INFORMATION

600 7TH STREET
San Francisco, CA 94107

Owner
Mercy Housing California

SCALE AREA FOR STAMPS

SHEET TITLE

Vicinity Plan



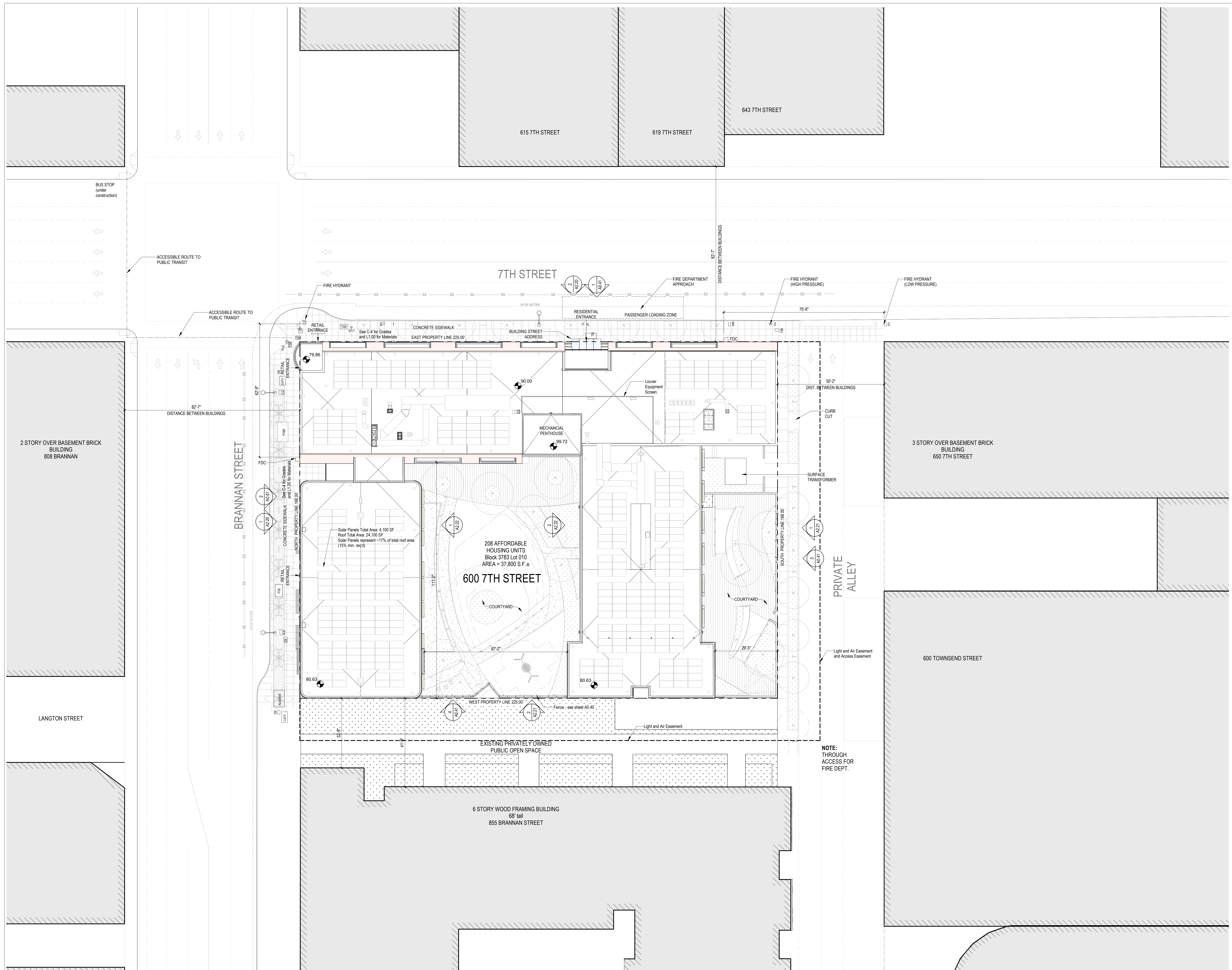
PROJECT NUMBER

2001

SHEET NUMBER

A1.10

1 Vicinity Plan
1" = 30'-0"



STAMP



SUBMITTAL

Design Development
January 11, 2021

REVISIONS	DATE	DESCRIPTION
1	12/11/20	RESPONSE TO PCL #1
2	1/11/21	PLANNING CLARIFICATION

PROJECT INFORMATION

600 7TH STREET
San Francisco, CA 94107

Owner
Mercy Housing California

AREA FOR STAMPS

SHEET TITLE

Site Plan

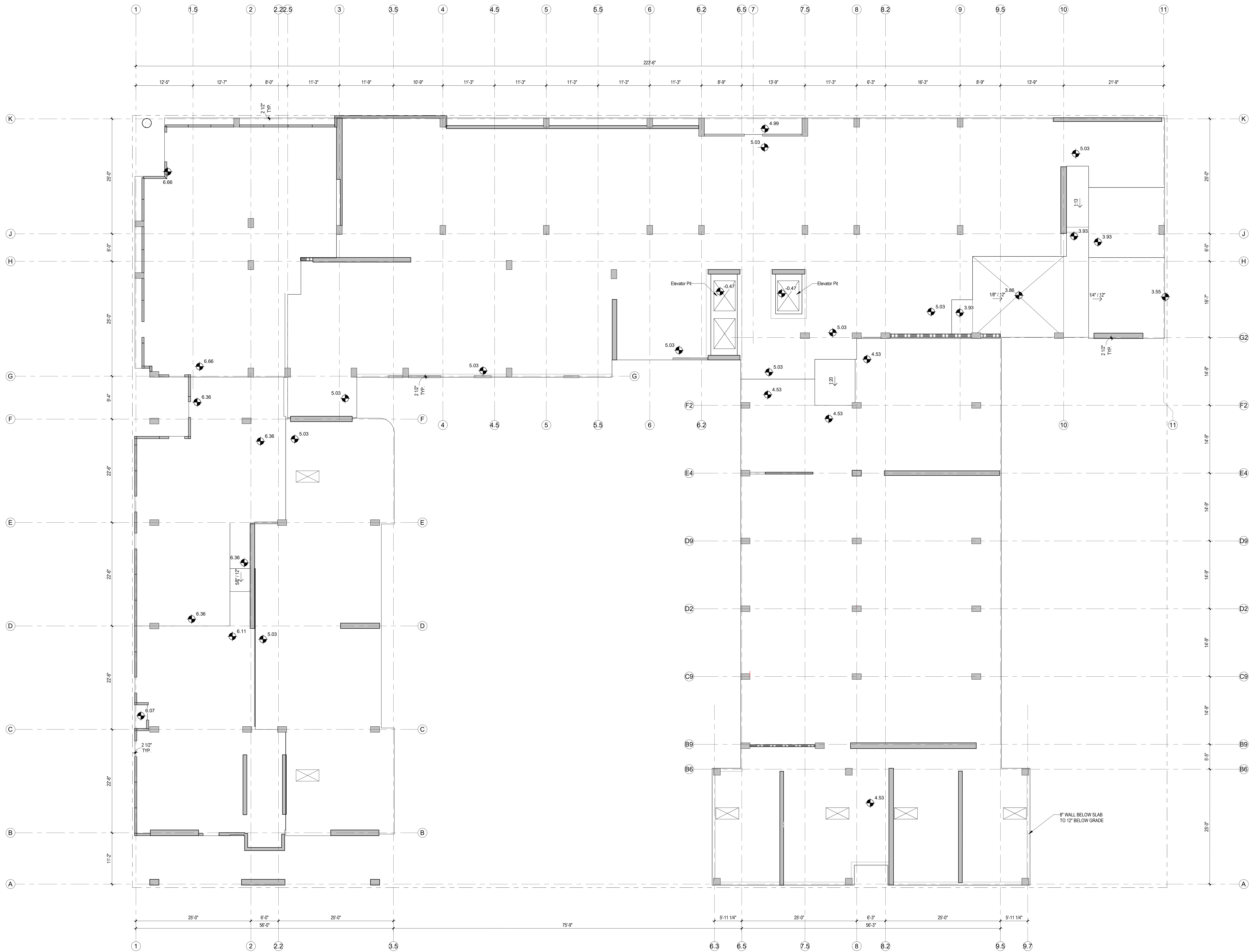


PROJECT NUMBER

2001

SHEET NUMBER

A1.11



1 Ground Floor Slab Plan
1/8" = 1'-0"

STAMP



SUBMITTAL
Design Development
January 11, 2021

REVISIONS

DATE	DESCRIPTION
------	-------------

PROJECT INFORMATION

600 7TH STREET
San Francisco, CA 94107

Owner
Mercy Housing California

2 X 3' AREA FOR STAMPS

SHEET TITLE

Ground Floor Slab Plan

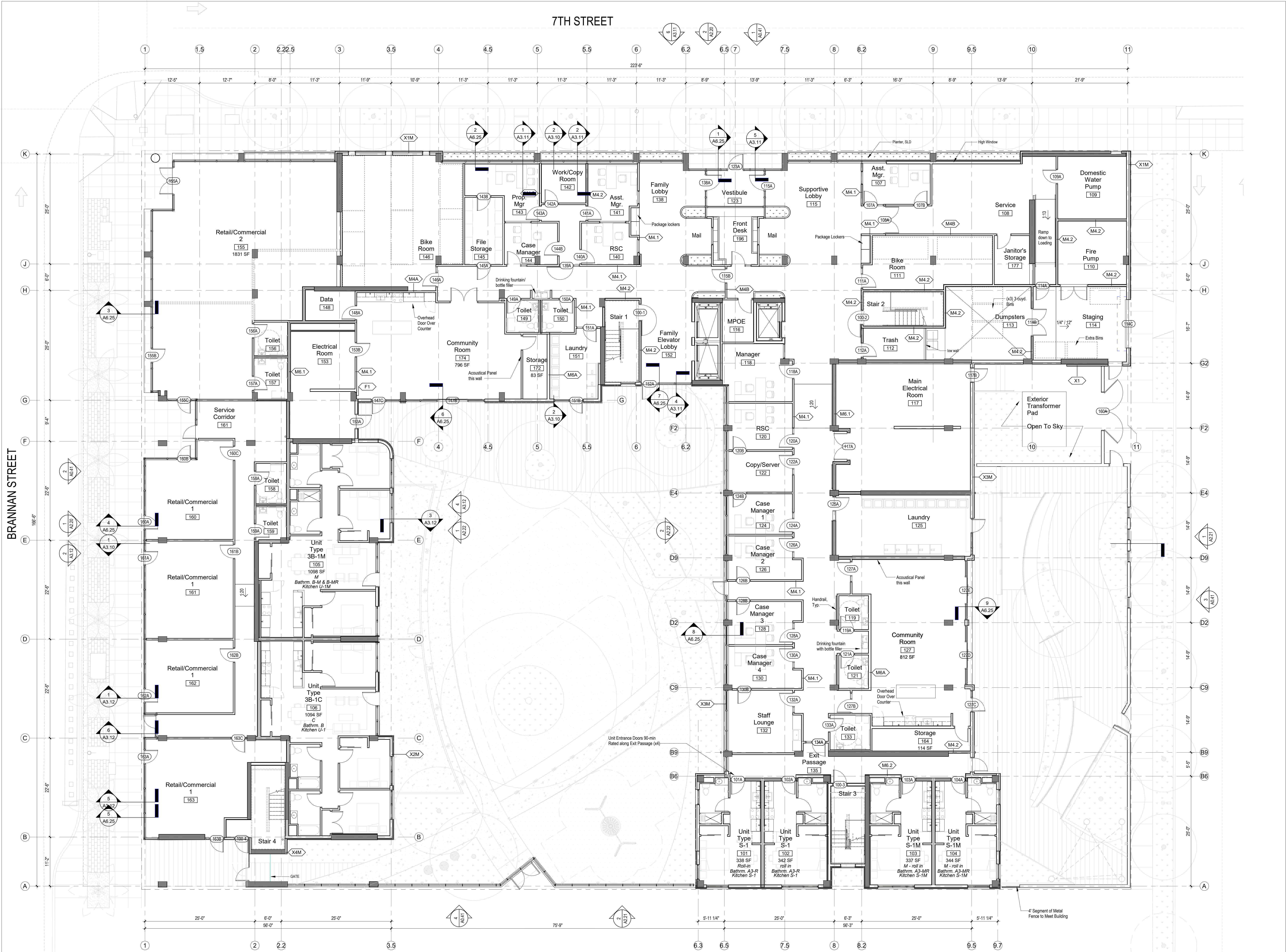
PROJECT NUMBER

2001

SHEET NUMBER

A1.20

B:\11\2021\600 Seventh Street\600 7th Street_Central V7.rvt
1/11/2021 6:20:08 PM



1 Ground Floor Level
 1/8" = 1'-0"

STAMP:

SUBMITTAL:
 Design Development
 January 11, 2021

REVISIONS:

DATE	DESCRIPTION
12/11/20	RESPONSE TO RFI #1
1/6/21	PLANNING CLARIFICATION

PROJECT INFORMATION
600 7TH STREET
 San Francisco, CA 94107

Owner
 Mercy Housing California

SHEET TITLE
 First Level Plan

PROJECT NUMBER
 2001

SHEET NUMBER
 A1.21

1/11/2021 6:20:14 PM
 BM_350/600_Seventh_Sheet600_7th_Street_Central_V7.rvt

**Attachment H: Comparison of City Investment in Other Housing
Developments**

(SEE ATTACHED)

Attachment I: Predevelopment Budget - N/A

Attachment J: Development Budget

(SEE ATTACHED)

Application Date: 6/7/21
Project Name: 600 7th Street
Project Address: 600 7th Street
Project Sponsor: Mercy Housing Calwest
Units: 221
Bedrooms: 334
Beds:

LOSP Project

Table with columns: SOURCES, Name of Sources, MOHCD/OCI, MOHCD/HCD/NPLI, Tax Exempt Perm Loan, MOHCD - Accrued Interest, AHP, Investor Equity, GP Equity, Total Sources, Comments.

ACQUISITION table with columns: Acquisition cost or value, Legal / Closing costs / Broker's Fee, Holding Costs, Transfer Tax, TOTAL ACQUISITION.

CONSTRUCTION (HARD COSTS) table with columns: Unit Construction/Rehab, Commercial Shell Construction, Demolition, Environmental Remediation, etc., and includes a note on Construction Item costs as a % of hard costs.

SOFT COSTS table with sections: Architecture & Design, Engineering & Environmental Studies, Financing Costs, Legal Costs, Other Development Costs, Soft Cost Contingency. Includes various sub-costs like Architect design fees, Survey, Construction Loan Interest, etc.

RESERVES table with columns: Operating Reserves, Replacement Reserves, Tenant Improvements Reserves, Other (specify), TOTAL RESERVES.

DEVELOPER COSTS table with columns: Developer Fee - Cash-out Paid at Milestones, Developer Fee - Cash-out At Risk, Commercial Developer Fee, etc., TOTAL DEVELOPER COSTS.

TOTAL DEVELOPMENT COST table with columns: Development Cost/Unit by Source, Development Cost/Unit as % of TDC by Source, Acquisition Cost/Unit by Source, Construction Cost (inc Const Contingency)/Unit by Source, Construction Cost (inc Const Contingency)/SP.

*Possible non-eligible GO Bond/COPI Amount: 28,281,980
City Subsidy/Unit: 297,635
Tax Credit Equity Pricing: 0.950
Construction Bond Amount: 71,076,486
Construction Loan Term (in months): 39 months
Construction Loan Interest Rate (as %): 3.95%

Attachment K: 1st Year Operating Budget (Including New AMI Unit Mix)

(SEE ATTACHED)

Attachment L: 20-year Operating Proforma

(SEE ATTACHED)

600 7th Street

Table with columns for Total # Units (221), LOSP Units (120), Non-LOSP Units (101), and years 2015-2017. Rows include INCOME, OPERATING EXPENSES, SUPPORTIVE SERVICES, and various reserves and balances. Includes sub-totals and grand totals for each category.

Attachment M: Area Median Income (AMI) Analysis

(SEE ATTACHED)

	LOSP			Equivalent			Restricted			LOSP			Equivalent			Restricted			LOSP			Equivalent			Restricted			LOSP			Equivalent			Restricted			LOSP			Equivalent			Restricted		
	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC	SFAMI	TCAC	TCAC			
	30%	30%	30%	35%	30%	30%	50%	40%	40%	50%	50%	40%	60%	50%	60%	70%	60%	60%	80%	75%	60%	80%	80%	80%	80%	60%	80%	80%	60%	80%	80%	60%	80%	80%	60%	80%	80%	60%	80%	80%	60%	80%			
Studios	45	45	45	0	0	0	55	55	55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
1BR	0	0	0	3	3	3	0	0	0	4	4	4	7	7	7	5	5	5	4	4	4	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
2BR	0	0	0	10	10	10	0	0	0	19	19	19	16	16	16	22	22	12	10	0	0	0	0	0	15	15	15																		
3BR	0	0	0	7	7	7	0	0	0	0	0	0	3	3	3	3	3	0	0	0	0	0	0	0	2	2	2																		
Total	45	45	45	20	20	20	55	55	55	23	23	23	26	26	26	30	30	15	15	4	4	4	4	4	17	17	17																		

SF	Architect
BR Check	BR Check
100	100
23	23
82	82
15	15
220	220

220

Avg Weighted SF AMI Analysis

	30%	35%	50%	50%	60%	70%	75%	80%
Studios	6.14%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%
1BR	0.00%	0.48%	0.00%	0.91%	1.91%	1.59%	1.36%	0.00%
2BR	0.00%	1.59%	0.00%	4.32%	4.36%	7.00%	0.00%	5.45%
3BR	0.00%	1.11%	0.00%	0.82%	0.95%	0.00%	0.00%	0.73%
Total	6.14%	3.18%	12.50%	5.23%	7.09%	9.55%	1.36%	6.18%
Weighted Average SFAMI								51.23%

SF AMI	MOHCD Proposed		MOHCD Current	
	% Mix	# of Units	% Mix	# of Units
30%	20%	45	30%	65
35%	9%	20	40%	0
50%	25%	55	25%	55
50%	10%	23	10%	23
60%	12%	26	19%	41
70%	14%	30	0%	0
75%	2%	4	0%	0
80%	8%	17	16%	36
TOTAL		220		220

AMI Requirements		Check	
Per CDLAC/TCAC App	# of Units		
30%	65	65	LOSP
35%	0		LOSP
50%	55	55	LOSP
50%	23	23	
60%	41	41	
70%	0	-	
75%	0	0	
80%	36	36	
TOTAL	220	220	

Notes

- Highest rents will be Lower of MOHCD 80% AMI or TCAC 60% AMI
- Mercy will request to CDLAC/TCAC the ability to opt out of Income Averaging and reduce all 80% TCAC units to 60% TCAC

Per Unit Monthly Net Rent for Non -LOSP Units

	50%	60%	70%	75%	80%
Studios	\$ 1,079	\$ 1,312	\$ 1,545	\$ 1,661	\$ 1,778
1BR	\$ 1,230	\$ 1,496	\$ 1,763	\$ 1,896	\$ 2,029
2BR	\$ 1,355	\$ 1,655	\$ 1,955	\$ 2,105	\$ 2,254
3BR	\$ 1,479	\$ 1,812	\$ 2,145	\$ 2,312	\$ 2,478

Utility Allowance

Studios	87
1BR	102
2BR	144
3BR	186

Total Monthly Net Income for Non- LOSP Units

	50%	60%	70%	75%	80%	Total
Studios	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1BR	\$ 4,920	\$ 10,475	\$ 8,814	\$ 7,584	\$ -	\$ 31,793
2BR	\$ 25,745	\$ 26,477	\$ 43,001	\$ -	\$ 33,816	\$ 129,039
3BR	\$ -	\$ 5,436	\$ 6,435	\$ -	\$ 4,956	\$ 16,827
Total	\$ 30,665	\$ 42,388	\$ 58,250	\$ 7,584	\$ 38,772	\$ 177,659

Attachment N: Racial, Equity, Diversity, and Inclusion (REDI) Framework

(SEE ATTACHED)



MERCY HOUSING NATIONAL REDI TEAM (REDI COLLABORATIVE) CHARTER

Drafted March 2, 2021

Revised: N/A

Table of Contents

1.	Background	2
2.	Purpose	2
3.	Scope	2
4.	Guiding Principles	2
5.	Values	2
6.	Challenges and Opportunities	3
7.	Expectations of Members	3
8.	Key Terms.....	3
STRUCTURE		4
9.	Structure.....	4
10.	Steering Committee and REDI Collaborative Visual.....	4
11.	Group Agreements for REDI Collaborative and REDI Steering Committee ...	5
STEERING COMMITTEE		5
12.	REDI Steering Committee Membership	5
13.	Role of GBC and MHMG Presidents	5
14.	Steering Committee Co-Chairs	5
15.	Steering Committee Co-Chair Responsibilities.....	6
16.	Steering Committee Members Responsibilities.....	6
17.	Steering Committee Member Terms	6
18.	Steering Committee Member Meetings	6
19.	Steering Committee Decision-Making.....	6
REDI COLLABORATIVE AND WORKGROUPS.....		7
20.	The REDI Collaborative and Work Group Members.....	7
21.	Work Group Members.....	7
22.	Formation of Ad Hoc Committees	7
23.	Review and Modification of the Charter	8

1. BACKGROUND

Mercy Housing identifies achieving racial equity, diversity, and inclusion as a cross-cutting strategic priority. This work is grounded in our founding core values and in our commitment to be accountable to those values. The founding communities of Sisters envisioned a just world, and set Mercy Housing on the path to be relentless advocates for housing justice. We know the work is not finished, and in many ways has just begun.

In 2018 Mercy Housing committed to elevating racial equity and promoting consistency in organizational approaches, strategies, and practices. In 2019, a National REDI team was established to recommend specific, measurable race equity action plans to meaningfully shift organizational norms and practices.

2. PURPOSE

The purpose of this Charter is to provide an operating structure that will evolve the organizational culture to engage staff and residents across the organization in addressing diversity, inclusion, and the root causes of racial inequities.

3. SCOPE

The REDI Collaborative Seeks to:

- Represent each GBC and organizational function
- Build and maintain subject matter expertise in racial equity diversity, and inclusion concepts and best practices
- Identify opportunities and obstacles to implementing racial equity, diversity, and inclusion strategies at Mercy Housing and propose ways to harness opportunities and overcome obstacles
- Provide recommendations to the Executive Leadership Team and Senior Leadership Team that identify concrete ways to achieve improved racial equity, diversity, and inclusion within the organization
- Maintain and build the organization's racial equity, diversity, and inclusion institutional knowledge

4. GUIDING PRINCIPLES

Our Work

- Is informed by a commitment to racial, social and housing justice
- Is approached through a systems change frame
- Is grounded in and informed by our core values of Respect, Justice and Mercy
- Recognizes that racial inequities are rooted in a long history of systemic discrimination and shaped by factors beyond the control of the individual
- Recognizes that the scope of this work encompasses residents and employees

5. VALUES

The REDI work is a critical pillar of living the core values of Respect, Justice and Mercy. Our values center on the innate dignity of every person.

Every person - no matter their race or other social background - has a right to economic, social, and political power, and the right to have the access and opportunity to achieve optimal outcomes for themselves, their families, and their communities. Making bold, intentional, and systemic change is the reason Mercy Housing was founded. While centered on housing, racial justice is intertwined with housing justice. We believe that affordable housing and quality supportive programs improve the health and well-being and economic status of residents, transforms neighborhoods, and stabilizes lives.

Meaningful and relevant resident engagement, including strengthening the capacity to act, is a vital component to improving life outcomes.

6. CHALLENGES AND OPPORTUNITIES

- Owning our biases, respectfully challenging processes, assumptions and stereotypes will result in better systems and programs that create opportunities for all to thrive.
- Systems and policies must be changed to eliminate inequities
- The matrixed structure of Mercy Housing structurally maintains space for responsive innovation and, at times, leads to siloed or disjointed efforts.
- All business and support centers across Mercy Housing are engaging racial equity and housing justice; there is great energy, creativity and commitment for implementing strategies and transforming institutional norms.

7. EXPECTATIONS OF MEMBERS

- Exemplify Mercy Housing's core values of Respect, Justice and Mercy and work with intentional and effective collaboration across geographic business centers, and communities
- Commit to continuously expand their knowledge and challenge assumptions of what factors create and/or contribute to inequities
- Exhibit excellence and accountability to each other, our partners and the public through the use of open, responsive and authentic communication, while maintaining transparency and confidentiality
- Maximize our capacities and create a unified approach to advancing racial equity, diversity, and inclusion within our organization and the communities we serve

8. KEY TERMS

- Racial Equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce different outcomes by face or fail to eliminate them.
- Diversity is that state of being diverse or showing variety in something. Within racial equity work, diversity means representation within a group or setting by people who carry a range of different social identities, perspectives, and lives experiences.
- Inclusion is the integration of diverse perspectives that provides a sense of belonging. Where diversity is an invitation to the table, inclusion actively asks and welcomes input from everyone as part of critical decision-making.

STRUCTURE

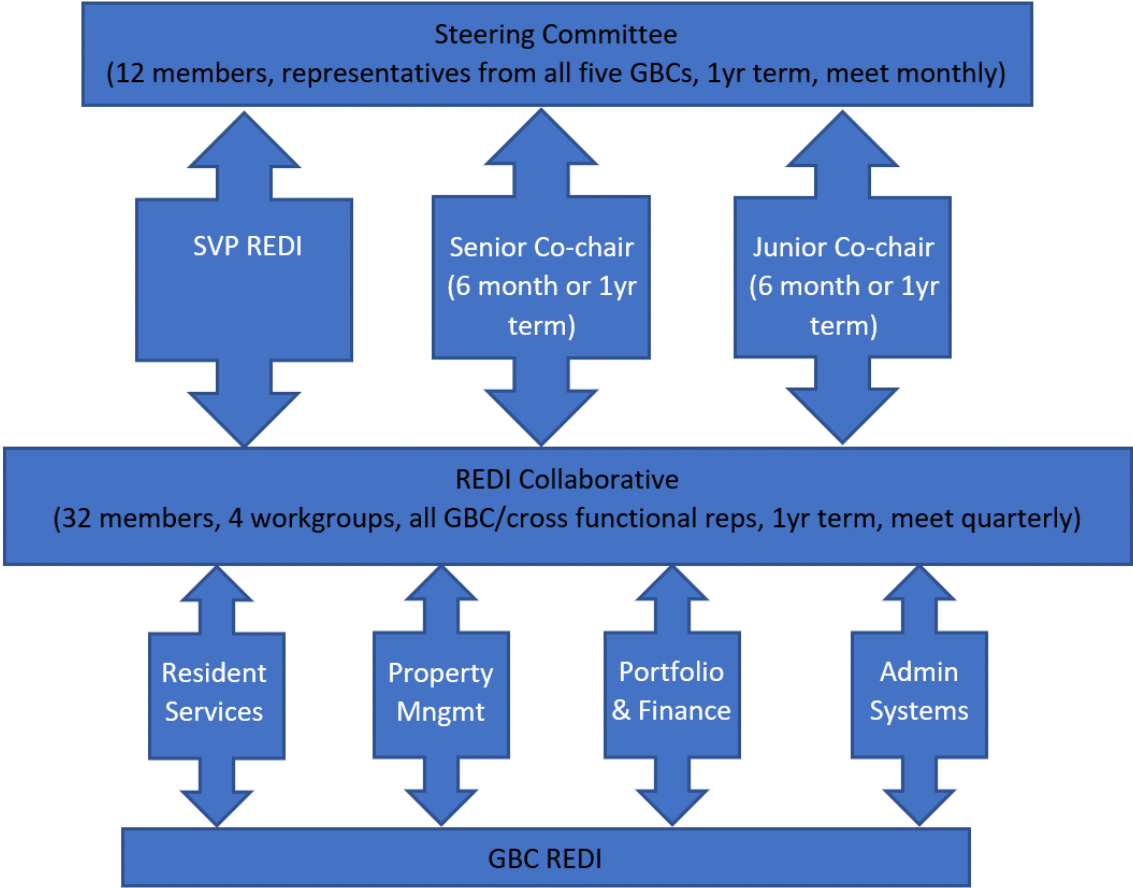
9. STRUCTURE

The Racial Equity, Diversity and Inclusion work of Mercy Housing will be guided by two complimentary groups: the National REDI Team (REDI Collaborative) and the REDI Steering Committee. The REDI Collaborative will meet quarterly, is made up of all members of the 4 work groups and will have a maximum of 32 members. The REDI Steering Committee will meet monthly and work on the development of racial equity action plans and tools associated with the work of Mercy Housing and provide thought partnership to the Senior Vice President of Racial Equity, Diversity and Inclusion (SVP REDI).

The REDI Collaborative will have the primary member responsibilities consisting of serving as a communication liaison between their GBC and the Collaborative, as well as being an active member of a REDI work group. REDI Collaborative members commit to a one-year term serving on the Collaborative and as a member of a work group.

Additionally, there is a REDI Steering Committee whose membership and responsibilities are outlined in section 12.

10. STEERING COMMITTEE AND REDI COLLABORATIVE VISUAL



11. GROUP AGREEMENTS FOR REDI COLLABORATIVE AND REDI STEERING COMMITTEE

- Take space, make space
- Limited confidentiality
- Recognize intent, own impact
- Refrain from judgement
- Ask questions
- Elevate what is valuable about another person's share or comment
- Be willing to grow and change
- Respect Justice and Mercy

STEERING COMMITTEE

12. REDI STEERING COMMITTEE MEMBERSHIP

The Steering Committee will serve as a thought partnership capacity generating ideas, working on projects, and developing tools to advance racial equity diversity and inclusion at Mercy Housing. Steering committee membership shall consist of the of the following:

The steering committee will be made up of 12 people:

- Three reps from Mercy Housing Management Group
- Two reps form Mercy Housing California
- Two reps from Mercy Housing Lakefront
- Two reps from Mercy Housing main office
- One rep from Mercy Housing Northwest
- One rep from Mercy Housing Southeast
- One rep from Mercy Housing Mountain Plains

13. ROLE OF GBC AND MHMG PRESIDENTS

Each GBC/MHMG president will select 1-3 employees to serve on the Steering Committee. Using a template application process as a guide, each GBC/MHMG president should initiate a process to determine how the steering committee representative(s) are chosen. This process should include having employees express their interests in writing and having at least one other staff member conduct interviews of candidates before making a decision. The application, invitation and interview process will be provided to the GBC/MHMG Presidents to ensure consistency of REDI Steering Committee appointment process.

GBC/MHMG presidents are expected to provide Steering Committee representatives regular opportunities to share National REDI Team updates with their respective regional teams.

14. STEERING COMMITTEE CO-CHAIRS

Two Co-Chairs will be elected from the Steering Committee. The Co-Chairs will participate as voting members of the Steering Committee and serve 12-month terms (6 months each as a junior co-chair and senior co-chair). After 6 months the junior co-chair becomes the senior co-chair and the senior co-chair will be replaced by a newly elected junior co-chair. As the overarching role of the co-chairs is to provide leadership, they should be effective strategists and good networkers.

15. STEERING COMMITTEE CO-CHAIR RESPONSIBILITIES IN COLLABORATION WITH SVP REDI INCLUDE:

- Set each meeting agenda
- Assist in facilitating the Steering Committee meetings
- Lead all REDI Collaborative quarterly meetings
- Delegate tasks to Steering Committee members and Ad HOC committee members as necessary

16. STEERING COMMITTEE MEMBERS ARE DIVERSE ACROSS GBC'S DEPARTMENTS AND ARE RESPONSIBLE FOR:

- Identifying steering committee racial equity, diversity, and inclusion priorities
- Making recommendations to carry out identified priorities
- Monitoring the progress of the work groups- serve as problem solvers for any challenges
- Identifying challenges that should be elevated to SLT through the SVP REDI.
- Preparing for and actively participating in each Steering Committee meeting
- Participating in at least one workgroup
- Committing at least 4 hours of their time each month to REDI Team activities

17. STEERING COMMITTEE MEMBER TERMS

Each GBC will have at least one member. For those GBC's/MHMG with two or more members there will be an effort made to avoid having all members rotating off of the steering committee at the same time. Unless extenuating circumstances exist or GBC leadership requests otherwise, members commit to serve at least six month- term. To ensure the opportunity for other staff to join the Steering Committee, the longest term length for any Steering Committee member will be 12 months.

18. STEERING COMMITTEE MEMBER MEETINGS

- Meet every month
- Meetings will occur on the second Tuesday of each month to discuss the ongoing goals, objectives, activities, and accomplishments of the Collaborative.
- Requested agenda topics and supporting materials are to be submitted to the Co- Chairs in advance of the agenda setting (one week prior to the desired meeting) for consideration. Suggested agenda items include:
 - Items from/for the Senior Leadership Team
 - Follow up on action items from previous meetings
 - Ongoing implementation of work group activity
 - Staff presentations on various topics and projects

19. STEERING COMMITTEE DECISION-MAKING

Decisions will be made by consensus by those at the Steering Committee meeting. All members will have input into the decision and agree to support the decision once consensus is reached. Decisions will be documented in the minutes.

Voting will be used only as a fallback decision process. A vote will require a quorum to be present (50% plus 1) and then a majority vote of the members present when decisions are made. If a decision is to be made, notice will be given to members at least one week in advance. Votes can be

cast thumbs up (approve), or thumbs down (disapprove) or can be conducted as a silent vote. A majority positive vote of those present on a decision item is necessary to advance the decision item.

REDI COLLABORATIVE AND WORKGROUPS

20. THE REDI COLLABORATIVE AND WORK GROUP MEMBERS

Work group members who are not a part of the Steering Committee are considered a part of the REDI Collaborative. While the Steering Committee will meet monthly and have decision making authority, the REDI Collaborative will meet quarterly, and members will serve in a communication liaison role. REDI Collaborative members will be expected to:

- Regularly attend workgroup and REDI Collaborative meetings
- Communicate GBC REDI information (successes, challenges, projects, etc.) to the REDI Collaborative and Steering Committee
- Meet with cross functional co-workers, especially those whose voices may not be considered, and encourage employee-generated ideas and solutions.

21. WORK GROUP MEMBERS

Work group members are REDI Collaborative members and other Mercy staff who participate in the work group of interest/expertise and are responsible for the following:

- Committing 4 hours per month
- Attending and participating in scheduled meetings
- Implementing action steps in work plans
- Communicating with colleagues about work group activities
- Helping to identify necessary resources for work plan advancement

Work groups are expected to meet at least monthly. Work group members commit to two-year terms with half the work group members being junior (1 year) and senior (1 year) members. Once the senior members rotate off the work group, the junior members become seniors and new junior members will be recruited by the SVP REDI and the remaining work group members.

22. FORMATION OF AD HOC COMMITTEES

As needs dictate, the Steering Committee Co-Chairs, with Steering Committee member support, may appoint ad hoc committee(s). When no longer needed or once an assigned project has been completed, the ad hoc committee(s) will be dissolved. These committees serve as a way to share and be more inclusive of the work of the Steering Committee; however, they do not hold decision-making authority independent of the Steering Committee. Ad hoc committees will:

- Create a work plan to outline their goals, objectives, activities and method of evaluation
- Supply a verbal update at Steering Committee meetings as necessary
- Present recommendations to the Steering Committee for discussion and approval before taking decisive action

23. REVIEW AND MODIFICATION OF THE CHARTER

The Charter will be reviewed by the Steering Committee annually. A change to the charter requires approval by a simple majority vote of the total votes cast. Proposed changes to the charter will be presented as an agenda item and discussed during a meeting.

Attachment O: Public Art RFP

(SEE ATTACHED)

REQUEST FOR PROPOSALS

TO: PROSPECTIVE FIRMS
FROM: MERCY HOUSING CALIFORNIA
DATE: JANUARY 5, 2022
SUBJECT: PROFESSIONAL SERVICES FOR MERCY CALIFORNIA
LOCATION: 600 SEVENTH ST AND BRANNAN, SAN FRANCISCO

I. PROJECT OVERVIEW

Mercy Housing California (MHC) envisions 600 7th Street as a vibrant, mixed-use development that activates the street front and serves the diverse needs of the surrounding SoMa and Showplace Square areas. Using the Density Bonus Program to maximize our development potential, the large site presents an opportunity to create a significant amount of new affordable rental housing in the community, as well as open space, multiple ground-floor commercial uses, and opportunities for community oriented public art.

The project, 600 7th Street, consists of the construction of a new, 221-unit rental apartment building with two wings, one for family housing and one for supportive housing. The wings will be linked by community and service spaces. S currently envisioned the project will be a 8-story building Type I-B concrete frame construction.

The development will represent a significant invest to the community and the creation of public art is an essential element. The development team is interested in introducing innovative and impactful artwork into the project that will have a positive impact to the building’s inhabitants, the local SoMa community and greater San Francisco. An important aspect of this process is the creation of a curatorial statement that will guide public art selection and potentially art within the property.

The team is keenly interested in exploring how art can support economic development activities related to its commercial uses, the local artist community and placemaking within Soma. The art consultant will also influence the direction of art work within the internal spaces of the building such as elevator lobbies and community rooms.

The development team has identified opportunities within the development that can support artwork. These are represented in EXHIBIT G of the RFP.

II. PROJECT DEVELOPER

Mercy Housing California (MHC) (“Owner”), is a California-based, non-profit housing development corporation whose mission is to create and strengthen healthy communities through the provision of quality, affordable, service-enriched housing for individuals and families. MHC has developed and owned affordable housing in San Francisco for over 30 years. MHC owns and operates 37 buildings that it developed in San Francisco for families, seniors, disabled and the formerly homeless in San Francisco, including several properties in the SoMa neighborhood, where the development site is located. MHC is an affiliate of Mercy Housing, Inc. (MHI), a national non- profit housing development, management and resident services with sponsorships from eleven congregations of women religious.

www.mercyhousing.org

III. ARCHITECT

Santos Prescott and Associates is an architecture and urban design practice acclaimed for the spatial inventiveness and social responsibility of its work. Our experience includes multi-family projects in San Francisco and throughout California, and award-winning developments in various countries. San Francisco projects include 120 affordable multifamily units and with a ground floor childcare center (Natalie Gubb Commons) in the Transbay District; and 141 units of affordable senior housing (Mission Creek Senior Community) that includes amenities such as an adult health center, retail space, and a branch of the San Francisco Public Library.
<http://santosprescott.com>

IV. CONTRACT FORM

The consultant selected through this RFP will contract with the Owner, Mercy Housing.

This project must comply with the Mayor’s Office of Housing and Community Development A/E fee guidelines, Exhibit E, which regulate the total architecture and engineering fee. Consultant’s contracting directly with Owner will enter into a form of contract as outlined in Exhibit F.

V. INSURANCE

Consultant must carry insurance equal to that shown in Exhibit C.

VI. PROJECT SCHEDULE

The following development durations are estimated at this time and subject to change:

Projected Construction Start: August 2022
Construction Duration: approx. 22 months

VII. PROFESSIONAL SERVICES REQUESTED

This section includes the professional services requested (not an exclusive list). Please refer to **Exhibit B: Scope of Services** for additional information.

Scope:

Concept design drawings are included with the RFQ clarifying general building layouts. See the Dropbox link above for access to the drawings.

CONSULTANTS OF OWNER:

- Art Consultant

VIII. SMALL BUSINESS ENTERPRISE (SBE) GOAL

The project will receive public funding from the City and County of San Francisco. The San Francisco Contract Monitoring Division (CMD) has assigned a 20% Small Business Enterprise (SBE) participation goal. The developer/sponsor is responsible for meeting the overall SBE participation goal, which includes design and pre-construction services. The selected Owner’s Representative will be responsible for assisting the developer/sponsor by providing forms regarding SBE professional services goals as it pertains to their scope of work.

MHC and the City strongly desire a consulting team that represents the diversity of San Francisco and, in particular, that of the South of Market (SOMA) neighborhood. As such, consulting firms certified as DBEs, SBEs, MBEs, WBEs and LBEs are strongly encouraged to reply to this request. Please submit a copy of your certification together with the SBE Form 2 Declaration (included in Exhibit D).

By applying for this contract award, bidders are responsible to make a good faith effort to use SBEs for subcontractors/subconsultants if applicable. "Small Business Enterprise (SBE)" for this contract means a business that is certified as an SBE under the San Francisco SBE program or the following similar programs and the firm's three year average gross revenues do not exceed the maximum economic thresholds as described in the SBE Program Guidelines. Please see Exhibit D for a description of the San Francisco SBE program.

Website links for finding Certified DBEs/SBEs/LBEs:

Certified Disadvantaged Businesses Enterprises ("Federal DBE Program"):

<https://dot.ca.gov/programs/civil-rights/dbe-search>

Certified Small Businesses Enterprises ("State Program"):

<https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>

Directory of LBE Certified Firms ("City Program"):

<http://sfgov.org/cmd/directory-certified-lbes>

The San Francisco Contract Monitoring Division ("CMD") will confirm that a firm is certified as an SBE under the San Francisco SBE program.

Ratings Bonus – The following rating bonus will be in effect for the award of this project for any proposers who are certified as an SBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

- A 10% ratings bonus shall be applied to SBE's proposed as the prime contractor/consultant; or
- Joint Ventures – A Rating or Scoring Bonus will be added to the total proposal score and the total interview score (for firms selected for an interview) in the following breakdown: (1) five percent (5%) to a Joint Venture with SBE prime contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%); (2) seven and one-half percent (7.5%) to a Joint Venture with SBE prime contractor participation that equals or exceeds forty percent (40%); (3) ten percent (10%) to a SBE prime consultant or a Joint Venture among SBE prime consultants. The Ratings Bonus shall apply to each stage of the selection process, including proposals and interviews (a failure to clearly state the SBE/ non-SBE percentages of a JV partnership runs the risk of no bonus being applied at all). Joint Venture Bid/Ratings Bonus will be added to the score only to a Joint Venture (1) that meets the requirements contained in the SF SBE Program and (2) when the SBE is an active partner in the Joint Venture, performs work, manages the job, takes financial risks in proportion to the required level of participation stated in the bid documents, is responsible for a clearly defined portion of the work to be performed, and shares proportionately in the Ownership, Control, management responsibilities, risks, and profits of the Joint Venture. The portion of the SBE Joint Venture's work shall be set forth in detail separately from the work to be performed by the non-SBE Joint Venture partner. The SBE Joint Venture's portion of the Contract must be assigned a commercially reasonable dollar value.
- A prime contractor/consultant that is not certified as an SBE that proposes to subcontract to a firm that is certified as an SBE but not as a joint venture will not be awarded a ratings bonus.

The following forms (located in Exhibit D) must be executed in full and submitted with the proposal package, or as otherwise specified; if not, the proposal may be rejected. For the purposes of use of the forms, Contractor and consultant are synonymous:

- SBE FORM No. 1 – CONSULTANT/JOINT VENTURE AND SUBCONSULTANT PARTICIPATION REPORT: All proposers are required to complete this form and include the names of the SBEs being used, lower tier SBEs, as well as non-SBEs and a description of the work they will perform, the services or supplies which will be provided by each and the dollar value of each SBE transaction. This completed form must be submitted with the proposal.
- SBE FORM No. 2 – SBE CONSULTANT/JOINT VENTURE PARTNER/SUBCONSULTANT – GROSS REVENUE DECLARATION: An SBE consultant/joint venture partner and listed SBE subconsultants or suppliers, including lower tier subconsultants or suppliers, must complete this form AND submit listed firm's current SBE certification. The prime shall collect the completed forms

and submit them with its proposal on the proposal due date. The SBE consultant and listed SBE subconsultants or suppliers will need to submit this form declaring, under penalty of perjury, that their total average gross revenues for collect the completed forms and submit them with its proposal on the proposal due date. The SBE consultant and listed SBE subconsultants or suppliers will need to submit this form declaring, under penalty of perjury, that their total average gross revenues for the past three years are equal to or below the applicable income thresholds for the specific category of the contract.

For more information about the San Francisco SBE program as it relates to this solicitation, please see Exhibit D and/or contact CMD at, cmd.info@sfgov.org or at (415) 581-2310.

IX. SELECTION PROCESS AND SCHEDULE:

PROPOSALS REQUIREMENTS

All interested candidates must submit information about their firm that identifies the following components. Please adhere to the following page limitations – each side of a double-sided sheet counts as one page.

1. **Cover Letter & Contact Person.** Firm introduction, service(s) offered and years of experience (minimum of **three** years). If the firm intends to provide services covering several disciplines, please clearly state all disciplines. Please clearly list the main point of contact and contact information (name, address, phone, email). *2 pages maximum.*
2. **List your experience working on projects of similar size and scope.** Experience with large scale real estate projects is highly preferred. *3 pages maximum.*
3. **List your experience with projects in the City and County of San Francisco.** Please include information on your experience with the San Francisco Arts Commission and San Francisco Planning Department.
4. **Comparable Projects.** List of no more than four comparable projects you have worked on. Comparable projects are those with Construction Costs greater than 35 million and/ or at least 75 residential units within the last 10 years. *4 pages maximum (or 1 page per project).* In addition, please provide three images for each comparable project; *1 page per project maximum.* For each project, please note:
 - a. Project name and location.
 - b. Brief project description/Scope of Work, and your role and scope of work.
 - c. Date completed.
 - d. Budget
 - e. References (contact name, title, company, relation to project, and phone number).
5. **Resumes.** Include resumes from your project team. *3 pages maximum.*
 - a. List the Principals and employee's professional licenses, accreditation, and memberships
6. **Fee Proposal.** Please list the scope to be provided, expected duration for each phase of work, fee structure and expected reimbursable expenses. If a firm is proposing for multiple scopes of service and there are cost savings for selecting your firm for multiple scopes, then please provide combined and separate fee proposals. Note that the Owner permits only five percent mark up expense on reimbursable expenses. *1 page maximum*
7. **Insurance Capabilities.** Copy of Insurance Certificate listing general liability, workers' compensation, professional liability, excess/umbrella, automotive coverage commensurate with the project type. See Exhibit C
8. **SBE/LBE Status.** Confirmation of current SBE/LBE status certification, as available. Submit SBE form #1 whether or not your firm is an SBE; submit SBE form #2 if claiming rating bonus for SBE participation.

SCHEDULE

Proposals received after the due date and time will not be accepted. Proposed dates subject to change.

Issuance of RFP

January 5, 2022

The Development Team is committed to providing additional feedback to assist firms with questions they may have.

- Questions Due: January 12, 2022
- Questions must be submitted by email and directed to:
Consultants of **Owner**: submit questions to Leigh Ann Llarena, MHC,
Leighann.llarena@mercyhousing.org
- Responses Posted: **January 19, 2022**. Responses to all questions will be posted as a RFQ Addendum

Proposals Submission Due

February 2, 2022 at 4 PM

Responses to this RFQ must be by email only. To respond to this RFQ for any of the disciplines listed herein, please submit one PDF soft copy (via email: 5MB max) of your response by February 2, 2022 at 4pm to:

Consultants of **Owner**: Submit response only to Leigh Ann Llarena, MHC,
Leighann.llarena@mercyhousing.org

Physical hard-copy, fax or verbal responses will not be accepted. All documents and attachments are to be bound together in a single PDF file. All documents will become the property of Owner and Architect.

X. SELECTION CRITERIA

The Development Team will evaluate all completed, responsive and qualified submittals. Evaluations will be based on the information provided in conjunction with the Selection Criteria as noted below. Upon completion of the evaluation, the Owner or Architect may request in-person interviews. The Development Team reserves the right to accept or reject any and all proposals at their sole discretion. Consultants will be selected based on the following criteria:

1. Firm experience with large scale real estate project
2. Experience with the requirements of construction in San Francisco
3. Experience of individuals assigned to the project
4. Competitive fee proposal
5. Positive references from architects and owners
6. SBE/LBE Certification.
7. Insurance.
8. Completeness of proposals in response to the RFP.

The Development Team reserves the right to divide the project into multiple parts, to increase or decrease scope of services, reject any and all proposals, and temporarily abandon or permanently abandon the Project. The Development Team makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project. No such representation is intended or should be construed by the issuance of this RFP.

Respondent acknowledges and accepts that any costs from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent.

XI. EXHIBITS

- Exhibit A: CHECKLIST FOR PROPOSALS SUBMITTAL
- Exhibit B: ABBREVIATED SCOPE OF SERVICES
- Exhibit C: PROJECT DEVELOPER'S INSURANCE REQUIREMENTS
- Exhibit D: SMALL BUSINESS ENTERPRISE PROGRAM & FORMS
- Exhibit E: MOHCD ARCHITECTURE & ENGINEERING FEE GUIDELINES
- Exhibit F: OWNER FORM OF CONTRACT
- Exhibit G: POSSIBLE PUBLIC ART LOCATIONS

EXHIBIT A: CHECKLIST FOR PROPOSALS SUBMITTAL

Please refer to the following checklist in the preparation of your submittal, including section number, submittal format and description, as well as page limits.

Section Number	RFP Submittal	Section Description	Page Limit
1	Cover Letter	<p>Firm Introduction</p> <ul style="list-style-type: none"> • Professional Services Provided • Years in the profession • Number of employees • Legal status and IRS Employee ID Number <p>Contact Information</p> <ul style="list-style-type: none"> • Main Contact Name and Title • Company Address • Phone and Email <p>Scope of Work <i>List all disciplines you want to be reviewed and evaluated for, including any that may not be listed in this RFQ</i></p>	2
2	Project Experience	<p>List firm experience working on projects of similar size and scope</p> <ul style="list-style-type: none"> • Large Scale Real Estate Projects Multifamily Housing • 	3
3	Regional Experience	List firm experience with projects in the City & County of San Francisco	1
4	Comparable Projects	<p>List four similar projects the firm has worked on</p> <ul style="list-style-type: none"> • Project name and location • Project description and consultant's scope of work • Date completed • Total number of units, total gross square footage and construction costs • References (contact name, title, company, relation to project, phone, email) <p>Provide up to three images of each comparable project; 1 page of project images per project</p>	4
5	Resumes	<p>Include resumes from the firm's project team</p> <ul style="list-style-type: none"> • Names of key staff and roles/responsibilities • Brief bio for key staff members • Relevant professional licenses, accreditation and memberships 	3
6.	Fee Proposal	List the scope to be provided, expected duration for each phase of work, fee structure and hourly rates as applicable, and expected reimbursable expenses. If a firm is proposing for multiple scopes of service and there are cost savings for selecting your firm for multiple scopes, then please provide combined and separate fee proposals.	1
7	Insurance per	Copy of the firm's current certificates of insurance	1
8	SBE Status	Provide documentation of current SBE status certification	1

EXHIBIT B: SCOPE OF SERVICES

The following represents a sample of the RFP Scope of Services by discipline to be issued to the candidates. Each consultant should make their proposal based on the services they see as required to produce well-coordinated construction documentation leading to a code-compliant building.

CONSULTANTS OF OWNER:

Art Consultant

1. Public Artwork Selection Process

- a. Project Research and Data Gathering *Month 1*
 - i. Gather key project goals that may affect art process (e.g. tenants targeted, marketing plan, site and community specific priorities)
 - ii. Review project architectural and design mandate and aesthetic
 - iii. Gather project timeline, key milestones
 - iv. Assess construction considerations
 - v. Review relevant permit and/or code considerations
 - vi. Confirm Project Budget requirement
 - vii. Develop clear decision-making criteria and process to support artwork decision making.
 - viii. Review with Client and its consultants to select site(s) for public art
 - ix. Meet with Planning Department for approval of site(s) selection
- b. Artist Research *Month 2*
 - i. Develop curatorial statement
 - ii. Review artwork mediums with Client and its consultants
 - iii. Establish criteria for artist selection (e.g., experience, demographics, medium, geography)
 - iv. Research artists who fit within curatorial and scope criteria
- c. Artist Selection Process *Months 3-5*
 - i. Present possible artists within scope criteria
 - ii. Client and its consultants select semi-finalist artists to respond to RFP and develop site-specific proposals
 - iii. Draft RFP for the site specific commission(s)
 - iv. Discuss project with semi-finalist artists
 - v. Issue RFP
 - vi. Receive and review artists' submissions
 - vii. Review proposals with Client and its consultants
 - viii. Interview select proposal semi-finalists with Client and its consultants
 - ix. Make recommendation for selection of final artist(s)
 - x. Client selects final artist(s)
- d. Artist Under Contract *Month 6*
 - i. Facilitate execution of contract between artist(s) and Client including budget, insurance and preliminary schedule

2. Artwork Implementation and Project Management

TBD based on construction schedule

- a. Establish clear lines of communication and reporting with Client, architects, construction team, and other consultants
- b. Establish clear budget reporting
- c. Develop detailed timelines and deliverables
- d. Meetings and site visits with Client, artist, architect, engineer, construction team, and other consultants during implementation phase
- e. Review artwork design development and structural engineering
- f. Work with artist(s) to select and contract vendors and subcontractors for fabrication and installation
- g. Oversee artwork fabrication
- h. Liaison to government departments such Building and Planning Departments
- i. Manage permit process
- j. Work with artist(s), Client and its consultants to develop installation plan

- k. Oversee installation to insure completion prior to Certificate of Occupancy
- l. Develop with artist(s) ongoing maintenance plan
- m. Report out Art Program expenses to Client and Planning Department