



**Mayor's Office of Housing
& Community Development
(MOHCD)**

London Breed
Mayor

Daniel Adams
Acting Director

REQUEST FOR QUALIFICATIONS (RFQ)

DEADLINE FOR SUBMISSION:

by PDF email attachment to claudine.delrosario@sfgov.org

January 24, 2020

at 5:00 p.m.

MOHCD is pleased to announce its request for a qualified consultant or consulting firm to coordinate a strategic assessment of the last ten years of the SoMa Community Stabilization Fund's ("the Fund") investments. The project will result in an assessment report that describes the Fund's impact on mitigating displacement and reflects on lessons learned.

- Respondents must have experience working with organizations serving the South of Market neighborhood, as well as with public and private organizations and the general public.
- Qualifying firms shall have expertise in developing reports using clear data visuals, an ability to manage a work flow of information in various formats (e.g., interviews, focus groups, and Excel spreadsheets), and write in a clear and concise manner.
- This project will provide a foundation for developing the Fund's next five-year strategic plan.

PROPOSED PROJECT BUDGET:

Up to \$50,000

PROPOSED PROJECT TIMELINE:

February 15, 2020 – May 1, 2020

The qualified consulting firm will work collaboratively with MOHCD staff to achieve the following scope of work:

1. Collect qualitative impact data through ethnographic interviews (up to 35) and focus groups (approximately 3);
2. Analyze data from Census/American Community Survey and MOHCD's grant management system to draw conclusions about the Fund's quantitative impact;
3. Write a report on the Fund's ten-year impact based on the data collected and analyzed above; and
4. Present findings to MOHCD staff, the Fund's Community Advisory Committee, community-based organizations and neighborhood stakeholders.

If your firm is interested in providing consulting services for this project, please include the following in your submission:

1. A description of your firm's qualifications, including at least two similar or relevant projects that have been completed in the last five years;
2. A list of staff that would work on this project, including their qualifications, relevant experience, and other projects they will be working on during the proposed timeline, along with percentage of time committed;
3. A cost estimate for each scope of work element; and
4. At least two professional references that can verify your firm's past experience and outcomes.

QUESTIONS?

Contact Claudine M. del Rosario, SoMa Fund Director, at (415) 613-4854, or
claudine.delrosario@sfgov.org