REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SERVICES FOR PHELAN LOOP DEVELOPMENT

INTRODUCTION
Housing Services Affiliate of the Bernal Heights Neighborhood Center (HSA) (the Developer) and Herman Coliver Locus Architecture (HCL) (the Architect) are requesting evidence of qualifications from firms interested in providing professional services and related services for the design and construction phases of a new construction housing development at the site of a former MUNI bus turnaround, near the intersection of Phelan Avenue and Ocean Avenue, in San Francisco, commonly referred to as the “Phelan Loop” (the Project). Proposals will be requested from qualified applicants at a later date. Submissions of qualifications are due by 4pm, Monday, November 9th at 515 Cortland Avenue, San Francisco.

PROJECT/SITE DESCRIPTION
The proposed Project will create approximately 60 units of supportive housing for low-income families and transitional aged youth (TAY). The Project will be a slab on grade, Type V over Type I, 5 story building consisting of a mix of 3 bedrooms, 2 bedrooms and studios. Ground floor uses will include a community room, approximately 6,000 SF of retail space, parking spaces, a bike storage room with lockers and showers, and offices for a full time, on-site resident manager and a part time service coordinator. One required car share space will be located on the site.

Phelan Loop will be built on two contiguous parcels containing approximately 25,572 square feet, shaped like a parallelogram. The site has approximately 138 square feet of frontage along Ocean Ave and fronts a soon to be built public plaza to the east. Zoning is currently NC-T (Neighborhood Commercial Transit), which retains existing NC controls, except changes in density and parking. The existing bus turn around on the site will be relocated and the site will be delivered clean and clear.

Please note: As part of pre-schematic design, the project team may consider alternate programmatic and construction approaches.

The project will be designed using the Green Communities Criteria and/or the Green Point Rated system and may seek LEED certification.
FUNDING
Anticipated capital funding sources for development of the Project will come from several sources, including the SF Mayor’s Office of Housing, the San Francisco Redevelopment Agency, Federal Low-Income Housing Tax Credits, California State Low-Income Housing Tax Credits, State of California Multifamily Housing Program (MHP) Transitional Age Youth (TAY) funds, State Housing and Community Development Transit Oriented Development (TOD) funds, the Federal Home Loan Bank’s Affordable Housing Program (AHP), and an Enterprise Green Communities grant.

DEVELOPMENT TEAM
Sponsor: The Housing Services Affiliate of the Bernal Heights Neighborhood Center operates under its parent non-profit Bernal Heights Neighborhood Center. Housing Services Affiliate of the Bernal Heights Neighborhood Center's mission is to provide and preserve stable and affordable homes for adults with low incomes and their children, many of whom were previously homeless and/or have special needs due to mental health issues, HIV/AIDS diagnosis, and substance use. To date, HSA has developed 16 projects, with a total of 369 affordable rental units and 4 home ownership units. These developments provide stable and affordable homes for nearly 635 low-income adults and children.

Commercial Development Consultant and Property Management: Mercy Housing California is a 501(c)(3), public benefit organization whose mission is to create stable, vibrant, and healthy communities by developing, financing, and operating affordable program-enriched housing for families, seniors, and people with special needs who lack the economic resources to access quality, safe housing opportunities. Mercy Housing develops its commercial leasing strategy specific to each development based on the particular objectives (of the developer, City, and neighborhood groups) for the commercial space and market area. Mercy devotes a full-time staffer (Commercial Developer) to developing and leasing the commercial portion of its mixed-use developments. Mercy’s commercial developer has built valuable relationships with commercial tenants, brokers, business leaders, property owners, as well as neighborhood and public organizations which have enabled Mercy to lease commercial space more quickly and with more targeted outcomes than comparable retail spaces developed by affordable and market rate housing builders.

Architect: Herman Coliver Locus (HCL) Architecture is the architect for this project. HCL has been nationally recognized for its work on affordable housing, schools and sacred spaces for non-profits as well as homes for private clients. The practice’s work for neighborhood-based development corporations includes housing for seniors and families, the developmentally disabled, the homeless, those recovering from substance abuse, and other underserved populations. Each project carries the signature of its clients’ needs, gives shape to their dreams and aspirations, and attempts to provide emotional and intellectual sustenance as well as shelter. Its designs use space, light and delight to mark the passage of time, and to tie spaces to the rhythms of nature.
PROFESSIONAL SERVICES REQUESTED (not an exclusive list)

Acoustical Consultant (On site)+
Acoustical Consultant (Off site)
Appraisal*
Auditor
CEQA/NEPA Consultant
Civil Engineering (On site)*+
Civil Engineering (Off site)*
Construction Cost Estimate Services*
Construction Manager*
Electrical Engineering*++
Environmental Consultants*
General Contractor*
Geotechnical Investigation*
Green Consultant
Home Energy Rater (HERS) Consultant (GPR)
Landscape Architects+
Lighting Consultant+
Market Study Services*
Mechanical Engineering*++
Plumbing Engineering*++
Phase I / Phase II Consultant
OSHA / OPOS Consultant
Solar PV Consultant
Special Inspections / Testing
Structural Engineering*++
Surveyor*
Vibration Monitoring
Waterproofing / Roofing Consulting
Wind Consultant

Please note: Applications for all Professional Services listed above will be accepted as part of this RFQ. However, in this predevelopment phase ONLY the ones indicated with (*) will be evaluated for qualifications and asked for proposals according to the Schedule of Selection outlined below. Applicants for professional services without an (*) will follow the same Schedule of Selection up through November 9th with the remaining selection timeline to be determined. Professional services indicated with a (+) will be contracted with the Architect. All other professional services will be contracted with the Sponsor.

Applicants submitting qualifications for multiple professional services should submit qualifications for each service and clearly note in each of their qualifications submitted all of the professional service categories that they are applying for.
TENTATIVE SCHEDULE FOR SELECTION OF CONSULTANTS:

Schedule of Selection
Issue Consultant RFQ ......................................................... October 27th
Optional Pre-Qualification Presentation .......................... November 2nd
Last day for Questions ...................................................... November 6th
Qualifications Due ............................................................ November 9th
Qualified Consultants Notified ........................................ November 13th
Proposals Due from Qualified Consultants ....................... November 18th
Final Selection of Consultants (interviews as needed) ........ November 19th -24th
Selected Consultants Notification ................................. November 25th

Note: the Optional Pre-Qualification Presentation will be start at 2pm on Monday, November 2nd and will be located at the Bernal Heights Neighborhood Center (515 Cortland Ave., San Francisco, CA 94110).

Schedule for Construction
It is anticipated that construction will begin in June of 2011

SUBMITTAL REQUIREMENTS:
All interested candidates must submit information about their firm that identifies at minimum the following qualifications. Please adhere to the following page limitations (pages are to be counted as one sided):

1. Firm introduction and services offered (1 page max.)
2. List your experience working on projects of similar size and scope. Experience with multifamily residential projects is preferred. (2 pages max.)
3. List your experience with projects in the City and County of San Francisco. Please include information on your experience with obtaining permits and approvals from San Francisco Building Department as relevant (1 page max.)
4. A list of similar projects you have worked on (3 pages max.). For each project, please note:
   a. Project name and location
   b. Brief description
   c. Date completed
   d. Total number of units
   e. Total gross square footage
   f. Construction cost
5. Three References (Contact name, title, company, relation to project, and phone number)
6. Include resumes from your project team. (3 pages max.)
7. Statement of ability to work on multifamily projects (1 page max.)
8. Statement of status as a certified San Francisco Human Rights Commission Local Business Enterprise (LBE) (1 page max). If applicable, provide copy of certification.

EVALUATION CRITERIA
The qualifications will be evaluated by a selection committee comprising parties with expertise in development of affordable housing. HSA and HCL intend to evaluate the qualifications generally in accordance with the criteria itemized below.
• Experience with projects similar in size (i.e. 50 plus residential units), scope (i.e. mixed use supportive housing), and construction type (i.e. Type V over Type I).
• Experience with ecologically responsive design, especially in the context of dense multi-family housing and the Green Communities Criteria, the Green Point Rated system, and LEED.
• Experience with the permits and approvals process in the City of San Francisco
• Project team members’ individual experience with affordable multi family housing
• Completeness of qualifications in response to the RFQ

Joint ventures are acceptable. Each firm in the joint venture must answer all qualifications questions individually. Page limitations will apply to each firm separately.

HSA reserves the right to interview respondents if deemed necessary to complete the selection process. If an interview process is used, questions will be provided in advance, and the evaluation criteria will remain the same as stated above. Applicants that are deemed qualified will be asked to submit proposals at a later date.

HUMAN RIGHTS COMMISSION
The Developer has a LBE Subconsulting Goal of 25%. As such, HSA strongly encourages the involvement of local, minority, women and other owned businesses enterprises in the development of affordable housing projects. This project will be monitored by the San Francisco Human Rights Commission (HRC). HRC-certified Local Business Enterprises (LBEs) are encouraged to apply, but such status will not be a requirement for selection. For additional information regarding HRC guidelines, please contact Bayard Fong, HRC Contract Compliance Officer, at 415 252-2512.

SPONSOR RIGHTS AND OPTIONS
HSA reserves the right to postpone the project for its convenience, to withdraw this Request for Qualifications at any time, to reject all qualifications without indicating any reason for such rejection, and to negotiate with the highest ranking respondent or none of the respondents. HSA reserves the right to accept other than the lowest priced qualification and to reject any qualifications that are not responsive to this request. This Request for Qualifications does not commit HSA to enter into a contract for the project.

HSA reserves the right to reject any or all of the submittals for the following reasons:
1. The submittals do not contain all the information requested in the RFQ
2. The submittals are not submitted by the deadline, 4pm on Monday, November 9th.
3. HSA decides to withdraw acceptance of all submittals.
4. Acceptance of the submittals would entail a violation of law or City codes.

Qualifications must be received by 4pm on Monday, November 9th. Please submit an original with 3 copies of qualifications and an electronic PDF file of qualifications package on a CD by mail or delivery to William Ho, Housing Services Affiliate of the Bernal Heights Neighborhood Center, 515 Cortland Avenue, San Francisco, CA 94110. For additional information, please direct questions to William Ho, Project Manager, at who@bhnc.org or 415 206-2140 x147. Questions for the Architect should be directed to Bob Herman at rherman@hclarchitecture.com or 415 495-1776.
QUALIFICATIONS SUBMISSION
Please submit 1 original with 3 copies of qualifications and one Electronic PDF file on a CD to:

Housing Services Affiliate of the
Bernal Heights Neighborhood Center
Attn: William Ho
515 Cortland Avenue
San Francisco, CA 94110

BY: 4pm on Monday, November 9th.