

**REQUEST FOR QUALIFICATIONS**  
**for**  
**GENERAL CONTRACTOR**  
**3485 CESAR CHAVEZ STREET**  
**SAN FRANCISCO, CA 94110**  
**June 20<sup>th</sup>, 2024**

In its capacity as a development consultant for Sequoia Living, Mission Housing Development Corporation (“Mission Housing”) is issuing the following request for qualifications (“RFQ”) for a qualified general contractor to provide pre-construction and construction services for new affordable housing development located at 3485 Cesar Chavez Street, San Francisco, CA 94110 (“The Project”). **Interested parties may respond by emailing an electronic copy of their qualifications package to John Lovell, Senior Project Developer with Mission Housing, [jlovell@missionhousing.org](mailto:jlovell@missionhousing.org). The deadline to respond is 5:00PM on July 19<sup>th</sup>, 2024.**

Mission Housing and Sequoia Living intend (“the Development Partners”) to select the General Contractor to work on 3485 Cesar Chavez Street through this RFQ. The Development Partners seek a General Contractor with experience in affordable housing development construction, as well as capacity to actively provide input on the design of the project and value engineering/construction efficiencies during the preconstruction period. It is expected that the selected General Contractor will work collaboratively with the Development Partners and other development team members to achieve a project budget that is sensitive to the funding available for the project.

3485 Cesar Chavez will consist of 126 units of affordable senior housing. Unit sizes will vary with 67 studios and 59 one-bedrooms. The building will rise seven floors, consisting of five wood floors above a two-story concrete podium. It’s currently anticipated that the planned 74-foot tall structure will yield 82,220 square feet with 55,350 square feet for housing, 3,040 square feet for on-site services, 7,140 square feet of common space, parking spots for four cars, and additional space for circulation and mechanical facilities.

During preconstruction, the selected general contractor will work with the selected architect, architect consultants and owner consultants to further refine the scope, provide cost estimates for the full cost of the work at each document phase, meet with the Department of Building Inspection (“DBI”) and other regulatory agencies to confirm code interpretations, and obtain permits.

Mission Housing, their affiliates, and their partners reserve the right to reject any or all proposals for just cause and to waive any informalities in the submission process if they are deemed to be in the best interest of the Project, the development team, and/or any other involved entities. As such, Mission Housing reserves the right to terminate any contract or place the project on hold indefinitely.

### **PROJECT OUTLINE**

Through this RFQ process, the Development Partners will select a general contractor to provide construction services and negotiate a Guaranteed Maximum Price contract (“GMP”). The cost of construction services will be incorporated into the GMP. It is anticipated that Mission Housing will require the general contractor to provide cost estimating and value engineering and constructability reviews at the following benchmarks:

- Initial Fee Proposal and General Conditions for mid-rise scenario
- 100% Schematic: August 2024
- 100% Design Development: November 2024
- 50% Construction Documents: February 2025
- 90% Construction Documents/GMP: October 2025
- Commence Construction: Late 2025/ Early 2026

### **PROJECT DEVELOPMENT TEAM**

Sequoia Living is the project sponsor and long-term owner. Founded in 1958, Sequoia Living is a Bay Area nonprofit organization that provides older adults from all economic backgrounds with stimulating, joyful living environments and services that enrich their lives. Sequoia Living’s mission is to provide homes and services for healthy and joyful aging. Through our diverse network of Life Plan communities, affordable housing communities, and community service programs, Sequoia Living’s team of extraordinary people seeks to create everyday experiences that bring joy and promote lifelong growth.

Sequoia Living has contracted with Mission Housing as a development consultant for 3485 Cesar Chavez. Mission Housing is a nonprofit community-based affordable housing developer. Since 1971, Mission Housing has been creating and preserving high-quality affordable housing, and providing supportive services for residents of low and moderate incomes in the Mission District and throughout San Francisco. Now, Mission Housing is

one of the largest nonprofit housing organizations in San Francisco, owning or managing over 35 buildings. The organization currently serves nearly 3,000 residents in 1,600 units. For the purpose of this project, Mission Housing Development Corporation is anticipated to serve as the main point of contact with the selected general contractor. At a future date, a limited partnership controlled by Sequoia Living will be formed for the purposes of obtaining Low Income Housing Tax Credit financing and assuming long-term ownership of the building improvements. Upon commencement of construction the GC will execute a construction contract with this limited partnership affiliate.

### **FUNDING SOURCES**

Financing sources are still being finalized for the Project(s), but may include a combination of some of the following sources or funding agencies:

- 9% and 4% Federal Low-Income Housing Tax Credits administered by the Internal Revenue Service (“IRS”) and California Tax Credit Allocation Committee (“TCAC”);
- Tax-exempt bond financing administered by the California Debt Limit Allocation Committee (“CDLAC”);
- California Department of Housing and Community Development (“HCD”);
- Federal Home Loan Bank’s Affordable Housing Program (“AHP”);
- Conventional lenders/financial institutions providing construction and permanent financing;
- Section 8 rental subsidy San Francisco Mayor’s Office of Housing & Community (“MOHCD”).

Though a commitment from MOHCD has not been received, general contractors will be selected in part based on their familiarity and track record of complying with regulatory requirements that are entailed with the use of MOHCD funds. These requirements may include but are not limited to California State Prevailing Wage, Small, City and County of San Francisco Local Business Enterprise (“LBE”) procurement goals, enhanced accessibility requirements, and permanent power provided by the San Francisco Public Utilities Commission.

### **CONSTRUCTION COST BUDGET**

The construction cost budget will be refined throughout the subsequent design phases of the Project(s). The Development Partners anticipate requesting cost estimating and

constructability review services from general contractors. The development partners intend on procuring an architect who will be responsible for evaluating the construction costs estimate as part of the basic services.

### **SELECTION CRITERIA**

1. Experience in construction of new affordable housing, including Type I, Type III, and Type V construction.
2. Knowledge/experience in alternative energy and energy conservation.
3. Expertise with project phasing.
4. Positive working relationship with funding and regulatory agencies, including proven ability to negotiate successfully on behalf of the Owner.
5. Proven ability to work collaboratively with Owner, Architect and other team members.
6. Code expertise, including examples of how the expertise has benefitted Owners.
7. Familiarity with procurement, accessibility, green building and other policy requirements for publicly funded projects in San Francisco.
8. Ability to provide good value; willingness to negotiate a competitive fee.
9. Firm's ability to resource this effort immediately and meet the schedule.
10. Must be experienced with labor compliance and monitoring, and have error and omissions insurance and all current licensing.

### **RFQ SUBMITTAL REQUIREMENTS**

A completed RFQ response must include the following:

1. Respondent Information
  - a. In no more than 1 page, provide a cover letter including the following:
    - i. Firm name & firm contractor's license number
    - ii. Number of years in business
    - iii. Number of employees
    - iv. If a JV is proposed, elaborate on the nature of the partnership and percentage
    - v. Team's key point of contact and their contact information
2. Firm's Experience & Capacity
  - a. In no more than 2 pages, describe the firm's and capacity to perform the scope of work. Identify the proposed project executive, project manager, and other key project staff members. Describe their current workload and capacity. Describe the firm's experience with projects of similar size and

community-oriented goals. If a proposed JV structure, specify the proposed division of roles and responsibilities between the two firms

- b. Resumes of company officers and/or principals
  - c. Resumes of key staff that are proposed to work on this project
3. Racial Equity, Diversity, and Inclusion Approach
- a. In no more than 1 page, provide a narrative describing initiatives or processes your firm has adopted towards racial equity, diversity, and inclusion, especially in regards BIPOC staff or consultant's advancement within organization, and hiring & subcontracting. Describe any initiatives your firm has taken to ensure the participation and advancement of underrepresented groups, including people of color and women.
4. Project Examples
- a. Provide detailed information on 3 relevant projects completed within the past 5 years (6 pages max):
    - i. Project name and location
    - ii. Brief project description, including firm's role on the project
    - iii. Date completed and schedule adherence
    - iv. Total square feet
    - v. Construction type )
    - vi. Construction cost – cost per SF
    - vii. Final Change order amount as percentage of contract
    - viii. Client references (contact name, title, company, relation to project, and current number and email). Ensure contact information provided is current.
6. Insurance and Legal
- a. Proof that your company or companies can comply with the insurance requirements listed in **Exhibit A**.
  - b. List of any litigation, arbitration, or mediation the proposed firms have been engaged in, at any time within the last five years

## **SELECTION SCHEDULE**

The **tentative** selection schedule is as follows:

Question/Clarification deadline	<b>June 28th<sup>st</sup>, 2024</b>
<b>Qualifications Due</b>	<b>July 19<sup>th</sup>, 2024</b>

## **SUBMISSION**

For questions or clarifications regarding the RFQ, email John Lovell, Senior Project Developer at Mission Housing, [jlovell@missionhousing.org](mailto:jlovell@missionhousing.org) **any time before 5:00 pm on June 28<sup>th</sup>, 2024**. All participants will be provided answers to all questions via e-mail.

**Qualification documents must be submitted no later than 5:00 pm on July 19<sup>th</sup>, 2024.**

Provide **1 electronic copy** to John Lovell, [jlovell@missionhousing.org](mailto:jlovell@missionhousing.org).

If necessary, the development partners will schedule formal interviews with a selection panel as a part of the selection process. However, the development partners reserve the right to select a firm without holding formal interviews.

## **TERMS AND CONDITIONS**

This Section outlines the terms and conditions that Mission Housing will seek to be included in the contract.

### **A. Insurance and Bonds**

Insurance: Sequoia Living has standard insurance requirements for General Contractor(s). **Exhibit A** include Sequoia Living's insurance requirements respectively. The most restrictive of either of these requirements shall apply. All policies will include as additional insured:

1. Sequoia Living
2. Mission Housing Development Corporation
3. Falcone Development Services LLC

The applicant may be required to include additional lenders as additional issued as well as the Owner's Representative, the Architect and their consultants, as requested.

**B. Prevailing Wage Requirements, State Prevailing wage Requirements**

The Project may be subject to the State prevailing wage labor standards. The Selected Contractor and all subcontractors will be required to pay the State Prevailing wage levels on a trade-by-trade basis. The appropriate State determinations shall be incorporated in the Project Manual to become a part of the Contract Documents. Certified payroll reports will may be required.

**Prevailing Wages.** This project has not yet been awarded funds from a public agency. For budgeting purposes, it should be assumed that the project will be subject to prevailing wage requirements administered by the California Department of Industrial Relations, and possibly Federal Davis Bacon requirements.

**C. Developer's Rights and Options**

Mission Housing reserves the right to postpone or withdraw this request at any time, to reject any and all proposals without indicating any reason for such rejection, or to negotiate with any or none of the respondents.

This RFQ does not commit Mission Housing to enter into a Contract for the project.

**RFQ ATTACHMENTS**

Exhibit A – Insurance Requirements

### **Exhibit A – Insurance Requirements**

The General Contractor and all sub constructors for this Project must have the following minimum insurance coverages. If your firm does not have these required minimum limits, please indicate so in your cover letter **and** include plan to acquire such coverages prior to execution of a contract.

- Workers' compensation insurance and employer's liability insurance in the maximum statutory liability amount with limits not less than \$1,000,000 each occurrence.
- Commercial general liability insurance in the amount of \$5,000,000 per occurrence / \$10,000,000 aggregate.
- Business automobile liability insurance, with limits not less than \$1,000,000 each occurrence, combined single limit for bodily injury and property damage, including owned, hired and non-owned auto coverage, as applicable.
- Professional liability insurance in the amount of \$2,000,000 per occurrence for the Architect and \$1,000,000 for any other professionals, with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with The Project. (Only applicable in design build)