

REQUEST FOR PROPOSALS

for

Lease of McIlvaine Farmhouse Property
located at
2515 Blanco Road
San Antonio, TX 78212



ISSUE DATE: October 6, 2023
SUBMISSIONS DUE: November 30, 2023

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REQUEST FOR QUALIFICATIONS

San Antonio Housing Trust Foundation, Inc.
2515 Blanco Road
San Antonio, TX 78212

PROJECT: Leasing of the McIlvaine Farmhouse

This Request for Proposal (“RFP”) is issued to provide professional office space for local Nonprofit organizations to use the Farmhouse property for purposes that align with San Antonio Housing Trust Foundation, Inc. mission and the City of San Antonio’s Strategic Housing Implementation Plan. Organizations submitting a response to the RFP will be asked at a minimum to describe programmatic need and reasonable plan to improve and maintain property. Respondents will also need to provide an improvement and preservation plan.

SAHT will receive responses until 4:00 p.m., local time on Thursday, November 30, 2023. Proposals received after this will not be accepted.

Respondents may submit questions in writing only before 5:00 pm on Friday, November 17, 2023. SAHT will not respond to questions submitted after that time.

Documents are available in pdf format and may be downloaded from the SAHT’s website <http://www.sahousingtrust.org>. For additional information call 210-735-2772.

San Antonio Housing Trust Foundation, Inc. is an Equal Opportunity Employer and reserves the right to reject any or all bids.

MISSION STATEMENT

The purpose of the SAHT Foundation is to create and preserve housing that is affordable, accessible, attainable, and sustainable to San Antonio residents; and to support community development efforts that build and sustain neighborhoods, empower residents, and provide positive equitable outcomes.

RFP PURPOSE

The SAHT Foundation is releasing a Request for Proposals to provide available office space to local non-profit organizations that align with SAHT Foundation, Inc. mission and align with the City of San Antonio's Strategic Housing Implementation Plan.

BACKGROUND

The SAHT Foundation owns the Office Building located at 2515 Blanco Road, San Antonio, Texas 78212 also known as the "McIlvaine Farmhouse." The McIlvaine Farmhouse was constructed in 1891. In 2001, the San Antonio Housing Trust Foundation moved the 110-year-old McIlvaine Farmhouse to its current address. In 2004, the San Antonio Housing Trust Foundation renovated the Farmhouse for its Executive Offices.

BUILDING INFORMATION

- a. The one-story building is registered in the San Antonio Registry of Historic Places and is privately owned.
- b. The historic building was built in 1891 and owned by Richard E. McIlvaine. The property includes 0.496 acres of land, with zoning of Commercial.
- c. Up to approximately 2,374 sq. ft. of interior space, single floor. Professional office space fronts on Blanco Road between Fresno and Hildebrand Streets.
- d. Construction Type: Pier & Beam, wood siding, metal roof.
- e. Parking Surface: Asphalt
- f. There is no debt on the Property.

LEASEHOLD DESCRIPTION

- a. **LEASE AGREEMENT** Lease Agreement to be prepared by the San Antonio Housing Trust.
- b. **LEASE TERM** It is anticipated that, if granted, the Lease will be open to negotiation.
- c. **LEASE RATE** The Respondent shall provide an improvement and preservation plan in lieu of rental amount.

PROPOSAL EVALUATION

An Evaluation Committee will review all proposals. Respondents who submit a proposal in response to this RFP may be required to give a presentation to the Committee and/or Housing Trust Board. This will provide an opportunity for the Respondent to clarify or elaborate on the proposal. The Housing Trust will award the Lease based on the proposal that best meets the Housing Trust's requirements outlined in this RFP, would most align with the Housing Trust Mission.

PROPOSAL REQUIREMENTS

1. Provide a **Statement of Interest**: this letter should provide a statement of interest highlighting the Respondent’s programmatic need and services to be offered.
2. **Organizational History**: Provide a detailed history and description of the organization including type of operation. Company brochure, annual report, photographs of existing office locations, or similar material, if available.
3. **Proposal Detail**: Provide a detailed description of the type of operation you propose including hours of operation and services. If possible, please include a proposed design rendering and/or floor plan illustrating your concept. Please also include the length of the term for the proposed operation.
4. **Improvement and Preservation Plan and Source of Funding**: Provide a description including the estimated amount of all proposed physical improvements, equipment, and other investments you intend to make, and the time frame for making those improvements.
5. **Financial Capability**: Present evidence that the Respondent has the financial capability to carry out the proposed commitments. Evidence may include complete audited financial statements, for the last completed fiscal year; detailed financial resume/balance sheet of principal participant(s) listing all income, expenses and assets including partial ownership interest in and income from any partially owned assets and list direct and contingent liabilities. This information will assist the Housing Trust to determine if Respondent retains the financial resources to carry out the operation as well as provide a guarantee of lease.
6. Provide at least three **organizational references**.
7. Provide a **board resolution** expressing support and authorizing the submission of this proposal.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. Failure to complete and provide any of these Proposal requirements may result in the respondent’s Proposal being deemed non-responsive and therefore disqualified from consideration.

EVALUATION CRITERIA

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. The Housing Trust reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

- Thoroughness and completeness of proposal; responsiveness to RFP requirements.
- The scope, extent, applicability, and quality of Respondent’s experience.
- Financial resources, history, and references of the Respondents as well as the feasibility of the proposal.
- Alignment of proposed operation with SAHT mission and the City of San Antonio Housing Implementation Plan.

EVALUATION AND SCORING

Responsive Proposals will then be raked and scored based on the following point scale.

Criteria	Points
Organizational Capacity and Purpose	40
Improvement and Preservation Plan	25
Financial Stability	25
Local Preference	10

1. *Organizational Capacity and Purpose (maximum 50 points)*: Measures the overall functionality of the organization and its relevance to the mission of the Housing Trust. Demonstrate established track record of successful and impactful housing efforts and initiatives to improve the community.
2. *Improvement and Preservation Plan (maximum 25 points)*: Measures the detailed scope of work to be completed in the improvement and preservation plan and timeline.
3. *Financial Stability (maximum 25 points)*: Measures the detailed operating program budget and to the extent the respondent has sound financial and legal wherewith all and organizational stability. Demonstrate financial ability to maintain the property.
4. *Local Preference (maximum 10 points)*: Points will be given to non-profit organizations that are locally based in San Antonio.

STATEMENT OF RIGHTS AND UNDERSTANDING

SAHT Foundation reserves the right to:

- Change or disallow aspects of the applications and make such changes on conditions of its commitment to provide funding.
- Not issue an award or grant agreement to any Applicant if it has been determined that the Applicant is not in compliance with local, state, and federal laws and has not taken satisfactory steps to remedy such non-compliance.
- Waive any requirement contained in this RFP.
- Revise this RFP from time to time.
- Extend the submission due date.

Lease Recommendations and SAHT Foundation Board Approval Awards will be recommended based on available funding, proposal quality and feasibility as determined by the review and rating of a proposal. Staff recommendations will be advanced to a Board Committee for consideration and must be approved by the SAHT Foundation Board prior to the execution of a grant agreement.

SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

Milestone	Date/Time
RFP Release Date	October 6, 2023
Open House Walk Through	October 26, 2023 1pm-3pm
Pre-Submittal Conference	November 7, 2023
Final Questions Accepted	November 17, 2023
Proposals Due	November 30, 2023, at 4:00pm
Evaluation Period	December 1 – December 29
Anticipated Board Action	Late January or Early February

PRE-PROPOSAL CONFERENCE AND WRITTEN QUESTIONS

A Pre-Submittal Conference will be held **at 11:00 a.m., Central Time, on November 7, 2023, via Zoom only.** Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents may call the toll-free number listed below and enter an access code to participate the day of the conference.

Zoom Link:

<https://us02web.zoom.us/j/83523806328?pwd=RzdRTlczSUNrRklOdGVpQ1pqNS9vUT09>

Toll Free Dial-In Number: 346 248 7799

Meeting ID: 835 2380 6328

Meeting Password: 000328

Staff Contact Person:

Nicole Collazo

nicolecollazo@saht.org

210-735-2772

Prospective respondents interested in submitting a Proposal may request a walk-through inspection of the Office Building.

Respondents may submit written questions concerning this RFP to the Staff Contact Person, Nicole Collazo – nicolecollazo@saht.org, until **4:00 p.m., Central Time, on November 17, 2023.** Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

All proposals must be received no later than **4:00 p.m., Central Standard Time, on November 30, 2023.** Any proposal or modification received after this time shall not be considered. Therefore, Respondents should strive for early submission to avoid any issues or cause delay in uploading proposal responses as RFP will close at the due date and time.

SUBMITTAL REQUIREMENTS

Submission of the Proposal: must be received no later than the deadline and should conform to the requirements specified in this RFP.

One (1) electronic copy of a signed Proposal submitted via email to nicolecollazo@saht.org or a pre-arranged file sharing link.

Proposals must be received via email **no later than 4:00 PM on Thursday, November 30, 2023.** Any Proposal or modification received after this time may not be considered. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Proposal Format: Each digital proposal shall be submitted in a PDF format on letter size pages (8.5" x 11"), with a font size no less than 12-point type, and margins no less than .1" around the perimeter of each page. Each Proposal must include the sections and attachments in the sequence as requested by this Proposal. Failure to meet the above conditions may result in disqualification of the Proposal or may negatively affect scoring.

Funding Recognition

All awardees must acknowledge the SAHT Foundation in annual reporting and press releases regarding the program.

Non-Discrimination

Applicants shall not discriminate based on race, color, religion, sex, sexual orientation, gender identity, veteran status, disability, familial status, national origin, or age. The SAHT Foundation believes that every resident deserves to be treated with dignity & respect, as well as provide fair access to opportunities, and will comply with the City of San Antonio’s Non-Discrimination Ordinance. The Non-Discrimination Ordinance (NDO) provides protection from discrimination in the areas of employment, contracts and subcontracts, appointments to Boards and Commissions, housing, and public accommodation.

Audited Financial Statements

Selected applicants shall be required to provide current audited organizational Financial Statements along with the management letter prior to the execution of final grant agreements. Applicants will be required to submit audited financial statements for each year of the grant period.

Conflict of Interest

All actual and potential conflicts should be disclosed even if they are deemed to be immaterial. Conflicts of interest include activities of family members, friends, and business associates. The applicant shall disclose all significant financial interests of any applicant personnel, including those of the personnel’s spouse and dependent children and that would reasonably appear to be affected by the activities funded or proposed for funding by the Trust; or in entities whose financial interests would reasonably appear to be affected by such activities.

Indemnity/Insurance Requirements

Applicants receiving funding must agree to hold the San Antonio Housing Trust Foundation Inc. harmless and indemnify it as to all claims, suits, costs, fees, and liability arising out of the acts or work of the agency, its employees, subcontractors, or agents pursuant to the funding agreement, where such liability is incurred because of the actions or omissions of such parties. The insurance of the Agency must be primary and noncontributory with any insurance for which the City is named insured and include a waiver of subrogation against the City for losses arising from work performed by the Agency. The San Antonio Housing Trust Foundation Inc. must be named as an additional insured and be provided with a certificate and endorsement showing such coverage. The following minimum insurance coverage will be expected, prior to occupancy:

A. Workers Compensation	Statutory Amount
B. Professional Liability	\$1,000,000
C. Automobile Liability	\$1,000,000
D. Broad Form Comprehensive Liability	\$1,000,000/occurrence

RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with SAHT Foundation Staff, Board Members, and Foundation Board Members regarding this RFP or Proposals from the time the RFP has been released until funds have been awarded. These restrictions extend to “thank you” letters, phone calls, emails, and any contact *that results in the direct or indirect discussion* of the RFP and/or Proposal submitted

by the respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's Proposal from consideration. The only communication allowed with SAHT Foundation staff includes the following:

- Respondents may submit questions concerning this RFP to the staff contact person listed below until 4:00 P.M. Central Standard Time, on. Questions received after November 17, 2023, will not be answered. All questions shall be sent by email to nicolecollazo@saht.org.
- If necessary, an interview may be scheduled.
- Upon completion of the evaluation process, Respondents shall receive a notification letter and phone call indicating the recommended firm and anticipated agenda dates.