# NOTICE OF INTENT TO SOLICIT BIDS AND PROPOSALS

**SPONSOR USES THIS FORM TO DETERMINE LBE/SBE REQUIREMENTS WHEN SOLICITING PROPOSALS FROM PROFESSIONAL SERVICES CONSULTANTS AND GENERAL CONTRACTORS**

**GENERAL CONTRACTOR USES THIS FORM WHEN SOLICITING BIDS FROM SUBCONTRACTORS**

 **AND TO RECEIVE WAGE DETERMINATIONS AND WORKFORCE REQUIREMENTS**

### For all Mayor’s Office of Housing and Community Development contract opportunities over $10,000.00

Please rename this document with the name of the project when submitting to the agencies’ representatives.

## Send this completed form to all of the following staff as applicable (via email):

##

**1) Prevailing Wage Compliance**

**Office of Labor Standards Enforcement**

ying.wu@sfgov.org

**2) SBE / LBE Compliance**

**Contract Monitoring Division**

james.chung@sfgov.org

ivan.oldenkamp@sfgov.org

**3) Workforce Compliance - OEWD**

Phone: 415-701-4853

joyce.s.wong@sfgov.org

citybuild@sfgov.org

**4) MOHCD Monitoring & Compliance**

**HOUSING** – Brendan.Dwyer@sfgov.org

Holly.b.faust@sfgov.org;

**COMMUNITY FACILITIES ONLY/NOT HOUSING**, Angie.lee@sfgov.org

**MOHCD Project Manager and CR -** *As Assigned* -

"***Bids and Contract Database Information***" form should be sent to the following CMD staff (**by email**):

james.chung@sfgov.org; ivan.oldenkamp@sfgov.org

**To be completed by the Sponsor/Grantee (*one form only per project)***

**Please list primary contact for issuance of prevailing wage determination(s), SBE goals and workforce goals**

Sponsor/Grantee/Tenant:

Project Title/Name (Incl. “***Housing***” OR “***Community Facilities***” as applicable):

Project Site Address:

Contact Person Name: Contact Person Phone / Email:

Total MOHCD Funding: Total Project Cost (from all sources):

Anticipated General Contractor First Bid Advertisement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Actual Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Notice to Proceed Date: Revised Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Work: NEW [ ] or REHAB [ ] # of Units: \_\_\_\_\_ # of Floors: \_\_\_\_\_ Commercial Space Y/N

Description of Scope of Work/Project:

TENANT IMPROVEMENTS: Complete a separate NOISB for Tenant Improvement project on City Land or with City funds. Commercial Tenant to Consult with the Owner/Sponsor Ground Lease Tenant before completing this form; Sponsor/Ground Lease Tenant to consult with the MOHCD PM or CR before progressing.

**Breakdown of funding sources or ground lease for this construction project**

**when actual awarded or immediately anticipated to be awarded:**

|  |  |
| --- | --- |
| **Funding Source/Type** | **Applicable** |
| **Development Soft and Hard Cost Funding** |
| **Local Sources**  | Prop A or Prop C bonds (highlight applicable source)  | Yes or No  |
|  | PASS | Yes or No  |
|  | LOSP and/or SOS (triggers PW) (highlight all that apply)  | Yes or No  |
|  | Local Funds: HTF, AHF, ERAF (highlight all that apply or indicate another source)  | Yes or No  |
|  | Ground Lease with City/triggers PW and Local Hire | Yes or No |
| **State Sources**  | MHP, TOD, IIG, AHSC, VHHP, NPLH, Homekey (highlight all that apply or add) (triggers PW)  | Yes or No  |
|  | Ground lease on State land/triggers PW | Yes or No |
| **Federal Sources** | CDBG (Davis Bacon/Fed PW for developments of 8+ units; Section 3 Hiring with over $200K HUD funding) | Yes or No  |
|  | HOME (Davis Bacon/Fed PW with 11+ HOME units; Section 3 Hiring with over $200K HUD funding) | Yes or No  |
|  | HOPWA PBRA or Grant (No Fed PW/DB; Section 3 Hiring with over $200K HUD funding) | Yes or No |
|  | Ground Lease on SFHA land/triggers DB&PW | Yes or No |
|  | Ground Lease or Acquisition of Federal Property/does not trigger PW/DB | Yes or No |
|  | RAD or PRAC 202 conversion (No PW required; Section 3 Hiring with over $200K HUD funding) | Yes or No |
|  | HUD 202 Supportive Housing for the Elderly (PW required when 12+ assisted units; Section 3 Hiring with over $200K HUD funding) | Yes or No |
|  | Section 8/VASH PBVs - 9+ units triggers PW if a new contract is executed in the last 18 months (Section 3 Hiring not required by encouraged by HUD) Report date of new PBV HAP contract here and date of HUD “selection” for new construction .  | Yes or No |
|  | Federal Neighborhood Stabilization Grants (Section 3, PW, DB)  | Yes or No  |
|  | Shelter + Care/ CoC  | Yes or No  |
|  | **Any other HUD source add here**  | Yes or No  |
|  | Ground lease on State land/triggers PW | Yes or No |
| **Other sources/conditions**  | Tax Credit Equity (4% OR 9%) **(**highlight one or both) | Yes or No  |
|  | Tax Exempt Bonds **(name issuer to the left) /**triggers State PW |  |
|  | SB35, AB2011, (triggers PW) highlight one  | Yes or No  |
|  | SB432 (may require PW)  | Yes or No  |
|  | Other sources **(identify specific source)** |  |
| **Section 3 Hiring Plans**  |
| **Section 3 Hiring**  | RAD PBV OR PRAC for 811 or 202 OR PBRA, CDBG, HOME, HOPWA PBRA and grants, Fed Neighborhood Stabilization Grant **(**highlight all that apply) |  |
|  **Section 3 not required but encouraged by HUD**  | **CoC/Shelter + Care; Section 8 PBV (**highlight all that apply) | Yes or No# units |