
Request for Proposals

Project for:

YWCA San Antonio

Live, Learn and Work Center

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Schedule: Subject to Change

Request for Proposal Available	September 7
Questions Due	Sept 17 by noon
Submittal Due	September 30 by noon
Team Evaluation Period	Week of Oct 4
Interview (if needed)	Week of October 11

I. Introduction:

YWCA San Antonio is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all. Part of the international network of YWCAs, with 204 associations in the U.S. alone, YWCA has been at the forefront of the most critical social movements for more than 160 years — from women’s empowerment and civil rights, to affordable housing and pay equity, to violence prevention and health care. Since 1910, YWCA San Antonio has provided support for women and girls to become economically self-sufficient while working on the front lines to promote racial justice. Today the organization serves more than 10,000 women and their families with services for economic empowerment, health and wellness, youth and teen engagement, and racial justice.

YWCA San Antonio requests proposals from professional individual consultants or consulting firms with qualifications and expertise to assist the organization in the acquisition and development of transitional housing for women. YWCA San Antonio’s proposed concept, the Women’s Live, Learn and Work Center (WLLWC), will be located in San Antonio, Texas, ideally on the city’s West Side within proximity of its main service site, the Olga Madrid Child Care Center.

II. Scope of Services:

Services Requested:

- 1) Consultant shall create comprehensive development budgets, operating pro-formas and other reports and analyses for potential lenders, investors and other funding considerations.
- 2) Consultant shall develop a financial analysis to determine the feasibility of the WLLWC to include: development of a new structure vs. renovation of an existing building to be acquired; feasibility analyses, recommend debt options including, but not limited to, public funding, private debt; evaluate equity options including tax credit programs.
- 3) Consultant shall review applicable federal housing legislation and summarize its impact to the YWCA.

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- 4) Consultant shall provide other financial analyses, studies and consultations as requested by the YWCA.
 - 5) Consultant shall provide assistance in acquisition or development of a new property. Procurement of third-party contractors as needed (e.g. construction contractors, etc.)
 - 6) Respondent must demonstrate ability to complete services by March 31, 2022.

III. Questions

Questions regarding matters related to this RFP or requests for further information must be submitted in writing no later than 12:00pm (noon) on September 15, 2021 to Fratray@ywcasa.org

Responses will be recorded and issued by addendum no later than 12:00pm (noon) on September 24, 2021 via email to each proposer. It is the responsibility of proposers to ensure that all addenda have been received.

IV. Submittal Requirements:

It is the responsibility of the Consultant to ensure that all addenda have been received. Proposals should be limited to a total of 20 pages. A total of one original signed copy of the proposal shall be provided to the YWCA via USPS mail and a scanned copy via email to Fratray@ywcasa.org

Each proposal package shall be addressed as follows:

RFP #

Exact Title of RFP

Date

The YWCA San Antonio c/o Francesca Rattray

Olga Madrid Center

503 Castroville Road

San Antonio, Texas 78237

V. Evaluation Criteria

Each proposal submittal will be evaluated based upon the following information and criteria:

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- 1) Initial Responsiveness- Each proposal received will first be evaluated for responsiveness (e.g. meeting the minimum requirements as stated in the RFP).
 - 2) Experience and Capacity of Consultant- Experience serving as a Consultant on other affordable housing programs. Consultant shall provide information that clearly demonstrates its organizations prior experience and background in providing consulting and guidance on affordable housing projects. This information should identify and substantiate the basis of the firm’s contention that it is the best qualified firm to provide the requested services. Staff plan with associated staff resumes shall be made available. Any planned use of specialists should be clearly specified and described within the proposal.
 - 3) Quality- Quality of relevant services in previous transactions and demonstrated competence in creating and advising on programs and transactions as contemplated under the Scope of Services. Consultant shall provide at least one, but not more than three examples of affordable housing program consulting or guidance.
 - 4) Fees- Consultant shall provide a detailed flat fee schedule for services related to this project. Proposed fees are all-inclusive of related costs, including, but not limited to: employee wages and benefits, clerical support, overhead and profit, licensing, insurance, materials, supplies, tools, and equipment.

VI. Selection Process

The YWCA shall utilize an evaluation panel comprised of BOD members to evaluate each of the proposals submitted in response to this RFP to determine the Respondent’s level of responsibility. Once a “short list” is established from the proposals submitted, the YWCA reserves the right to require Respondent’s within the “short list” to conduct a follow-up interview. After evaluation of all responses, the Contract will be awarded to the Consultant representing the best match to the YWCA’s Mission and project goals.