

Please note these updated responses to several previously asked questions (4/28/2022)

- May we receive a copy of **EXHIBIT C-1 CONSTRUCTION PLANS**?

According to the lease, Exhibit C-1 was to be attached “(consisting of 14 pages: Construction Plans dated August 30, 2019, as amended May 15, 2020, prepared by the Marshall Associates, Inc. and the San Francisco Public Works Bureau of Architecture)”

A copy of the Construction Plans are available through the Department of Building Inspection located at 49 South Van Ness. The leases and Licenses will be modified to incorporate the plans by reference. Full plans will not be attached.

- To what extent may tenants’ **rented space be modified**?

The leases and licenses under “Alterations” provide for a SFPUC process for the approval of modifications. Respondents should not assume any modifications will be allowed. T

- What alterations are forbidden?

Respectfully, this question calls for speculation and is beyond the scope of the RFP.

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- What is the actual **NUMBER of private consultation rooms** (or temporary/movable modules) that will be constructed?

This type of space would be needed by tenants who provide one-on-one case management, confidential mental health consultations, crisis intervention, reentry services, special education, tutoring, etc.

If your organization requires a dedicated room, this should be part of your proposal (and will be charged at the PSF rate).

- How many **different types** of group meeting spaces will be available?

For instance, for different types of job skills training workshops; computer/tech classroom; audio-video lab; wellness/fitness space with locked storage; community garden; classrooms; peer-to-peer mentoring support group space, community gatherings, etc.)

Per the terms of the RFP, these spaces are offered as conference rooms and classrooms for the SFPUC office and administrative tenants and licensees and the general public.

What is the structure of the **ventilation** and air filtration system of the building, given that spaces are shared and there will be COVID concerns? (Will windows open? Air exchange? etc.)

Please arrange to take a tour of the building and request that the project manager be available on the tour to respond to this question. Please see the tour dates offered on the RFP website.

QUESTIONS ABOUT SF SECC /EVANS ST. RFP – SFPUC Response dated 4.21.22

1. May we receive a copy of the **slides** from the April 13th (10am) webinar presentation?

The SFPUC will post a copy of the slides to the RFP website.

2. The RFP says **both Anchor and Hub** tenant leasees/licenseses will have office space **on the 3rd floor**, however during the webinar, we thought we heard that **only Anchor tenants** would be on the 3rd floor, while **Hub tenants** would be **on 2nd floor**. The published Q&A responds to this in several ways, but it remains unclear to us exactly how the space is being designated among different types of tenants and for different types and different amounts of programming needs.

The Anchor Tenants and Community Hub Licensees will occupy separate areas on the third floor of the building.

If the maximum space that an Anchor tenant leasee can apply for is 7,583 sq. feet, does this include or exclude Hub tenants also having their open space desks on the third floor?

The Anchor Tenant space and the Community Hub space are separate areas on the third floor of the building.

The floor plans (provided as Exhibits A-1 and B on the website) look identical for the 2nd and 3rd floors and we are having a difficult time distinguishing what space is available for whom and for what purposes. Many of our questions below are asking about this from different perspectives.

From the RFP **website and brochure**: *“The tenant office space, which will be **located on the 3rd floor** of the community center, has a total of 7,583 rentable square feet for up to three (3) Non-Profit Entities (the “Anchor Tenants”), which have an established history of providing some of the Local Community Services listed. Additionally, SFPUC will license up to 14 workstations **also located on the third floor** (the “Community Hub”), on a month-to-month basis not to exceed 18 months, to one or more Non-Profit Entities (the “Community Hub Licensees”) for administrative and general office purposes.”*

3. Because of the **need to escort program participants** to the 3rd floor, it is highly likely that late-arriving participants or clients might be left stranded downstairs, once a program has begun.

Per the terms of the RFP, tenants and licensees will need to escort their program participants to the third floor.

To avoid this **added barrier for community members** and to avoid **disruption to program facilitators**, would SFPUC consider a model whereby the 3rd floor would be exclusively for administrative offices

(for **BOTH** anchor and hub tenants) while the **entire 2nd floor** would be exclusively for program and consultation rooms (of varying sizes and configurations)?

We appreciate your suggestion but cannot vary from the RFP terms and the current design of the building.

Co-locating all administrative offices on the 3rd floor would be an “equalizer” among all types of tenants and support knowledge-sharing and collaboration. It would also help stabilize security plans on the third floor to protect confidential records and property.

SCHEDULING SHARED SPACE

SPACE is a **limiting factor** and a highly valued **perishable resource**. The amount and type of programs and services that can be provided is entirely dependent on having sufficient, suitable, and predictable access to program space.

4. **How far in advance** are nonprofits allowed to reserve access to shared rooms?

We do not yet have a response as the SECC team is developing rules and regulations for conference room and meeting room use.

- For instance, if a program takes place at a particular time of day, on a consistent basis, can an organization reserve a specific room “indefinitely” for that time-slot? This is particularly important when **funders** expect the programs they are funding will be delivered, as contracted.
- Will tenants (leases and licensees) be allowed to reserve program space (perhaps quarterly) prior to it being made available to **NON**-tenants seeking to use these spaces? Will tenants be provided a “first right of refusal” before shared space is rented to NON-tenants from the community?

5. Will **differences in the amount of rent paid** by different tenants each month determine **how much** shared space will be made available to each tenant on a monthly basis?

No.

For instance, a tenant paying higher monthly rent to accommodate more staff (whether Anchor leases or Hub licensees) would presumably need more program and consultation spaces each month, compared to smaller operations paying less rent to the PUC.

- If a tenant who pays less rent nonetheless needs more space to deliver their programs, would space be accessible and affordable to them? Would they be required to pay an equitable premium to use space that would otherwise be available to other tenants who pay higher rent every month?

Per the terms of the RFP, the cost of use of the meeting rooms beyond one hour per day per room is \$100 per hour.

- Is there a **formula** defining the amount of shared space (at no additional charge) that would be included in the tenant/lease monthly costs to ensure fair dealings for all rent-paying tenants and allow for **predictable scheduling of programs and services**?

Per the terms of the RFP, the cost of use of the meeting rooms beyond one hour per day per room is \$100 per hour.

Knowing how much program space would be available and how much it would cost (**or not cost**) is necessary to propose a realistic staffing plan, budget, and program offerings.

- In the case of collaborative activities (with a program lead and consortium of multiple partners) how is the cost/use of shared space to be determined, if partnering orgs have exceeded their allotments of shared space, per Section 2.4 of the lease?

Per the terms of the RFP, the cost of use of the meeting rooms beyond one hour per day per room is \$100 per hour.

6. **Section 2.4** of the lease states:

Use of Common Meeting Rooms:

...Use of the Meeting Rooms shall be scheduled for the week on the white board located outside the Meeting Room.

- “Meeting Room use by Tenant shall be **limited to one hour per Meeting Room per day.**”
- “Tenant shall pay as **Additional Charges as invoiced \$100 per hour** for each use of the Meeting Rooms in **excess of 20 total hours per week.**”

QUESTIONS ABOUT LEASE SECTION 2.4: **Per the terms of the RFP, the SECC is offering office and administrative space and the tenants and licensees may use (i) designated conference rooms on a sign up basis, (ii) the common area located on the third**

floor of the SECC, and (iii) additional publicly available conference rooms and classrooms on the second floor of the SECC through a SFPUC reservation system.

These space are offered as amenities for the SFPUC office and administrative tenants and licensees and the general public. Respectfully, the questions below do not appear to recognize the primary function of the conference rooms and classrooms as amenities for office and administrative space users and the general public.

How will tenants deliver meaningful programs, group events, and concurrent programs or consultations during “prime service hours” with only **one hour per day per room**?

The SFPUC must adhere to the terms of the RFP. The one hour per day per room facilitates the shared use of the meetings rooms by the Anchor Tenants and Community Licensees.

- Would a **small** consultation room cost the same \$100/hour as a **large** multipurpose room?

Per the terms of the RFP, the cost of use of the meeting rooms beyond one hour per day per room is \$100 per hour.

- Some programs will run longer than others. One tenant may provide multiple programs every day, and into the evening; while another tenant may provide a single concentrated program for many hours over a few days....or some other combination of hours.
- How do these limits on time and access, and the extra fees for use of program space, and expectations to “play nice” **impact SFPUC’s expectations on how tenants will deliver on KPIs** that serve the community, while being in compliance with their lease?

Respectfully, this question calls for speculation and is beyond the scope of the RFP. Per the terms of the RFP, the SFPUC offers one hour per day per room. Beyond that, the cost of use of the meeting rooms is \$100 per hour. Space will be reserved through the SFPUC reservation system.

The one hour per day per room facilitates the shared use of the meetings rooms by the Anchor Tenants and Community Licensees.

Respectfully, these questions seek information beyond the scope of the RFP and do not take into account the below market rent the

SFPUC is offering the Anchor Tenants and Community Hub Licensees.

- Will the extra fees noted in Section 2.4 of the lease incentivize organizations to reduce services or rotate programs to different rooms, thus causing scheduling confusion for participants and co-tenants alike?

Respectfully, this question calls for speculation and is beyond the scope of the RFP.

Per the terms of the RFP, space will be reserved through the SFPUC reservation system.

RE LAYOUT

7. What is in the **gray section** of the floor plan (to the right of the break room)?
The copier room and coffee station.



Exhibits **downloaded from the website** (two versions of A-1 and B) look identical to each other (but a tiny bit different from the color version above):

ANCHOR TENANT LEASE:



3/31/19

COMMUNITY HUB LICENSE:



3/31/19

- May we receive a copy of **EXHIBIT C-2 FURNITURE PLAN** referenced in the lease as “(CONSISTING OF ___ PAGE)”

The SFPUC will post a copy to the RFP website.

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Please arrange to take a tour of the building and request that the project manager be available on the tour to respond to this question.

- What alterations are forbidden?

Please arrange to take a tour of the building and request that the project manager be available on the tour to respond to this question.

- What is the actual **NUMBER of private consultation rooms** (or temporary/movable modules) that will be constructed?

This type of space would be needed by tenants who provide one-on-one case management, confidential mental health consultations, crisis intervention, reentry services, special education, tutoring, etc.

Please arrange to take a tour of the building and request that the project manager be available on the tour to respond to this question.

- How many **different types** of group meeting spaces will be available?

For instance, for different types of job skills training workshops; computer/tech classroom; audio-video lab; wellness/fitness space with locked storage; community garden; classrooms; peer-to-peer mentoring support group space, community gatherings, etc.)

Per the terms of the RFP, these spaces are offered as conference rooms and classrooms for the SFPUC office and administrative tenants and licensees and the general public.

What is the structure of the **ventilation** and air filtration system of the building, given that spaces are shared and there will be COVID concerns? (Will windows open? Air exchange? etc.)

Please arrange to take a tour of the building and request that the project manager be available on the tour to respond to this question. Please see the tour dates offered on the RFP website.

- What are the limits on how the outdoor **premises** may be “activated”?

Respectfully, this question seeks information beyond the scope of the RFP. The outdoor premises are not part of the RFP.

Section 5.3 of the lease states: “...Tenant may not conduct any business, place any sales display, or advertise in any manner in areas outside the Premises, Building, or on or about the Property except identification signs in a location and size and design approved by City at its sole discretion.”

- Will tenants be allowed to use the premises for small business incubator /entrepreneurial sales training, such as community fairs with curb-side sales?

Respectfully, this question seeks information beyond the scope of the RFP. The outdoor premises are not part of the RFP.

- Will it be permissible to schedule a visiting Food Bank or host a farmers and makers craft market, etc.?

Respectfully, this question seeks information beyond the scope of the RFP. The outdoor premises are not part of the RFP.

RE COLLABORATION / COORDINATION

ABOUT KPIs

8. Would SFPUC consider use of **NON-target based tracking** of KPI’s (to NOT require tenants to meet predetermined outcomes based on their unique program designs) but rather, have all tenants submit the same simple, standardized template report providing information that would be useful to SFPUC, such as:

- (1) a **list of on-site programs delivered** (titles, dates, # participated);
- (2) the # of local clients/participants (zip code based) who were served (including remotely).

(3) other readily trackable information (such as the category of services)

Presumably, the reservation system will be able to generate reports on the use of shared rooms.

This query is based on concerns that programs and funding typically fluctuate over time; data collection is burdensome and costly to most nonprofits; and access to shared spaces may be limited during “prime hours,” thus impacting organization’s ability to meet predetermined KPIs.

Respectfully, the short answer is no. This question seeks information beyond the scope of the RFP.

9. Would SFPUC consider having **ONE LEAD Anchor tenant** acting as a “**coordinator**” of all leases and licensees?

Respectfully, the short answer is no. While we appreciate the suggestion, the RFP does not call for a lead tenant.

For instance:

- To organize intentional and structured collaboration among tenants and to develop mutually agreeable policies and procedures for congenial and cooperative use of shared space;
- To organize pooled resources for security, especially if there will be evening programs;
- To be a point-of-contact communicating maintenance needs on behalf of collaborating tenants.

Would SFPUC potentially:

- Provide **rent deductions** to a “HELPFUL LEAD” tenant to compensate for their staff time coordinating administration and collaboration on behalf of SFPUC and all the tenants?

Respectfully, the short answer is no. While we appreciate the suggestion, the RFP does not call for a lead tenant.

- Ask the Mayor’s Office to **support coordination by a “LEAD”** (modeled on successful collaboratives such as RTP, Phoenix Project, TechSF, etc.) vs. relying on chance “playing nice”?

We do not understand the question. It appears to suggest that the SFPUC hire a programs coordinator. While we appreciate the suggestion, it goes beyond the scope of this RFP, and the SFPUC already has staff in place to serve this function.

- Consider reaching out to The San Francisco Foundation or other local foundation(s) **to seek funding to cover the cost of coordination** to make the SECC a truly collaborative environment?

Again, we do not quite understand the question. It appears to suggest that the SFPUC hire a programs coordinator. While we appreciate the suggestion, it goes beyond the scope of this RFP, and the SFPUC already has staff in place to serve this function.

10. Please clarify the meaning of the added sentence in the Amendment to the RFP:

“The SFPUC seeks to rent to Non-Profit Entities that will provide a mix of complimentary Local Community Services.”

The SFPUC seeks tenants and licensees to provide Local Community Services within the categories of services desired by the community. Please see page 18 of the RFP.

In this context, does “complimentary” refer to services that “compliment each other” (as in wrap-around services, or does it mean “free-to-the-public”?

The SFPUC seeks a mix of tenants and licensees that complement each other.

11. In order for applicants to provide realistic and competitive proposals describing how we would use exclusive space available to rent (and the shared space that is either *included* in rent, or costs extra) could SFPUC please provide us with clarity about:

AVAILABLE SPACE:

1. The amount of square feet available to any one tenant (based on SFPUC’s optimum vision of how it prefers to allocate space to meet community needs);

Per the RFP terms, an Anchor Tenant space may lease up to 7,583 rentable square feet of office space on the third floor of the SECC.

2. The location and configuration of “exclusive” space – (whether it would be contiguous or if it would consist of a patchwork of areas; and to what extent it can be customized;

The Anchor Tenant space would constitute one demised (i.e., exclusive) space.

3. **Times of day** that shared program spaces would be available to a single applicant/tenant. How will **concurrent needs** of different tenants be addressed, especially during high-demand hours?

Please see the RFP for the hours of operation of the building.

4. How late can **after-hours programming** be conducted in order to serve the needs of community members who work during the day and can only avail themselves of services in the evening?

Please see the RFP for the hours of operation of the building.

What contingencies or additional costs need to be managed in order to deliver “after hours” services, programs, and support groups? (e.g. no use of 2nd floor after 6pm; cost of security; etc.)

Please see the RFP for the hours of operation of the building.

TRUE COST:

Which portion of **program** rooms and spaces would be part of:

- **Exclusive areas** (rented on a square foot basis to an Anchor tenant) vs.
- **Shared areas** (available **at no additional cost OR at an additional fee of \$100/hour**)?

Per the RFP terms, the program rooms are shared spaces.

12. IDENTIFYING NONPROFIT ORGS’ NEEDS:

Might SFPUC consider adding a **“template schedule form”** to the RFP package that asks each applicant to identify:

- **IF/HOW** they would use a **specific type of program room configuration**;
- The specific **hours/time frame, frequency, and longevity** that each applicant would like to use each **type** of room.

The SFPUC seeks qualified Local Community Service providers in response to a lengthy community engagement process. The RFP seeks Local Community Service providers seeking office and administrative use space. Meeting room use was not considered material during the community engagement process and therefore, should not constitute criteria for the RFP panel to score the quality of the Local Community Service proposals.

13. UNDERSTANDING OUR OPTIONS

Respectfully, we encourage you to read the RFP, which responds to your questions.

- Could SFPUC provide a “**menu of options**” that defines:
 - The square footage available to rent in each option;
 - Location and limitations on customizing rented space;
 - Monthly costs clearly defined for each option;
 - How much **shared program space** would be included in the rent for each option;
 - How much it would cost to secure **additional** program space.

For instance:

- Option A: **SMALL** footprint (with specific # square feet defined by SFPUC and specific amount of shared program space available, at a clearly defined cost);
- Option B: **MID**-sized footprint (same considerations as Option A)
- Option C: **LARGE** footprint for a sole Anchor tenant (with or without the right to sublet or leverage portions of space to other organizations).

Thank you kindly for your assistance with so many questions!

We want to submit a realistic and appealing proposal for your consideration.

Much appreciated!!!

1550 Evans Office RFP Questions and Responses at 4.13.22 Pre-Bid Conference

1. Can we have more clarity on the range for rent for an Anchor tenant?

Response: Rent is \$1.67 per rentable square foot for the first year of the lease term. Thereafter, rent will increase per year.

2. After the expiration of their lease terms, can Anchor Tenants reapply to occupy the building?

Response: Each Anchor Tenant lease term is three years. All Anchor Tenants in good standing can re-apply after the expiration of their lease terms through a public process.

Each Community Hub license term is month-to-month, with a maximum term of 18 months. All licensees in good standing can reapply to occupy the building after the expiration of their license terms.

3. Are Anchor Tenants' spaces furnished?

Response: The spaces contain office furniture but not computers or landlines.

4. Will Anchor Tenants have priority regarding the use of any shared spaces, especially if weekly client activities are part of regular programming?

Response: There is an online reservation platform to reserve space and ensure there is no overlap and equal use of shared spaces. There is a lot of shared space in the building. If there is a conflict in scheduling, SFPUC staff will try to make the Alex Pitcher, Jr. Room available to use.

5. Please clarify the exclusive use vs. shared use of space for Anchor Tenants, including on different floors of the facility and surrounding grounds.

Response: The RFP provides that the third floor contains space for the exclusive use of the Anchor Tenants. The second floor contains shared spaces for non-tenants to use for service and program delivery. The second-floor spaces are not for the exclusive use of the Anchor Tenants. The surrounding grounds are public spaces as programmed by the SFPUC. The surrounding grounds are not for the exclusive use of SFPUC tenants and licensees,

6. There was a mention of certain spaces being used for certain types of tenants. Can you please repeat or clarify?

Response: The third floor contains designated space for the exclusive use by Anchor Tenants and an open place space for shared use by Community Hub licensees. The multipurpose rooms (MP) on the third floor shown on the floor plan on slide 8 are shared spaces.

7. Are client services allowed on the third floor or is this space exclusively office space?

Response: The third floor consists of exclusive office space and shared Community Hub office space. Client services will be allowed on the 3rd floor. The third floor will require

entry through key cards issued to tenants and licensees, so tenants and licensees will need to escort their clients and participants to that floor. Security is not provided specifically for the third floor.

8. Are there set hours of operation for the center? Will agencies be able to have access on off-hours?

Response: The building hours are 7 am – 6 pm. Tenants and licensees may access the third floor after hours.

9. Can you repeat how we schedule a building walkthrough for more than one person?

Response: If there are more than 3 persons desiring to tour the building, please contact Larry Berry to schedule a visit, but otherwise for one person use the link provided on the RFP webpage.

10. What is the minimum size Anchor Tenant space that a proposer can request?

Response: No minimum size in the RFP

11. Would an Anchor Tenant with a full-time volunteer still satisfy the requirement of three years of full-time staff/operations experience?

Response: No, volunteers are not considered paid employees.

12. What are the formatting requirements for the RFP? Font size and single or double spaced?

Response: Single spaced with 11 or 12 pt. font

13. What is the maximum dedicated space an Anchor tenant can apply for?

Response: The maximum space is 7583 rentable square feet

14. It was mentioned there was a copier room, is the cost accounted for in the rent? Is the copier room available for public usage?

Response: Tenants and licensees will need to purchase a pre-paid card to operate the r copy machine use. The SFPUC will also impose rules and regulations regarding the use of the copier.

15. I understand that there is a childcare program on the premises. Will there be an additional room for children who participate in onsite programs?

Response: The leased childcare facility is in a separate space and cannot be shared for security purposes. There is a family room, however, across from the larger multipurpose room. It is not furnished with childcare items, which would need to be provided by the tenant or licensee.

16. Is there a receptionist in the building?

Response: Yes, there will be a building receptionist on the ground floor.

17. Can an Anchor Tenant hold a weekly food bank for the community?

Response: The RFP seeks office users. We can recommend that the SFPUC consider this programming for the future.

18. Will there be enclosed space (or pods) for private consultations with clients?

Response: Yes, there are some enclosed spaces on the second floor.

19. Is there an outdoor space that could be used for bicycle riding lessons?

Response: The RFP seeks office users. . Outdoor space is not included in the RFP but is available for common use.

There are a few acres of space and a large parking lot. We recommend that the proposer tour the property to see how his or her programming would work and incorporate the programming in the proposal,

20. Our program is career placement, this RFP is for office space. How can our organization use the second-floor space?

Response: Once a tenant or licensee leases space in the building, the tenant or licensee can reserve the second-floor space.

21. We need a therapy room, to store records. Is it possible to accommodate that?

Response: Apply for an Anchor Tenant space and ask for a demised record storage space in your proposal.

22. Can an Anchor Tenant and Wu Yee collaborate to use the childcare space?

Response: The SFPUC desires collaboration. The Wu Yee lease recommends a process to formalize that arrangement.

23. What will the security be during business hours and after hours?

Response: The SFPUC will provide two security guards during the day and one security guard overnight for the building. Tenants and licensees are responsible for securing the spaces. There is a gate locking the center and parking lot after hours.

1550 Evans Office RFP Inquires sent to RES@sfgwater.org

1. Does the building have a freight elevator? **No.**
2. Will tours of the building be offered? **Yes. Please see the tour dates posted in the key date section of the RFP website.**
3. "Would PUC be comfortable with an organization (Bike It Forward) that is planning to use the space in a non-traditional manner and to utilize the space to increase community engagement beyond office style engagements?"

Per the terms of the RFP, the SFPUC is seeking to rent to non-profit community service provider office users that meet the RFP selection criteria. The SFPUC encourages all responsive proposals for review and selection by the RFP panel.

4. Can a proposer express interest in both the Community Hub and Anchor Tenant opportunities (specifying its square footage requirement for the Anchor Tenant space and alternatively its license requirement for the Community Hub)? **YES.**
5. Does the Anchor Tenant requirement of "(3) years of verifiable full-time staff and operations experience" mean that at a minimum, an anchor organization must have employed one full-time staff member in 3 of the last 7 years? **YES.**
6. Would SFPUC ever consider allowing a Community Hub licensee to remain in the space for more than 18 months? As currently structured, there doesn't seem to be a pathway for a licensee to grow into an anchor space since the anchor leases provide a longer term. **Per the RFP, the licenses will be issued for a term of up to 18 months.**
7. Is there a minimum size for the anchor tenant in terms of full time employees or square footage? **Anchor tenants will be selected according to how well their proposals meet the RFP selection criteria.**