REQUEST FOR QUALIFICATIONS AND PROPOSALS

SURFACE PARKING LOT OFF-HOURS JOINT USE OPPORTUNITY

RFQ/P No. SPL-2020

MAIL OR DELIVER BIDS TO
San Francisco Unified School District
Purchasing Department
RFQ/P No. SPL-2020
135 Van Ness Avenue, Room 310
San Francisco, CA 94102

BID DUE DATE AND TIME:
APRIL 10, 2020, 2:00PM PST.

The San Francisco Unified School District (“District” or “SFUSD”) is requesting proposals (this “RFQ/P”) from qualified firms or individuals (“Operator”) to manage during off hours, weekends and holidays two District employee parking lots (“Parking Facility” or “Facilities”) located in the City of San Francisco at 135 Van Ness Avenue and 555 Franklin Street.

- Competitive proposals must be received by the San Francisco Unified School District’s Purchasing Department, on or before the due date and time specified herein.
- As a requirement of this solicitation, proposers are required to respond according to the instructions contained in this RFQ/P. Proposers will respond utilizing the format, forms and other criteria indicated in this request.
- Proposer responses that do not comply with the format, forms and other criteria indicated, may be rejected.
- Proposals transmitted by facsimile, email or other electronic communication will not be considered. Proposals received after the due date and time will be rejected.
- To preserve the integrity of this request, proposers are requested not to contact any individual within the District other than the District’s representative as listed below. Please forward all questions related for this request to Leon Ho.

District Contact Information:
Leon Ho
Email: hol@sfusd.edu
Phone: 415-241-6468 Ext. 1607
NOTE REGARDING THE PUBLIC RECORDS ACT:

Government Code Section 6250 et seq., the California Public Records Act (PRA), defines a public record as any writing containing information relating to the conduct of the public business.

The PRA provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. In addition, all information submitted in response to this RFP is itself a public record, excepting to the extent permissible by law a Proposer’s financial information.

Submission of any materials in response to this RFP, other than Financial Documentation clearly marked as “CONFIDENTIAL”, constitutes a waiver by the submitting party of any claim that the information is protected from disclosure.

By submitting materials, (1) you are consenting to release of such materials by the San Francisco Unified School District if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold SFUSD harmless for release of such information.
### Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ/P Issue</td>
<td>Feb 21, 2020</td>
</tr>
<tr>
<td>RFQ/P Invite</td>
<td>Feb 21, 2020</td>
</tr>
<tr>
<td>Bid Advertisement #1</td>
<td>Feb 21, 2020</td>
</tr>
<tr>
<td>Bid Advertisement #2</td>
<td>Feb 28, 2020</td>
</tr>
<tr>
<td>Tour of two parking lots</td>
<td>Mar 6, 2020</td>
</tr>
<tr>
<td>Question &amp; Answer Period Deadline</td>
<td>Mar 13, 2020</td>
</tr>
<tr>
<td>Mandatory Conference</td>
<td>Mar 20, 2020</td>
</tr>
<tr>
<td>Answer to Question</td>
<td>Mar 27, 2020</td>
</tr>
<tr>
<td>Proposal Due and Opening</td>
<td>Apr 10, 2020</td>
</tr>
<tr>
<td>Intent to Award Notice</td>
<td>Apr 24, 2020</td>
</tr>
<tr>
<td>Board of Education Meeting</td>
<td>TBD</td>
</tr>
</tbody>
</table>

### IMPORTANT INFORMATION

This RFQ/P is not a formal offer by the District to contract with Firm(s) responding to this RFQ/P. The District reserves the right to reject any and all Responses. The District also reserves the right to amend this RFQ/P as necessary. All materials submitted to the District in response to this RFQ/P shall remain the property of the District. The District shall not be responsible for the costs of preparing any proposal in response to the RFQ/P.

### Mandatory Tour of Two Parking Lots

San Francisco Unified School District  
March 6, 2020 – 10:00 AM  
135 Van Ness Avenue, Parking Lot  
San Francisco, CA 94102

### Mandatory Conference

San Francisco Unified School District  
March 20, 2020 – 10:00 AM  
135 Van Ness Avenue, Room 210  
San Francisco, CA 94102

### Submittal Requirements

Five (1) original, five (5) hard copy, and (1) electronic copies via USB drives, properly marked, of the completed proposals must be submitted. All proposals must be marked accordingly and signed in blue ink by a person authorized to act on behalf of the firm and mailed, or delivered, to:

San Francisco Unified School District  
Purchasing Department  
RFP No. SPL-2020  
135 Van Ness Avenue, Room 310  
San Francisco, CA 94102
The proposal response package must be submitted in its entirety to include the following items:

1. Please see requirement in Section D. Solicitation Response Requirements
2. Bid Sheet (Attachment A) – MUST BE IN A SEALED ENVELOPE
3. Reference Form (Attachment B)
4. Scope of Work Questionnaire (Attachment C)

**Post Award Documents Required**

1. Insurance certificate and endorsements
2. Criminal Background Check/Tuberculosis Clearance Written Certification Form
3. Contractor’s Disclosure Form Regarding SFUSD Officials Joint Use Agreement. All other supporting documents as required by the District

**Section A. - EXECUTIVE SUMMARY**

The primary goal for the District in issuing this RFQ/P is to generate revenue from its otherwise idle employee parking lots. Both Facilities are located in San Francisco’s civic center neighborhood, an area of San Francisco with a large concentration of stage theaters, live music venues, and home to the SF Symphony, SF JAZZ, and the SF Opera.

There is also a high demand for event parking in the area, which the District expects to take advantage of by opening the Facilities to the public during the hours when SFUSD employees are not using them.

The 135 Van Ness Avenue Parking Facility accommodates approximately 80 surface parking spaces, and is directly adjacent to the Norse Theater and SF Jazz. The Parking Facility is not used by SFUSD after 6:00 p.m. to 6:00 am on weekdays, and is vacant on weekends and District holidays. All park vehicles must vacate by 5:00 a.m. from Monday through Friday except for weekends and Holidays. Three (3) to eight (8) parking spaces has been rented to City Arts and Lectures, Inc. through September 30, 2023. The use of these parking spaces will be after 5:00 pm the evening of each City Arts Lecture events in accordance with the lease with SFUSD. Other usages of the parking lot include overnight parking of approximately (5) District vehicles as well as late night parking by employees working during after business hours.

The 555 Franklin Street Parking Facility accommodates approximately 70 surface parking spaces, but used by SFUSD on specific weekday evenings for Board Meetings. The facility is vacant on weekends and District holidays. The rental of this parking lot is not part of the 1 year pilot program of renting out the 135 Van Ness Avenue Parking Facility for parking services. After the 1 year pilot program, the District, at its discretion, will determine whether to rent 555 Franklin Street Parking Facility to the operator of 135 Van Ness Avenue.

The selected Operator should be prepared to provide all personnel, management, supervision, and resources necessary to operate each Parking Facility to its maximum revenue generating potential and to perform the requirements, as set forth below.

With this solicitation, SFUSD intends to award one contract and does not anticipate an award to multiple respondents. Regardless, SFUSD reserves the right to make multiple or partial awards, at its discretion.

**Section B. - SOLICITATION OBJECTIVES**
SFUSD expects to achieve the following outcomes through execution of a Joint Use / License Agreement between the District and the selected Operator (“Joint Use License” and or “Agreement”).

OBJECTIVES

- Operator will have proven experience operating a surface lot similar to the Parking Facilities.
- Operator will operate the Parking Facilities in a first-class, safe and professional manner.
- Operator shall keep the Parking Facilities clean and free of all debris generated during its use; all approved notices and signs placed by Operator on or around the Parking Facilities shall be neat and properly maintained.
- Operator will charge reasonable, yet competitive rates to the public.
- Operator will offer full Valet Parking Services for the 135 Van Ness Parking Facility, and Valet Assist Parking Services at 555 Franklin Street.
- Operator will use its experience to achieve maximum revenue generation, with profits reasonably shared between Operator and SFUSD.

SECTION C. JOINT USE TERMS AND REQUIREMENTS

JOINT USE COMMENCEMENT / TERM

The initial “pilot” term of the Joint Use License shall commence upon the execution of the Agreement and end 1 year after the Commencement Date. The District and Operator may mutually elect to extend the initial term of the Joint Use License by four (4) 1-year options, upon six (6) months prior written notice.

Notwithstanding the foregoing, at any time after the end of the initial 1 year Commencement Term, the District may, upon sixty (60) days prior written notice to Operator, elect to terminate the Agreement.

The Operator’s sole use of the Parking Facility shall be as a commercial, surface parking lot for the parking of cars and vans during off hour’s events.

MAINTENANCE AND REPAIR

The District shall keep and maintain the Parking Facilities and all improvements thereon and shall, in its sole discretion, make all repairs it deems are reasonably necessary for continued commercial parking use, whether structural or nonstructural, ordinary or extraordinary.

At the end of each after hours use, and before 6:00 am the next working day, Operator shall clean and ensure the Parking Facility is ready for full, unobstructed use by District Staff.

SHARED NET RENTAL REVENUE

Operator shall propose in its response to this RFQP the annual and monthly shared net rental amounts (“Shared Net Rental Revenue”), projected to be shared by Operator and the District under the Agreement during the initial Joint Use License term, and thereafter any increases / decreases projected during any extension terms. Based on the maximum capacity of available parking space for each garage and square footage, please include an estimated share of revenue based on the different percentage of parking space occupancy. For example: 20%, 40%, 60%, 80%, and 100% of parking space occupancy. Operator shall be responsible for any and all of its operating expenses related to its operation of Parking Facility, including the payment of prevailing / living wages to its employees. All operating expenses shall be identified in the Pricing Proposal.

INDEMNITY / COMPARATIVE FAULT
Operator shall defend, indemnify and hold harmless District, its governing board, officers, directors, agents, employees and volunteers from and against all demands, claims, actions, liabilities, losses, damages and costs, including reasonable attorneys’ fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the negligent or intentional acts or omissions of Operator, its officers, directors, agents, employees, volunteers or contractors.

It is the intention of District and Operator that the provisions of the aforementioned paragraph be interpreted to impose on each party responsibility to the other for the acts and omissions of their respective officers, directors, agents, employees, volunteers, and contractors. It is also the intention of District and Operator that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its officers, directors, agents, employees, volunteers, and contractors.

**INSURANCE**

Operator shall be required to maintain insurance coverages set forth in the Joint Use License including garage-keepers, commercial general liability (with limits of not less than $5,000,000.00), automobile liability (including hired and non-owned liability coverage with limits of not less than $3,000,000), and property insurance in the types and amounts to be specifically set forth in the Joint Use License. All such insurance shall name “San Francisco Unified School District” as an additional insured/loss payee, as the case may be and provide for a waiver of subrogation in favor of the District. All insurance shall be placed with insurers that are reasonably acceptable to the Department and with an A.M. Best's rating of not less than a then current rating of “A-” or better and a financial size category of Class XV or higher. All such insurers shall be licensed in and approved to do business in the state of California.

Permits and Parking Taxes

Operator shall be responsible for obtaining any and all City of San Francisco licenses and permits and pay for all required taxes, including but limited to parking taxes to operate the Parking Facility and to conduct business in the City of San Francisco.

**OWNERSHIP AND USE OF SUBMISSIONS**

All submissions shall be the property of the District. The District may use any and all ideas in any submission, regardless of whether the submission is selected or rejected.

**SECTION D. SOLICITATION RESPONSE REQUIREMENTS**

Operator shall include in its proposal information about its organization, and how it will satisfy the objectives and requirements set forth above. Proposals shall include the information that is outlined below. Offers must also include completed RFQ/P Summary Sheet attached to this RFQP. (See Exhibit A)

1. A Transmittal Letter on company letterhead and signed by an individual authorized to legally bind the Respondent. The Transmittal Letter must include:
   - Identification of the type of legal entity with whom the District would contract;
   - Identification of Operator, including all members or partners and percentage interests; and
   - Project Visions describing Respondent’s goals and vision for the Parking Facility.

2. A description of similar experience or demonstrating a minimum of 3 years prior experience:
   - A brief description of similar projects (dates, locations, operational strategies), including a minimum total of 100 parking stalls under management;
   - A description and role of Operator in such projects;
   - The current status of Operator’s projects; and
   - Three (3) contacts enabling the Department to verify information.
3. An Executive Summary of the Respondent’s business plan that details:
   - Approach to ensure sustainable operations of the Parking Facility and the required criteria set forth in Section B – SOLICITATION OBJECTIVES, above;
   - Preliminary operations budget including typical/preferred agreement structure; and, a proposed schedule for achieving active and productive use of the Parking Facility;
   - Any terms and conditions included in a form of parking agreement currently in use or otherwise that Operator would like the District to consider be included in the Joint Use License Agreement; and
   - Parking rates for the first year of operation, including a detailed description of the marketing approach.

4. Evidence that Operator has the financial capability to carry out the proposed commitments by submitting two copies of Operator’s two most recent financial statements submitted and/or financial institution commitments, such as an Irrevocable Letter of Credit.

SECTION E. SELECTION PROCESS AND CRITERIA

The Evaluation Committee will tabulate scores as outlined in the District Best Value Selection Process. They will then rank Proposals, starting with the Proposal receiving the highest total score, then continuing with Proposal receiving the second highest total score, and so on. The Proposal with the highest score will be identified as offering best value, eligible to proceed with an award of contract, if any such award is made. The District reserves the right to reject all proposals, and reserves the right to waive informalities and minor irregularities in any received Proposal.

Best Value Selection Process

1. QUALIFICATION CATEGORIES. The contract will be awarded to the “best value” procurement. In determining the award, the District will weigh proposals based on:
   - Attachment A – Bid Sheet
   - Attachment B – Reference Form
   - Attachment C – Scope of Work Questionnaire (refer to Section D Solicitation Response Requirements)
   - Overall responsiveness to the RFQP requirements

2. EVALUATION SCORING. Proposals will be evaluated based on the following criteria.

<table>
<thead>
<tr>
<th>Qualification Categories</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment A – Bid Sheet</td>
<td>40</td>
</tr>
<tr>
<td>Attachment B – Reference Form</td>
<td>30</td>
</tr>
<tr>
<td>Attachment C – Scope of Work Questionnaire (refer to Section D Solicitation Response Requirements)</td>
<td>30</td>
</tr>
<tr>
<td>Overall responsiveness to the RFP requirements</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>
3. SCORING MATRIX

Best Value Bid Proposal Scorecard

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment A – Bid Sheet</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>For Parking Lot at 135 Van Ness Avenue:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Percent Share of Net Rental Revenue = 30 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Highest Percent Share of Net Rental Revenue = 30 x .75 = 22.5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Highest Percent Share of Net Rental Revenue = 30 x .50 = 15 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth Highest Percent Share of Net Rental Revenue = 30 x .25 = 7.5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifth and Lower Percent Share of Net Rental Revenue = 0 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For Parking Lot at 555 Franklin Street:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest Percent Share of Net Rental Revenue = 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Highest Percent Share of Net Rental Revenue = 10 x .75 = 7.5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Highest Percent Share of Net Rental Revenue = 10 x .50 = 5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth Highest Percent Share of Net Rental Revenue = 10 x .25 = 2.5 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fifth and Lower Percent Share of Net Rental Revenue = 0 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachment B – Reference Form | 30 |
| a. Firm provides three verifiable references. | 10 |
| b. Firm demonstrates recent and substantial experience providing the same services as described in the special terms and conditions. | 20 |
| c. References strongly demonstrate Firm’s ability to meet SFUSD’s needs as outlined in the Best Value Bid Proposal. | 10 |

Attachment C – Scope of Work Questionnaire | \(\text{(refer to Section D Solicitation Response Requirements)}\) | 30 |
| a. Please describe your company’s experience in starting and providing full and assist valet services as described in the special terms and conditions. Please provide as much details as possible. | 5 |
| b. Please provide an estimate how long it will take for your company to begin the full and assist valet services for each parking if contract is awarded. Please provide if any equipment will be installed at each parking lot. | 10 |
| c. Please describe how your company arrive at the percentage share of net monthly rental revenue. Please describe if your company has similar payment structure with other organization. Please describe the steps to insure integrity in the net rental revenue shared process. Please include information such as forecasted demand, customer acquisition strategy, fee structure, and operating cost. | 10 |
| d. Please describe how your company will operate the full and assist valet service at each parking lot. Please provide information such staffing levels, parking lot maintenance, keeping track of cars, removal of cars if park beyond operating hours, etc. | 5 |
# Overall responsiveness to the RFP requirements

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong></td>
<td>Response demonstrates Firm's complete understanding of SFUSD's program, priorities, and needs as described in the Best Value Bid Proposal, and demonstrates ability to perform services to the District's satisfaction.</td>
</tr>
<tr>
<td><strong>b.</strong></td>
<td>Firm demonstrates a satisfactory performance record, a satisfactory record of integrity and business ethics, and necessary organization, personnel, experience, accounting and operational controls, technical skills, equipment and facilities to meet SFUSD needs.</td>
</tr>
</tbody>
</table>

## Best Value Points Scorecard

<table>
<thead>
<tr>
<th>Points</th>
<th>Quality of Response</th>
<th>Strengths</th>
<th>Weaknesses</th>
<th>Confidence in Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceptonal Response</strong></td>
<td>100% of available points</td>
<td>Addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation or other justifying factors.</td>
<td>Meets all requirements - numerous strengths in key areas</td>
<td>None</td>
</tr>
<tr>
<td><strong>Good Response</strong></td>
<td>75% of available points</td>
<td>Addresses the requirements completely and some elements in an outstanding manner.</td>
<td>Meets all requirements - some strengths in key areas</td>
<td>Minor; not in key areas</td>
</tr>
<tr>
<td><strong>Adequate Response</strong></td>
<td>50% of available points</td>
<td>Addresses most elements of the requirements.</td>
<td>Meets most requirements - some strengths provided</td>
<td>Moderate; does not outweigh strengths</td>
</tr>
<tr>
<td><strong>Marginal Response</strong></td>
<td>25% of available points</td>
<td>Meets some of the requirements.</td>
<td>Meets some requirements with some strengths</td>
<td>Exists in key areas: outweighs strengths</td>
</tr>
<tr>
<td><strong>Inadequate Response</strong></td>
<td>0% of available points</td>
<td>Meets a few to none of the requirements.</td>
<td>Few or no clear strengths</td>
<td>Significant and numerous</td>
</tr>
</tbody>
</table>
## Attachment A – Bid Sheet

<table>
<thead>
<tr>
<th>Parking Lot Location</th>
<th>Percentage Share of Monthly Net Rental Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>135 Van Ness Ave.</td>
<td>%</td>
</tr>
<tr>
<td>555 Franklin Street</td>
<td>%</td>
</tr>
</tbody>
</table>
Attachment B – Reference Form

Bidders must be qualified and experienced in the type and volume of work specified. As proof of this, bidders must provide references from at least three (3) organizations to which bidder provides, or has provided similar services. **SFUSD preferred at least one reference is a K-12 Public School District, and prefers that all three references are K-12 Public School Districts.** The contacts provided must have direct knowledge of the bidder’s performance. Bidders must fill out every field in this References Form. Failure to submit this evidence may result in rejection of a bidder’s bid. If bidder wishes to provide additional references meeting these requirements, a copy of this form may be used.

1. **Organization (K-12 Public School District Preferred):**

   Contact (Name & Title): ________________________________
   Address: _____________________  City & State: ________________________________
   Telephone: ___________________  Email: ________________________________

   Description of the services (including volume, type, and dates) that bidder provided to the company:

   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

2. **Organization (K-12 Public School District Preferred):**

   Contact (Name & Title): ________________________________
   Address: _____________________  City & State: ________________________________
   Telephone: ___________________  Email: ________________________________

   Description of the services (including volume, type, and dates) that bidder provided to the company:

   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. **Organization (K-12 Public School District Preferred):**

   Contact (Name & Title): ________________________________
   Address: _____________________  City & State: ________________________________
   Telephone: ___________________  Email: ________________________________

   Description of the services (including volume, type, and dates) that bidder provided to the company:

   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
Attachment C - Scope of Work Questionnaire

1. Please describe your company’s experience in starting and providing full and assist valet services as described in Section D. Please provide as much details as possible.

2. Please provide an estimate how long it will take for your company to begin the full and assist valet services for each parking if contract is awarded. Please provide if any equipment will be installed at each parking lot.
3. Please describe how your company arrive at the percentage share of net monthly rental revenue. Please describe if your company has similar payment structure with other organization. Please describe the steps to insure integrity in the net rental revenue shared process. Please include information such as forecasted demand, customer acquisition strategy, fee structure, and operating cost.

4. Please describe how your company will operate the full and assist valet service at each parking lot. Please provide information such staffing levels, parking lot maintenance, keeping track of cars, removal of cars if park beyond operating hours, etc.