



**Addendum No. 2**

**Request for Proposals**

**for the Community Hub Non-Profit Corporation Workstation License**

**at the Southeast Community Center**

**at 1550 Evans Avenue, San Francisco**

**March 27, 2026**

**Modifications to the Request for Proposals**

The Request for Proposals (RFP) has been renamed as **Request for Proposals for Non-Profit Corporation Community Hub Workstation License and Non-Profit Corporation Office Lease** and is replaced in its entirety with a revised RFP, attached to this addendum. The appendices attached to the RFP have been modified and replaced in their entirety and are available for download from the [SECC RFP website](#).

**END OF ADDENDUM NO. 2**



## **Request for Proposals**

# **Non-Profit Corporation Community Hub Workstation License and Non-Profit Corporation Office Lease**

**Southeast Community Center  
1550 Evans Avenue  
San Francisco, CA 94102**

**[www.sfpuc.gov/SECCRFP](http://www.sfpuc.gov/SECCRFP)**

Revision 1

**Date issued:** Friday, December 5, 2025

**Date amended and restated:** Friday, March 27, 2026

**Pre-Submittal Tour and Informational Meeting:** Tuesday, April 21, 2026 at 10:30 am

**Proposal Submission Date:** Wednesday, May 27, 2026 at 3 pm

## Table of Contents

<b>1 RFP SUMMARY</b> .....	<b>1</b>
1.1 NON-PROFIT WORKSTATION LICENSE AND NON-PROFIT OFFICE LEASE OPPORTUNITY	1
1.2 DESCRIPTION OF THE SOUTHEAST COMMUNITY CENTER.....	5
1.3 TENTATIVE RFP SCHEDULE .....	6
1.4 PRE-SUBMITTAL TOUR, INFORMATIONAL MEETING, AND QUESTIONS.....	6
<b>2 SUMMARY OF WORKSTATION LICENSE AND OFFICE LEASE AGREEMENTS ..</b>	<b>7</b>
2.1 SUMMARY OF WORKSTATION LICENSE TERMS .....	7
2.2 LICENSE REQUIREMENTS FOR PROGRAMMING .....	9
2.3 SUMMARY OF OFFICE LEASE TERMS .....	10
2.4 LEASE REQUIREMENTS FOR PROGRAMMING .....	12
<b>3 MINIMUM QUALIFICATIONS</b> .....	<b>13</b>
<b>4 PROPOSAL RESPONSE FORMAT</b> .....	<b>14</b>
4.1 PROPOSAL SUBMISSION.....	14
<b>5 EVALUATION AND SELECTION CRITERIA</b> .....	<b>16</b>
5.1 INITIAL REVIEW.....	16
5.2 SELECTION PANEL .....	16
5.3 SCORING .....	16
<b>6 AWARD OF LICENSES AND LEASE</b> .....	<b>17</b>
6.1 STANDARD LICENSE AND LEASE LANGUAGE AND CITY REQUIREMENTS .....	17
6.2 AWARD OF LICENSES AND LEASE .....	19
<b>7 TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS</b> .....	<b>19</b>
7.1 ERRORS AND OMISSIONS IN RFP .....	19
7.2 CHANGE NOTICES .....	19
7.3 OBJECTIONS TO RFP TERMS.....	19
7.4 TERM OF PROPOSAL .....	20
7.5 REVISION OF PROPOSAL .....	20
7.6 RESERVATION OF RIGHTS BY CITY .....	20
7.7 ERRORS AND OMISSIONS IN PROPOSAL.....	21
7.8 FINANCIAL RESPONSIBILITY .....	21
7.9 RETURN OF MATERIALS.....	21
7.10 No WAIVER.....	21
<b>8 PROTEST PROCEDURES</b> .....	<b>21</b>
8.1 PROTEST OF NON-RESPONSIVENESS DETERMINATION .....	21

8.2 PROTEST OF AWARD..... 22  
8.3 DELIVERY OF PROTESTS ..... 23

**APPENDICES**

APPENDIX A Floor Plans

APPENDIX B Photographs

APPENDIX C Form of License (attached)

APPENDIX D Proposal Form (attached)

APPENDIX E Release of Liability (attached)

APPENDIX F Form of Lease (attached)

## 1 RFP Summary

### 1.1 Non-Profit Workstation License and Non-Profit Office Lease Opportunity

The San Francisco Public Utilities Commission (“**SFPUC**”), a department of the City and County of San Francisco (“**City**”), operates the Southeast Community Center at 1550 Evans Avenue in San Francisco (“**SECC**” or “**Building**”). The SECC opened on October 22, 2022, to replace the former Southeast Community Facility at 1800 Oakdale Avenue. The SECC provides programming in part to mitigate the environmental and social impacts of the SFPUC’s Southeast Treatment Plant’s expansion in the 1970s and 1980s, for the benefit first of the residents of the Bayview-Hunters Point community and surrounding District 10 neighborhoods, and then the greater San Francisco community (“**Local Community**”). “Bayview-Hunters Point community” means and refers to the geographic area in San Francisco south of the southern curb line of Cesar Chavez Street, east of the eastern curb 20 line of U.S. Route 101, north of the City and County 21 boundary line shared with San Mateo County, and west of San Francisco Bay. The Bayview-Hunters Point community consists of portions of the zip code areas designated as 94107, 94124, and 94134. The SECC is a hub for the Local Community to gather, learn, play, and grow and serves as a connection between the Local Community and the SFPUC.

The City, through the SFPUC, issues below-market rent leases and licenses for office space and workstations on the third floor to qualified non-profit corporations (“**SECC Non-Profit Service Providers**”). The third floor of the SECC consists of three separate office suites, two classrooms, one conference room, a break room, a copy room, common areas, and an open plan office suite designated as Suite 301-A and known as the “**Community Hub**” with nine workstations and two non-exclusive conference rooms (the “**Community Hub Conference Rooms**”). Each workstation in the Community Hub consists of one desk, one side cabinet, one office chair, and an enclosure (collectively, a “**Workstation**”).

The purpose of this Request for Proposals (“**RFP**”) is to advertise the available (i) eight Community Hub Workstations (available in pairs of two) and (ii) Suite 301-D, a fully demised 2,205 square foot furnished office suite with one private office, one meeting room, ten workspaces similar to the Workstations described above, storage cabinets, and additional office furniture.

See [Appendix A](#) for floor plans and [Appendix B](#) for photographs of the Community Hub, Third Floor Meeting Rooms, Break Room, Copy Room, and Suite 301-D.

The City, through the SFPUC, desires to enter into:

- i. Three-year licenses (each, a “**License**” or “**Workstation License**”) with four qualified non-profit corporations (each, a “**Licensee**”) under which each

Licensee will use two Workstations for general office purposes and to support its administration of programming in a particular Program Area (defined below).

- ii. A two-year lease (“**Lease**” or “**Office Lease**”) with one qualified non-profit corporation (“**Tenant**”) under which the Tenant will use Office Suite 301-D for general office purposes and to support its provision and administration of programming in a particular Program Area (defined below).

All programs and services hosted at the SECC by Non-Profit Service Providers must be open to the general public and free of charge. As a condition of the Workstation Licenses and the Office Lease, the Licensees and the Tenant must offer a combination of drop-in and pre-registered programs at the SECC to the Local Community in a particular Program Area (defined below) for a minimum of 720 hours per year (approximately 15 hours per week) that are open to the general public and free of charge (“**Local Community Services**”). The Licensees and Tenant must provide Local Community Services in one or more of the following program areas: (1) economic development, (2) environmental justice and advocacy, (3) financial empowerment, (4) health and well-being, (5) workforce development and education, (6) senior, youth, and family (each, a “**Program Area**”).

Each Program Area is further described below:

**(1) Economic Development**

- Provide comprehensive programming and services to develop, incubate, and retain businesses and non-profit organizations.
- Provide programs that foster cooperative and social enterprise models that integrate entrepreneurship with circular economy principles, supporting environmentally sustainable business practices, equitable job creation, and neighborhood-based asset building.

**(2) Environmental Justice (EJ) and Advocacy**

- Host programs that promote environmental literacy and promote EJ education. This includes, but is not limited to, the history of the EJ movement, current EJ issues, climate justice, disproportionate community impacts from pollution and inequitable land use decision-making in San Francisco, and how to locate and interpret online EJ screening tools.
- Provide opportunities to foster the next generation of environmental stewards leveraging water, power, and sewer frameworks.
- Provide urban gardening, eco-literacy, and EJ concepts leveraging SECC’s outdoor green spaces.

**(3) Financial Empowerment**

- Provide financial empowerment programs that educate and help individuals increase and manage their income, credit, savings, and assets.
- Provide financial empowerment services that provide consumers with access to non-predatory financial products and services, such as reputable financial

institutions, with the goal of reducing consumer debt, promoting higher consumer credit scores, and decreasing consumer reliance on high-fee check cashing businesses.

#### **(4) Health and Well-Being**

- **Health and Wellness** – Host beginner to advanced programs that help individuals access healthcare and manage their physical, mental, and social health.
- **Mental Health** – Host weekly groups or individualized services facilitated by licensed mental health professionals (i.e., therapy, healing circles, holistic, and alternative modalities to support day-to-day mental health).

#### **(5) Workforce Development and Education**

- **Utility Services** – Provide access to industry-recognized apprenticeships, internships, and training programs that prepare individuals for entry-level careers, including but not limited to, electricity, power, sewer, wastewater, and water.
- **Information Technology (IT)** – Provide access to industry-recognized apprenticeships, internships, and training programs that prepare individuals for entry-level jobs in IT fields and digital media, including but not limited to IT support, data analytics, cybersecurity, UX designers, and emerging technologies.
- **Construction Trades** – Provide access to industry-recognized apprenticeships, internships, and training programs that prepare individuals for entry-level careers, including but not limited to, carpenters, electricians, plumbers, and inspectors.
- **Health Care** – Provide access to education and career pathways in health care, community health, caregiving, and mobility services that support aging in place and individuals with disabilities.
- **Academic Support** – Provide K-8<sup>th</sup> grade after-school academic enrichment programs for children and youth.

#### **(6) Senior, Youth, and Family**

- **Community and Intergenerational Programs** – Provide intentional multigenerational programming that supports seniors, youth, and families to develop leadership, advocacy, and civic engagement skills. Programs should also help form positive connections in the community.
- **Outdoor Recreation** – Host leisure activities that help support the holistic health of senior, youth, and family populations (i.e., physical, mental, social, etc.)
- **Socialization and Learning** – Host beginner to advanced programs that assist individuals to foster new connections, build a community, and engage in learning. This includes, but is not limited to, arts and crafts, dance, music, performing arts, and other social activities.

Subject to availability through the SFPUC reservation system, SECC Non-Profit Service

Providers share non-exclusive use of Copra Crane Conference Room #302 (11-person seating, 21-person occupancy), Shipyard Classroom #315 (12-person seating, 29-person occupancy), and Islais Creek Classroom #328 (20-person seating, 39-person occupancy) (together, the “**Third Floor Meeting Rooms**”).

SECC Non-Profit Service Providers can also use publicly reservable multipurpose rooms and outdoor space at the SECC, and non-profit corporations with a charitable or public purpose are eligible for a discounted reservation rate. For more information about the publicly reservable spaces and rates, visit the [SECC website](#).

This RFP describes the types of services the City seeks from respondents (each, a “**Proposer**”) during the License and Lease terms, the City’s terms and conditions for the Licenses and Lease, and prescribes the form and content of responses to be submitted by interested respondents (each, a “**Proposal**”).

In its Proposal, a Proposer must indicate its interest in (i) only the Workstation License for two workstations, (ii) only the Office Lease for Suite 301-D, or (iii) open to either (i) or (ii). Proposers will be scored and ranked starting with the Proposer receiving the highest score, and then continuing with the Proposer receiving the second highest score, and so on (“**Ranked List**”). The City will establish a separate Ranked List of non-profit corporations for the Workstation Licenses and for the Office Lease. The City intends to award the Office Lease to the highest-ranking Proposer who indicated interest in the Office Lease. The City intends to award the four Workstation Licenses to the four highest-ranked Proposers who indicated interest in the Workstation License. If a Proposer ranks first for both the Workstation License and the Office Lease, the SFPUC will award the Workstation License or Office Lease in consultation with the Proposer and will not award both to the same Proposer.

Proposers are encouraged to submit a Proposal highlighting their services and qualifications that best align with a particular primary Program Area. The City intends to award the Workstation Licenses and Office Lease to the highest-ranking Proposers overall, regardless of a Proposer’s primary Program Area. There will not be separately ranked lists for each Program Area. The City reserves the right to award more than one License for any Program Area.

As part of this RFP, the City will retain the Ranked List for the Workstation Licenses to be used by City, at City’s discretion, if any Workstations become available within five years of the Commencement Date of the last Workstation License issued as a result of this RFP (“**Workstation License Ranked List Period**”).

The City will also retain the Ranked List for the Office Lease to be used by City, at City’s discretion, if any office space on the third floor becomes available before April 1, 2028 (“**Office Lease Ranked List Period**”). The City intends to issue a subsequent RFP for five-year office leases (approximately 2028-2033) for the three office suites on the third

floor following the expiration of the existing leases.

The purpose of the Workstation License Ranked List Period and Office Lease Ranked List Period is to provide the City with access to interested non-profit corporations in order to mitigate future time constraints and reduce overhead costs of the City. If and when spaces are available during the Ranked List Period, the SFPUC will contact the highest-ranked Proposer that hasn't previously been issued an agreement from the appropriate Ranked List and enter into a lease agreement or license agreement with that non-profit corporation so long as there are no changes in the qualifications of the Proposer and its initial RFP and application responses remain true and correct at the time at the time the spaces become available. In the event of changes to the Proposer's initial application responses, City reserves the right to waive such changes if City determines they would not impact the nonprofit's ability to perform under the license or lease in its sole discretion.

The City reserves the right to make changes to the form of License or Lease attached to this RFP at the time of issuance. For example, the license fee and rent charged under the license and the lease, respectively, may be amended, and the length of term may be shortened in order to expire at the same time as other existing licenses or leases, the base rate may be increased to remain in step with annual escalations, or the number of workstations included in a license could be reduced or increased. The foregoing examples are not an exhaustive list of amendments to the License and the Lease that the City may implement.

The City's issuance of a lease or license agreement during the Workstation License Ranked List Period or the Office Lease Ranked List Period will be subject to City's review of the Proposer's most current financial statements, at the time of notification, the recommendation of the Southeast Community Facility Commission, and the approval of the SFPUC Commission for leases and the approval of the SFPUC General Manager as authorized by SFPUC Commission Resolution No. 24-0185 for licenses. The SFPUC may request additional information, and selections from a Ranked List will be made in a fair and nondiscriminatory manner. The City reserves the right, at its sole discretion, to issue licenses and leases for future real estate opportunities through alternative means or requests for proposals.

The SFPUC may post additional information related to the RFP after issuance of this RFP, and Proposers should visit the [SECC RFP website](#). ***Proposers are responsible for consulting this website regularly for these updates.***

## **1.2 Description of the Southeast Community Center**

The state-of-the-art, LEED Gold-certified SECC was opened in 2022 and is situated on a nearly five-acre parcel in a central location for the Bayview Hunters Point Community at 1550 Evans Avenue, at the intersection of Third Street. The SECC features an on-site café, a low-cost childcare center, public workspaces, free wi-fi, conference rooms, the

Alex Pitcher Pavilion for community events, an amphitheater, a children's play area, outdoor tables and barbecue pits, swinging benches, and several small gardens and walking pathways. To learn more about the SECC, visit the [SECC website](#).

SECC Office Hours: 9 a.m. to 4 p.m.; Monday–Friday

Public Hours: 7 a.m. to 7 p.m.; Monday–Friday

Event hours: 8 a.m. to 10 p.m.; Monday – Sunday

The SECC is served by the Muni T-Third light rail line and the Muni Bus Lines 15, 19, 41, and 99. Parking spaces and electric vehicle charging stations are available on-site for visitors.

### 1.3 Tentative RFP Schedule

The SFPUC has established the following target dates for the issuance, receipt, and evaluation of Proposals, in addition to the awarding of a Lease and Licenses in response to this RFP. The following dates are tentative, non-binding, and are subject to change without prior notice:

Schedule	Date
Dated issued	Friday, December 5, 2025
Date revised and restated per Addendum No. 2:	Friday, March 27, 2026
Pre-Submittal Tour/Informational Meeting at Southeast Community Center	Tuesday, April 21, 2026 at 10:30 am
Deadline for Proposers to Submit Questions	Friday, May 1, 2026 at 5 pm
Deadline for Proposers to Submit Proposals	Wednesday, May 27, 2026 at 3 pm
Notice of Intent to Award	Estimated July 2026
Workstation License Commencement Dates	Estimated September 2026
Office Lease Commencement Date	Estimated October/November 2026

### 1.4 Pre-Submittal Tour, Informational Meeting, and Questions

The SFPUC will conduct a tour of the SECC, the Community Hub, and Suite 301-D starting at 10:30 a.m., on Tuesday, April 21, 2026 in the lobby. It is the sole responsibility of the Proposer to attend the tour to become familiar with the physical conditions and

limitations, perform their independent investigation, and become acquainted with the details required for their proposed use of the Workstations or Suite 301-D. Therefore, attendance is strongly encouraged. Please arrive promptly by 10:30 a.m. to avoid disturbing the existing operations.

Immediately following the pre-submittal tour, the SFPUC will hold an informational meeting. The meeting will be held on the second floor in the Bayview Multipurpose Room at the SECC.

City staff will address questions regarding the RFP at this meeting and provide any new information at that time. While City staff may provide oral clarifications, explanations, or responses to any inquiries, the City is not bound by any oral representation. If any new and/or substantive information is provided in response to questions raised at the pre-submittal meeting, the SFPUC will memorialize this information in a written addendum to this RFP. All requests for information concerning the RFP, whether submitted before or after the pre-submittal conference, must be submitted to [RES@sfgov.org](mailto:RES@sfgov.org). The deadline to submit questions is Friday, May 1, 2026 at 5 pm. The SFPUC will provide any interpretation of, or make any change in, this RFP by addendum, which will become a part of the RFP and of any License and Lease that the SFPUC awards. The SFPUC will make reasonable efforts to post any modifications to the RFP promptly on the [SECC RFP webpage](#).

## **2 Summary of Workstation License and Office Lease Agreements**

### **2.1 Summary of Workstation License Terms**

Licensees must execute a License substantially in the form attached as Appendix C to this RFP. The City reserves the right to make changes to the form of License attached to this RFP. Please note that the License contains terms and conditions that are not described in the body of this RFP but are required for City approval of the final License. It is a Licensee's responsibility to thoroughly review and understand the terms and conditions of the License. City staff cannot offer advice regarding the terms and conditions of the License.

- a. License Area:** Two assigned workstation(s) inside the Community Hub commonly known as Suite 301-A (the "**License Area**"), together with the non-exclusive right to use with other licensees, tenants, and invitees of the Building, (i) the lobbies, corridors, elevators, stairways, restrooms, lactation room, copy room, and break room located on the third floor of the Building, and other public areas of the Building and Property, (ii) subject to availability through a reservation system maintained by the SFPUC, the Third Floor Meeting Rooms (as defined above), (iii) the open plan areas of Suite 301-A, including the Community Hub Conference Rooms (as defined above) on a first-come first serve basis, and (iv) Common Area Office Equipment (defined below) (collectively, the "**Common Area(s)**").

- b. **Permitted Use:** Licensee may access and use the License Area for general office purposes, to administer Local Community Services, and for no other purpose. Licensee may access and use the Third Floor Meeting Rooms to provide the Local Community Services and to provide other programs by Licensee, if approved by the SFPUC in its sole discretion, and for no other purpose.
  
- c. **Estimated Commencement Date:** September 2026
  
- d. **Expiration Date:** Three years following the Commencement date, subject to the SFPUC's right to freely revoke the License at any time without cause and without any consideration, as described in the form of the License attached as Appendix C to this RFP.
  
- e. **Base Use Fee:** \$463/workstation/month x 2 workstations with 3% annual increases:
  - Year One: \$11,112.00 per year or \$926.00 per month total
  - Year Two: \$11,445.36 per year or \$953.78 per month total
  - Year Three: \$11,788.68 per year or \$982.39 per month total
  
- f. **Security Deposit.** \$3,000.
  
- g. **Standard Utilities and Services.** At its sole cost, City will provide basic utilities and services, including janitorial, refuse removal, pest control, and routine building system maintenance, as described in Exhibit D [Standard Utilities and Services] of the attached Appendix C: Form of License.
  
- h. **Internet/Phone.** City will provide Wi-Fi 33 through a third-party provider for Licensee's use (the "City Wi-Fi"). When using the City Wi-Fi, Licensee will abide by the internet usage rules and regulations as described in Exhibit H [Internet Usage Rules and Regulations] of the attached Appendix C: Form of License. No landline telephone wiring will be permitted in the Community Hub. Licensee will be expected to conduct business on its own mobile telephones and computers.
  
- i. **Third Floor Meeting Rooms and Community Hub Conference Rooms.** Subject to availability through the SFPUC reservation system, all SECC Non-Profit Service Providers will have non-exclusive use of the Third Floor Meeting Rooms. The City may change the reservation system, fees, availability, limits, and rules governing the use of the Third Floor Meeting Rooms at any time at its sole discretion. Licensees must also adhere to the SECC Facility Access Policy. The Community Hub Conference Rooms will be available on a first-come, first-served basis to Workstation Licensees only. The Third Floor Meeting Rooms and Community Hub Conference Rooms are depicted on the floor plan in the attached Appendix A: Floor Plans.

- j. Common Area Office Equipment.** City will provide a non-exclusive fee-based photocopier/scanner machine located on the third floor of the Building. Prior to any use, Licensee will be required to sign and return a Notice of Copying/Printing Costs. The SFPUC will issue invoices for per-page usage of the machine.
- k. Insurance.** Licensee will procure and pay for the insurance required by the City. Licensee should refer to the insurance requirements in Section 18 in the attached Appendix C: Form of License.
- l. Security Services.** City will provide at least two (2) security guards for the Building from 7:00 A.M. to 7:00 P.M. Monday through Friday of each week. Licensee may incur security costs for events and programs scheduled after business hours and weekends.
- m. Furniture.** City will provide all furniture in the Community Hub. Licensee will not be permitted to modify furniture or move in any additional furniture.
- n. Parking.** No parking is included at the SECC for Licensee's use. On-site parking is designated for visitors

## **2.2 License Requirements for Programming**

- a. Local Community Services.** As a condition of the License, Licensees will offer a combination of drop-in and pre-registered programs in one or more of the following Programming Areas: (1) economic development, (2) environmental justice and advocacy, (3) financial empowerment, (4) health and well-being, (5) workforce development and education programs, or (6) senior, youth, and family programs at the SECC to the Local Community for a minimum of 720 hours per year (approximately 15 hours per week) that are open to the general public and free of charge. In order to provide the minimum 720 hours of programming at the SECC, Licensees will have the opportunity to reserve the Third Floor Meeting Rooms and publicly reservable spaces at the SECC as described in Section 1.1 above. Licensees must begin offering programs no later than the third month of the License Term.
- b. Program Plans.** Within 30 days of being identified as the highest-ranked Proposer eligible to proceed with the award of a Workstation License, the Proposer must submit a program plan and meet with the SECC leadership for final approval. A program plan template will be provided. SECC staff, in its sole

discretion, will determine whether such plan aligns with the requirements of the License.

- c. **Reporting.** Licensees will be required to submit quarterly Key Performance Indicator (“KPI”) reports, as provided in Exhibit G [Reporting Form] of the attached Appendix C: Form of License, and present to the Southeast Community Facility Commission twice a year. The SFPUC reserves the right to modify the reporting requirement at any time, but KPI reports will generally include the following metrics:

- Number of participants served
- Participants served by race
- Participants served by zip code
- Participants served by gender (including non-binary)
- Number of events and attendees
- Programmatic hours per quarter
- Participant success stories

### 2.3 Summary of Office Lease Terms

The Tenant must execute a Lease substantially in the form attached as Appendix F to this RFP. The City reserves the right to make changes to the form of Lease attached to this RFP. Please note that the Lease contains terms and conditions that are not described in the body of this RFP but are required for City approval of the final Lease. It is a Tenant’s responsibility to thoroughly review and understand the terms and conditions of the Lease. City staff cannot offer advice regarding the terms and conditions of the Lease.

- a. **Premises:** Certain space on the third floor of the Building commonly known as Suite 301-D (the “**Premises**”), together with the non-exclusive right to use with other licensees, tenants, and invitees of the Building, (i) the lobbies, corridors, elevators, stairways, restrooms, lactation room, copy room, and break room located on the third floor of the Building, and other public areas of the Building and Property, (ii) subject to availability through a reservation system maintained by the SFPUC, the Third Floor Meeting Rooms (as defined above), and (iii) Common Area Office Equipment (defined below) (collectively, the “**Common Area(s)**”).
- b. **Permitted Use:** Tenant may access the Building and Premises and use the Premises for general office purposes, to administer and provide the Local Community Services, and for no other purpose. Tenant may access and use the Third Floor Meeting Rooms to provide the Local Community Services and to provide other programs by Tenant if approved by the SFPUC in its sole discretion, and for no other purpose.
- c. **Estimated Commencement Date:** October/November 2026

- d. **Expiration Date:** Two years following the Commencement date, subject to the SFPUC's right to terminate the Lease at any time without cause and without any consideration, as described in the form of the Lease attached as Appendix C to this RFP.
  
- e. **Base Rent:**
  - Year One: \$61,734.74 per year or \$5,144.56 per month
  
  - The Base Rent shall be increased annually by three percent (3%).
  
- f. **Security Deposit.** \$10,289.12.
  
- g. **Standard Utilities and Services.** At its sole cost, City will provide basic utilities and services, including janitorial, refuse removal, pest control, and routine building system maintenance, as described in Exhibit D [Standard Utilities and Services] of the attached Appendix F: Form of Lease.
  
- h. **Internet/Phone.** City will provide Wi-Fi 33 through a third-party provider for Tenant's use (the "City Wi-Fi"). When using the City Wi-Fi, Tenant will abide by the internet usage rules and regulations as described in Exhibit J [Internet Usage Rules and Regulations] of the attached Appendix F: Form of Lease. No landline telephone wiring will be permitted in the Premises. Tenant will be expected to conduct business on its own mobile telephones and computers.
  
- i. **Third Floor Meeting Rooms.** Subject to availability through the SFPUC reservation system, all Non-Profit Service Providers will have non-exclusive use of the Third Floor Meeting Rooms. The City may change the reservation system, fees, availability, limits, and rules governing the use of the Third Floor Meeting Rooms at any time at its sole discretion. Tenant must also adhere to the SECC Facility Access Policy. The Third Floor Meeting Rooms are depicted on the floor plan in the attached Appendix A: Floor Plans.
  
- j. **Common Area Office Equipment.** City will provide a non-exclusive fee-based photocopier/scanner machine located on the third floor of the Building. Prior to any use, Tenant will be required to sign and return a Notice of Copying/Printing Costs. The SFPUC will issue invoices for per-page usage of the machine.
  
- k. **Insurance.** Tenant will procure and pay for the insurance required by the City. Tenant should refer to the insurance requirements in Section 19 in the attached Appendix F: Form of Lease.
  
- l. **Security Services.** City will provide at least two (2) security guards for the Building

from 7:00 A.M. to 7:00 P.M. Monday through Friday of each week. Tenant may incur security costs for events and programs scheduled after business hours and weekends.

- m. **Furniture.** City will provide all furniture in the Premises. Tenant will not be permitted to modify furniture or move in any additional furniture.
- n. **Parking.** No parking is included at the SECC for Tenant's use. On-site parking is designated for visitors.

#### **2.4 Lease Requirements for Programming**

- a. **Local Community Services.** As a condition of the Lease, Tenant will offer a combination of drop-in and pre-registered programs in one or more of the following Program Areas (1) economic development, (2) environmental justice and advocacy, (3) financial empowerment, (4) health and well-being, (5) workforce development and education programs, or (6) senior, youth, and family programs at the SECC to the Local Community for a minimum of 720 hours per year (approximately 15 hours per week) that are open to the general public and free of charge. Tenant will have the opportunity to reserve the Third Floor Meeting Rooms and publicly reservable spaces at the SECC as described in Section 1.1 above. Tenant must begin offering programs no later than the third month of the Lease Term.
- b. **Program Plans.** Within 30 days of being identified as the highest-ranked Proposer eligible to proceed with the award of a Lease, the Proposer must submit a program plan and meet with the SECC leadership for final approval. A program plan template will be provided. SECC staff, in its sole discretion, will determine whether such plan aligns with the requirements of the Lease.
- c. **Reporting.** Tenant will be required to submit quarterly Key Performance Indicator ("KPI") reports, as provided in Exhibit H [Reporting Form] of the attached Appendix F: Form of Lease, and present to the Southeast Community Facility Commission twice a year. The SFPUC reserves the right to modify the reporting requirement at any time, but KPI reports will generally include the following metrics:
  - Number of participants served
  - Participants served by race
  - Participants served by zip code
  - Participants served by gender (including non-binary)
  - Number of events and attendees
  - Programmatic hours per quarter
  - Participant success stories

### **3 Minimum Qualifications**

The Proposer must demonstrate the requisite experience and financial resources to provide the programs requested by this RFP.

Each Proposer must demonstrate that it has met the minimum requirements stated and that it can successfully perform all of the required operating services as described above. The SFPUC may reject proposals from Proposers that do not clearly demonstrate possession of the minimum qualifications without further consideration. The SFPUC reserves the right to request clarification from Proposers who fail to meet any minimum qualification requirement(s) before rejecting a proposal. If required information is complete, but the SFPUC determines that the Proposer does not meet minimum qualifications, the Proposer may be deemed non-responsive.

- a. **The Proposer must be a non-profit corporation organized and qualified to do business in the State of California.**
- b. **The Proposer must be currently registered or achieve, before License or Lease execution, a “current” registration status with the State of California Attorney General’s Registry of Charities and Fundraisers.**
- c. **The Proposer must demonstrate a three-year history of financial resources and ability to undertake this opportunity, including the demonstrated ability to (i) pay the use fee and security deposit, (ii) procure the required insurance, and (iii) provide the proposed services.**
- d. **The Proposer must have the ability to obtain and pay for all insurance policies and all necessary permits and licenses required by the City and County of San Francisco.**
- e. **The Proposer must demonstrate at least three years of experience consistently serving a minimum of 100 individuals annually by providing programs to San Francisco in one of the following Program Areas: (1) economic development, (2) environmental justice and advocacy, (3) financial empowerment, (4) health and well-being, (5) workforce development and education, or (6) senior, youth, and family.**
- f. **The Proposer must have sufficient staff to offer programs open to the general public for a minimum of 720 hours per year or approximately 15 hours per week, including drop-in programs.**
- g. **The Proposer must be or become before License or Lease execution, an approved City Supplier. To learn more about becoming a City Supplier, visit the [City’s Supplier website](#).**

## 4 Proposal Response Format

### 4.1 Proposal Submission

To ensure uniformity and ease of comparison and to make sure a Proposal is evaluated in the best possible manner, the following format for a response is required. Submissions in reply to this RFP must be in the form of a Proposal containing the response and all required supporting information and documents. The submittal should be prepared simply and demonstrate the Proposer's capabilities to satisfy the requirements of this RFP. No enclosures will be accepted except those requested. Anything additional will be discarded and not considered. A Proposal should emphasize organization, completeness, and clarity. Any deviation from the format may cause the City, in its sole discretion, to reject a Proposal.

A Proposer may make an appointment with a representative of the SFPUC's Contractor Assistance Center to review its Proposals for completeness prior to submittal. Please contact [acp@sfwater.org](mailto:acp@sfwater.org) at least ten business days prior to the proposal submission deadline for a 15-minute virtual appointment to review your organization's Proposal.

- a. Email Submission.** Proposals may only be accepted by email and must be received no later than 3:00 p.m. on Wednesday, May 27, 2026, at [RES@sfwater.org](mailto:RES@sfwater.org). A Proposal submitted with incomplete or missing forms, or received after 3:00 p.m. on Wednesday, May 27, 2026, may be deemed non-responsive and rejected. After a Proposal has been submitted, no modifications to the Proposal will be permitted after the proposal submission deadline.
- b. All Proposals must be clearly marked "SECC Proposal" in the subject line. Late Proposals will be rejected.**
- c. Proposal Requirements and Format.** A Proposal must consist of the following:

  - i. Proposal Form.** The Proposer must submit a completed Proposal Form, attached as Appendix D to this RFP, plus relevant attachments. The Proposal must be signed by the person(s) who are authorized to represent the Proposer and signed by an owner or officer of the proposing organization who has the authority to bind the Proposer to all commitments made in the Proposal.
  - ii. Attachments.**

    - (1) The Proposer must submit a completed Release of Liability, attached as Appendix E to this RFP.
    - (2) The Proposer must provide proof of its tax-exempt status as a non-profit corporation with a public benefit or charitable purpose, organized and qualified to do business in the State of California.

- (3) The Proposer must include in its Proposal: (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to the Proposer's meetings and records, and (2) a summary stating, to the best of the non-profit's knowledge, all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect.

**d. Conditional of Submission**

- i. The Proposal may not be altered in any way after the Deadline for Proposers to Submit Proposals.
- ii. The Proposer agrees that submission of a Proposal, properly completed and signed by an owner or office of the proposing entity who is duly authorized to bind the Proposer, constitutes an agreement to accept all conditions, provisions, requirements, and specifications contained in this RFP. If a Proposal involves a joint venture, all parties to the joint venture must sign the package. Submission of Proposals that include rates signifies that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.
- iii. The Proposal shall be binding for no less than one hundred twenty (120) days.
- iv. The Proposer must comply with City ordinances and leasing contracting requirements. For more detailed information, visit the [Office of Contract Administration website](#). The license, lease, and contract requirements include general liability, errors and omissions, and auto insurance requirements, compliance with the equal benefits ordinance, Contract Monitoring Division (CMD) requirements, and possession of a current San Francisco business tax certificate.
- v. The Proposer agrees that all costs incurred in developing a Proposal are the Proposer's sole responsibility and at the Proposer's cost. The City accepts no responsibility for any costs incurred by Proposers. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.
- vi. In submitting its Proposal, a Proposer agrees that (a) if the Proposal is accepted, Proposer will execute a license or lease substantially in the form of the License or Lease on or before the deadline specified by the SFPUC; and (b) Proposer accepts all of the terms and conditions of this RFP, including the License or Lease.

## 5 Evaluation and Selection Criteria

### 5.1 Initial Review

Before submitting Proposals to the selection panel for review, City staff will conduct an initial responsiveness review of each Proposal. Proposals will be reviewed for completeness and satisfaction of minimum qualifications, format requirements, and responsiveness to the RFP requirements.

Proposals determined to be non-responsive during initial screening will be rejected and will not be considered in the evaluation process described below.

### 5.2 Selection Panel

Following the SFPUC's receipt of Proposals, a selection panel consisting of up to five (5) representatives will evaluate the complete submittals of each respondent based on the minimum qualifications and selection criteria.

### 5.3 Scoring

The selection committee will only score complete Proposals. The selection panel will score Proposals using the following point scale:

Relevant Experience and Qualifications	35 points
Program Management Plan	35 points
Financial Capacity	30 points
<b>Total</b>	<b>100 points</b>

The City will establish a separate Ranked List of non-profit corporations for the Workstation Licenses and for the Office Lease. The City intends to award the Office Lease to the highest-ranking Proposer who indicated interest in the Office Lease. The City intends to award the four Workstation Licenses to the four highest-ranked Proposers who indicated interest in the Workstation License. If a Proposer ranks first for both the Workstation License and the Office Lease, the SFPUC will award the Workstation License or Office Lease in consultation with the Proposer and will not award both to the same Proposer.

The City intends to award the Workstation Licenses and Office Lease to the highest-ranking Proposers overall, regardless of Proposer's primary Program Area. There will not be separately ranked lists for each Program Area. The City reserves the right to award more than one License for any Program Area.

## 6 Award of Licenses and Lease

### 6.1 Standard License and Lease Language and City Requirements

- a. **License and Lease Form.** The selected Proposers will be required to enter into a license or lease substantially in the form of the License attached to this RFP as Appendix C or the form of Lease attached to this RFP as Appendix F, as applicable. The City expressly reserves the right in its sole discretion to reject any substantive comments to the License or Lease made by a Proposer after the award of the License or Lease. The License and Lease contains a number of standard provisions required of City tenants by various local, state and federal laws. Proposers should carefully review the requirements of the License or Lease in detail prior to submitting a Proposal. Failure to timely execute a license or lease, or to furnish all insurance certificates and policy endorsements or other materials required in the license or lease, shall be deemed an abandonment of a license or lease offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.
- b. **Conflicts of Interest.** The selected Proposers will be required to agree to comply fully with and be bound by the applicable state and local provisions related to conflicts of interest including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The selected Proposer will be required to acknowledge that it is familiar with these laws, certify that it does not know of any facts that constitute a violation of said provisions, and agree to immediately notify the City if it becomes aware of any such fact during the term of the License or Lease.  
For additional information, visit the [Ethics Commission's website](#).
- c. **Proposer's Obligations Under the Campaign Reform Ordinance.** Proposers must comply with the requirements of Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or seeks to contract with, the City and County of San Francisco for the sale or lease of any land or building to or from the City ("**City Contractor**"), to (a) an individual holding a City elective office if the contract must be approved by that official, the board on which that individual serves, or a state agency on whose board an appointee of that individual serves, (b) a candidate for the office held by such individual, or (c) a committee controlled by such individual or candidate, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for the contract or twelve (12) months after the date the City approves the contract. The foregoing restriction applies only if the contract or a combination or series of contracts or other contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of one hundred thousand dollars (\$100,000), or more.

The prohibition on contributions also applies to any affiliate of City Contractor,

which includes any member of the entity's board of directors and any of the entity's principal officers, including its chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest of more than 10 percent (10%) in firm, and any subcontractor listed in City Contractor's proposal; and any committee that is sponsored or controlled by City Contractor (the "**Contractor Parties**"). Within thirty (30) days of the submission of a proposal under this RFP, the SFPUC is obligated to submit to the Ethics Commission the identity of the Contractor Parties. City Contractor is required to inform each such person of the prohibition on contributions imposed by Section 1.126 by the time it submits a proposal under this RFP, and to provide to City the names of the persons required to be informed as part of its proposal under this RFP.

Violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information on Section 1.126, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100 or [ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org).

- d. **Sunshine Ordinance.** In accordance with San Francisco Administrative Code Section 67.24(e), Proposers' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a license or lease has been awarded. Nothing in this provision requires the disclosure of a private person's or entity's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the license, lease, or benefit. Information provided which is covered by this section will be made available to the public upon request.
- e. **Public Access to Meetings and Records.** If a Proposer is a non-profit corporation that receives a cumulative total per City fiscal-year of at least \$1,000,000 in City-funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Proposer must comply with Chapter 12L. The Proposer must include in its Proposal: (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to the Proposer's meetings and records, and (2) a summary stating, to the best of the non-profit's knowledge, all complaints concerning the Proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent agreement reached on the basis of the proposal.
- f. **Health Care Accountability Ordinance (HCAO).** Unless exempt, the selected Proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in

Article 121 of the S.F. Labor and Employment Code. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. For additional information regarding the HCAO, visit the [HCAO webpage](#).

## **6.2 Award of Licenses and Lease**

The SFPUC anticipates that Licenses will be awarded to four selected Proposers and a Lease will be awarded to one selected Proposer. After each selected Proposer executes a License, award of the License will be subject to the recommendation of the Southeast Community Facility Commission and the approval of the SFPUC General Manager as authorized by SFPUC Commission Resolution No. 24-0185. After the selected Proposer executes the Lease, award of the Lease will be subject to the recommendation of the Southeast Community Facility Commission and the approval of the SFPUC Commission and the approval of the SFPUC General Manager as authorized by SFPUC Commission Resolution No. 24-0185. If a selected Proposer fails to execute the License or Lease, as applicable, within fifteen (15) days of the delivery of the final License or Lease, the SFPUC will have the right to enter into a License or Lease with the next highest-ranked Proposer. If the selected Proposer fails to commence programming within ninety (90) days after License or Lease approval and execution by the SFPUC, the SFPUC will have the right to immediately terminate the License or Lease and enter into a License or Lease with the next highest-ranked Proposer.

## **7 Terms and Conditions for Receipt of Proposals**

### **7.1 Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. If the Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP, Proposers are to promptly notify [RES@sfgov.org](mailto:RES@sfgov.org) after discovery but in no event later than five working days before the Proposal submission date. Modifications and clarifications will be made by addenda as provided below.

### **7.2 Change Notices**

The City may modify the RFP, before the Proposal submission date, by issuing Change Notices, to the [SECC RFP website](#). The Proposer shall be responsible for ensuring that its Proposal reflects all Change Notices issued by the City before the Proposal submission date, regardless of when the Proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal submission date, to determine if the Proposer has downloaded all Change Notices.

### **7.3 Objections to RFP Terms**

Should a Proposer object on any ground to any provision or legal requirement stated in this RFP, the Proposer must, not more than ten calendar days after the RFP is issued, email [RES@sfgov.org](mailto:RES@sfgov.org) setting forth with specificity the grounds for the objection. The

failure of a Proposer to object in the manner stated in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

#### **7.4 Term of Proposal**

By submitting a Proposal for consideration, the Proposer agrees that the proposed services and prices constitute an offer that is irrevocable for 120 calendar days from the proposal submission deadline, and that the City may accept the offer at any time after submission through the end of the 120th calendar day following the proposal submission deadline.

#### **7.5 Revision of Proposal**

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before the Proposal due date.

In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal due date for any Proposer.

At any time during the Proposal evaluation process, the SFPUC may require a Proposer to provide oral or written clarification of its Proposal. The SFPUC reserves the right to make an award without further clarifications of Proposals received.

#### **7.6 Reservation of Rights by City**

The issuance of this RFP does not constitute an agreement by the City that any license or lease will actually be entered into by the City. The City expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
- Reject any or all Proposals;
- Suspend any and all aspects of the process indicated in this RFP;
- Amend this RFP
- Reissue a Request for Proposals;
- Before the submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFP, or the requirements for contents or format of the Proposals;
- Request some or all Proposers to revise Proposals;
- Select a licensee or tenant by any other means;
- Procure any services specified in this RFP by any other means;

- Extend deadlines for accepting Proposals or accept amendments to Proposals after expiration of deadlines; or
- Determine that no license or lease will be pursued.

### **7.7 Errors and Omissions in Proposal**

Failure by the SFPUC to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the Proposer from full compliance with the specifications of the RFP or any agreement awarded under the RFP.

### **7.8 Financial Responsibility**

The SFPUC accepts no financial responsibility for any costs incurred by a Proposer in either responding to this RFP, participating in oral presentations, or negotiating a Workstation License or Office Lease with the SFPUC. The proposals in response to the RFP will become the property of the SFPUC and may be used by the SFPUC in any way it deems appropriate.

### **7.9 Return of Materials**

The SFPUC will not return documents or any information submitted in connection with a Proposal unless the Proposer has properly designated financial portions of the Proposal as confidential at the time of submittal according to the terms above and has then clearly requested that such information be returned, and provided that the City is legally permitted to return such documents.

### **7.10 No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

## **8 Protest Procedures**

### **8.1 Protest of Non-Responsiveness Determination**

After receipt of proposals, the SFPUC will conduct an initial review of proposals. If staff determines that a Proposal should be rejected because it is either non-responsive to RFP requirements or is otherwise unacceptable (e.g., fails to meet minimum qualification requirements stated in the RFP), then the City will issue a Preliminary Notice of Proposal Rejection to the applicable Proposer(s).

If a Proposer believes that the City has improperly determined that its Proposal should be rejected, the Proposer may submit a written notice of protest within five working days of the SFPUC's issuance of a Preliminary Notice of Proposal Rejection. Such notice of

protest must be received by the SFPUC prior to 5:00 p.m. on or before the fifth working day following the SFPUC's issuance of the Preliminary Notice of Proposal Rejection. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer and must cite the laws, rules, local ordinances, procedures, and/or RFP provisions on which the protest is based. In addition, the Proposer must specify facts and evidence sufficient for the SFPUC to determine the validity of the protest.

The City, at its discretion, may decide regarding a protest without requesting further documents or information from the Proposer that submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may decide not to consider such new grounds or new evidence.

Upon receipt of a timely and proper protest, the City will review the protest and investigate as it deems appropriate. As part of its investigation, the City may consider information provided by sources other than the Proposer. The City may also consider supplemental correspondence or other information relating to the original ground(s) of protest submitted by a protesting Proposer to the extent the City determines that such information will assist it in resolving the protest. After its investigation, the City will provide a written determination to the Proposer that submitted the protest.

The City will consider only protests received within the time and manner specified. If a Proposer does not protest a Preliminary Notice of Proposal Rejection within the time and in the manner specified above, then the City's determination stated in the preliminary notice will become final. A Proposer's failure to protest as specified above, on or before the deadline specified above, shall constitute a complete and irrevocable waiver of the ground(s) of protest and a forfeiture of the Proposer's right to raise such ground(s) of protest later in the procurement process, in a Government Code Claim, or in other legal proceedings.

## **8.2 Protest of Award**

Within five working days of the City's issuance of a notice of intent to award a License or Lease, any firm that has submitted a responsive Proposal and believes that the City has incorrectly selected another Proposer for the award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual

authorized to represent the Proposer and must cite the laws, rules, local ordinances, procedures, and/or RFP provisions on which the protest is based. In addition, the Proposer must specify facts and evidence sufficient for the City to determine the validity of the protest. All protests must be received by the SFPUC before 5:00 p.m. on or before the fifth working day following the SFPUC's posting of the results.

The City, at its discretion, may decide regarding a protest without requesting further documents or information from the Proposer that submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may decide not to consider such new grounds or new evidence.

Upon receipt of a timely and proper protest, the City will review the protest and investigate as it deems appropriate. As part of its investigation, the City may consider information provided by sources other than the Proposer. The City may also consider supplemental correspondence or other information relating to the original ground(s) of protest submitted by a protesting Proposer to the extent the City determines that such information will assist it in resolving the protest. After its investigation, the City will provide a written determination to the Proposer that submitted the protest.

The City will consider only protests received within the time and manner specified. If a Proposer does not protest the SFPUC's issuance of a notice of intent to award a license or lease within the time and in the manner specified, above, then the City's selection will become final. A Proposer's failure to protest as specified above, on or before the deadline specified above, shall constitute a complete and irrevocable waiver of the ground(s) of protest and forfeit the Proposer's right to raise such ground(s) of protest later in the procurement process, in a Government Code Claim, or other legal proceedings.

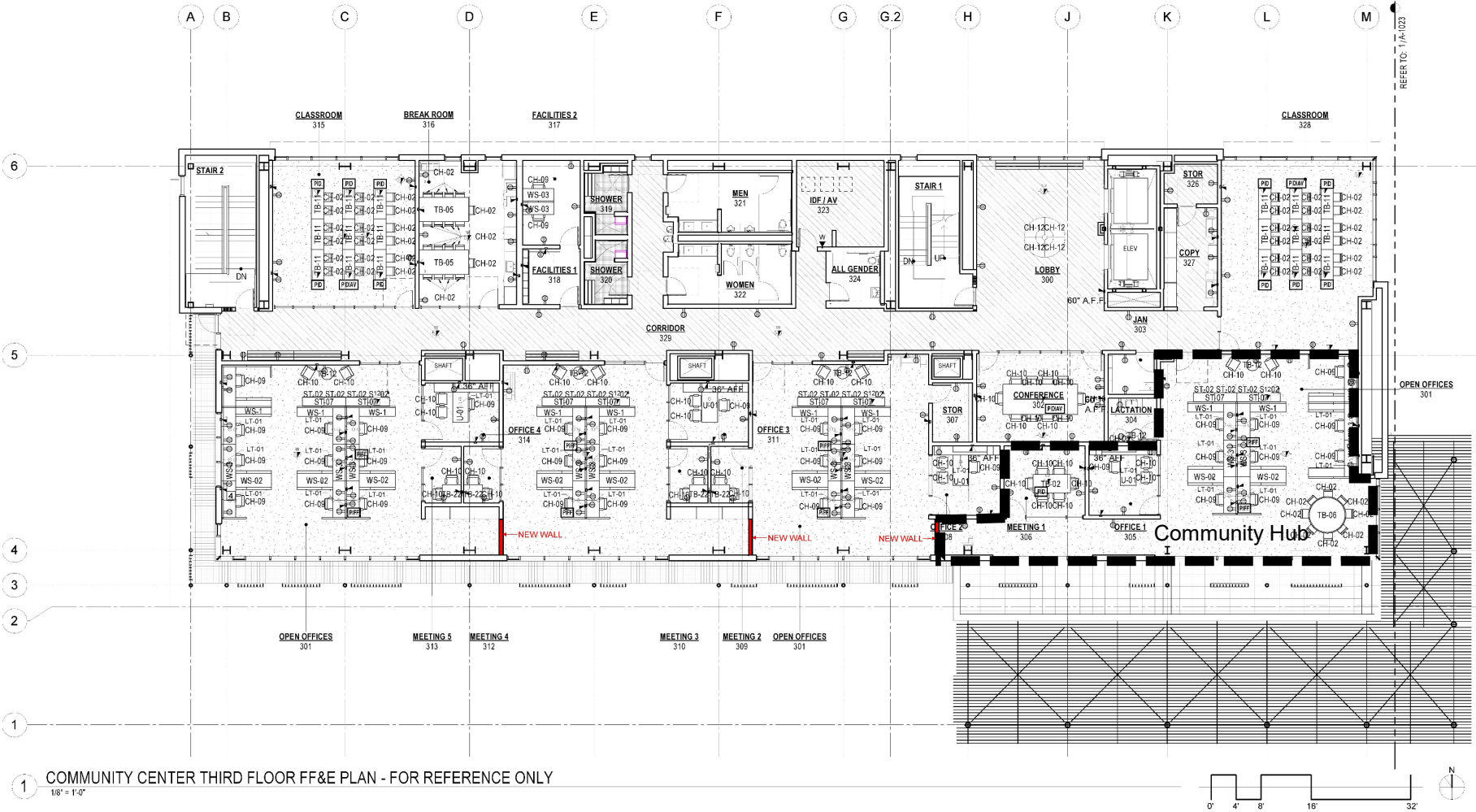
### **8.3 Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notices of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to [RES@sfgwater.org](mailto:RES@sfgwater.org) RE: SECC RFP

**END OF DOCUMENT**

**APPENDIX A**  
**Floor Plans**  
*[attached]*

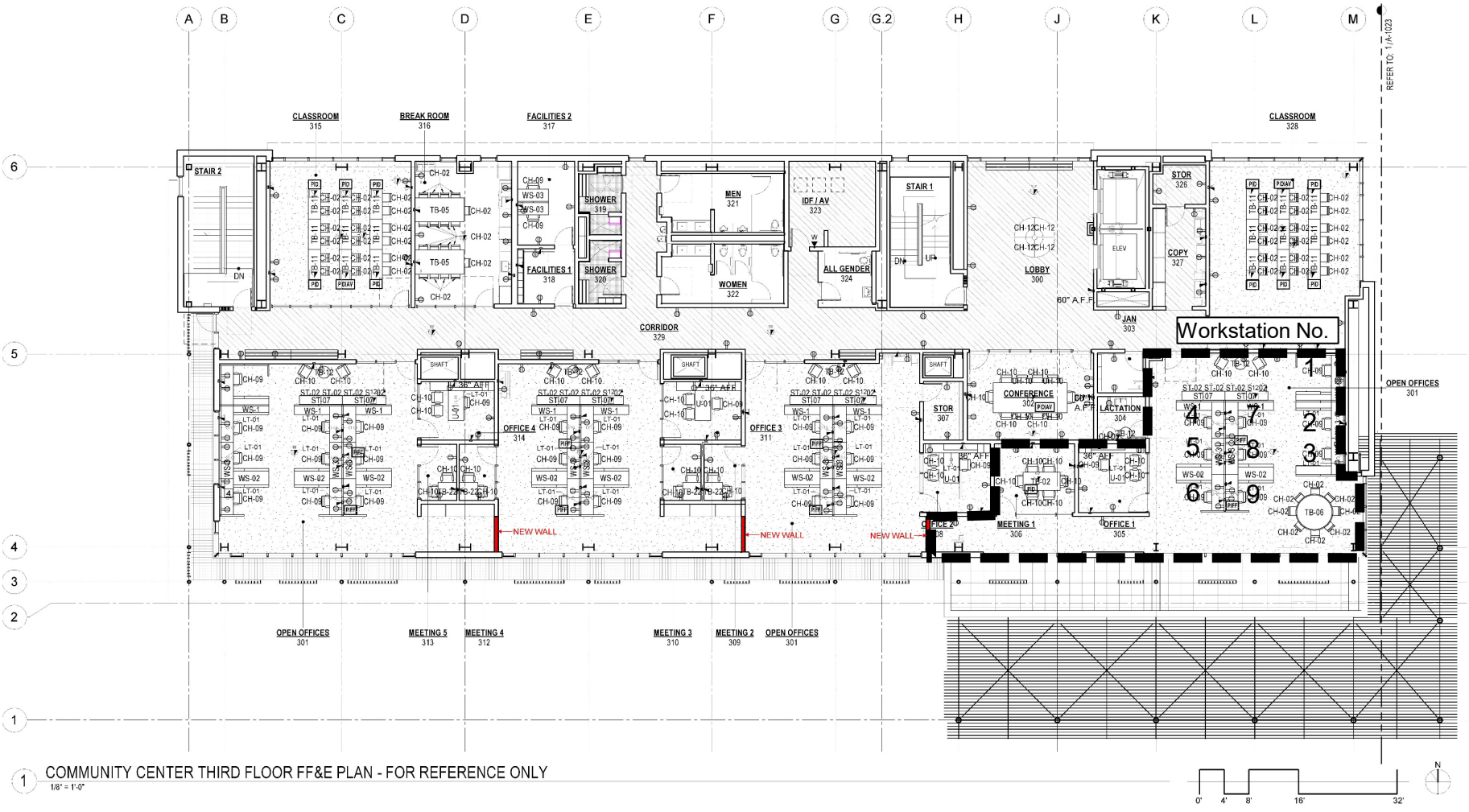
# License Exhibit A-1: Community Hub



1 COMMUNITY CENTER THIRD FLOOR FF&E PLAN - FOR REFERENCE ONLY  
1/8" = 1'-0"

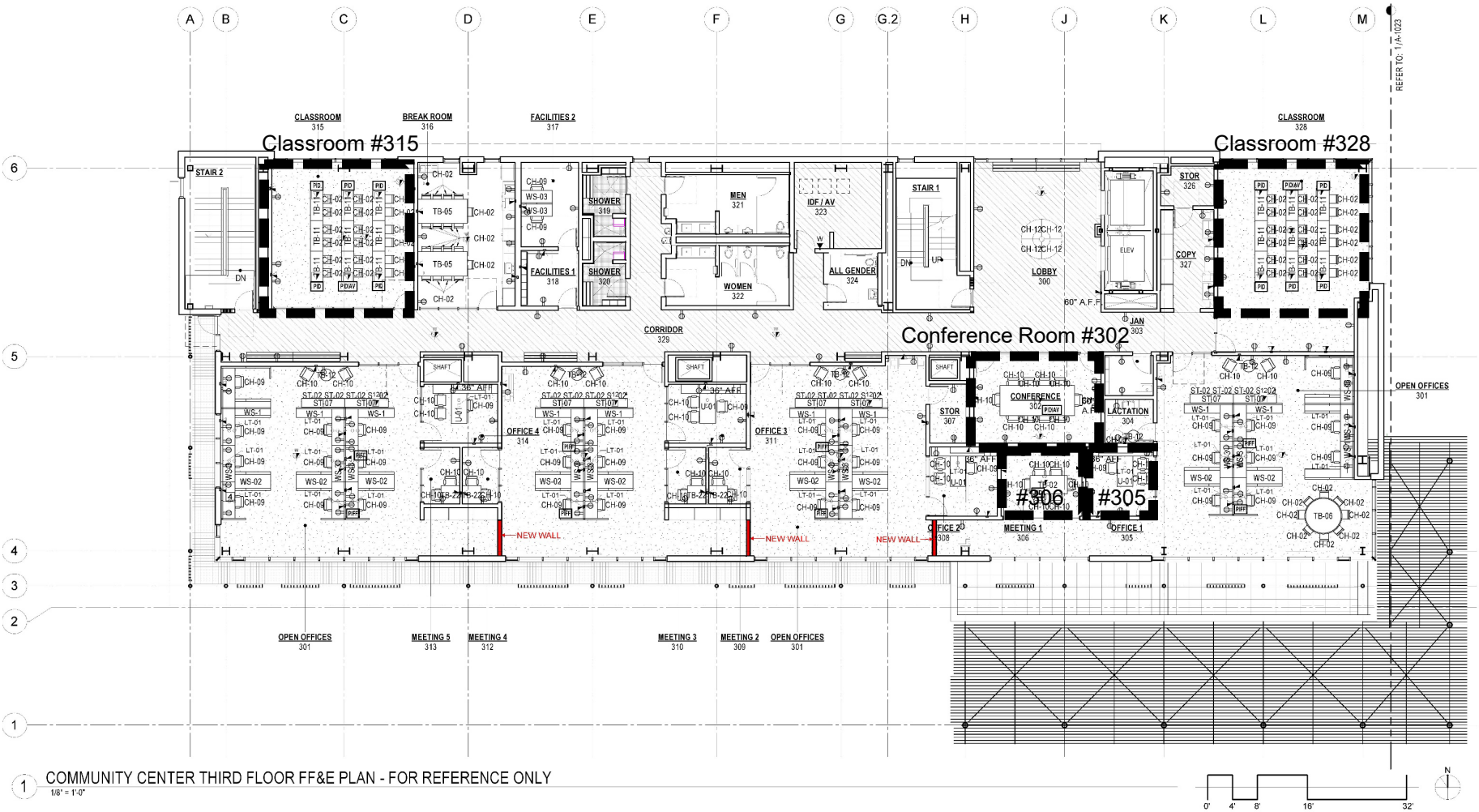


# License Exhibit B: License Area Workstations



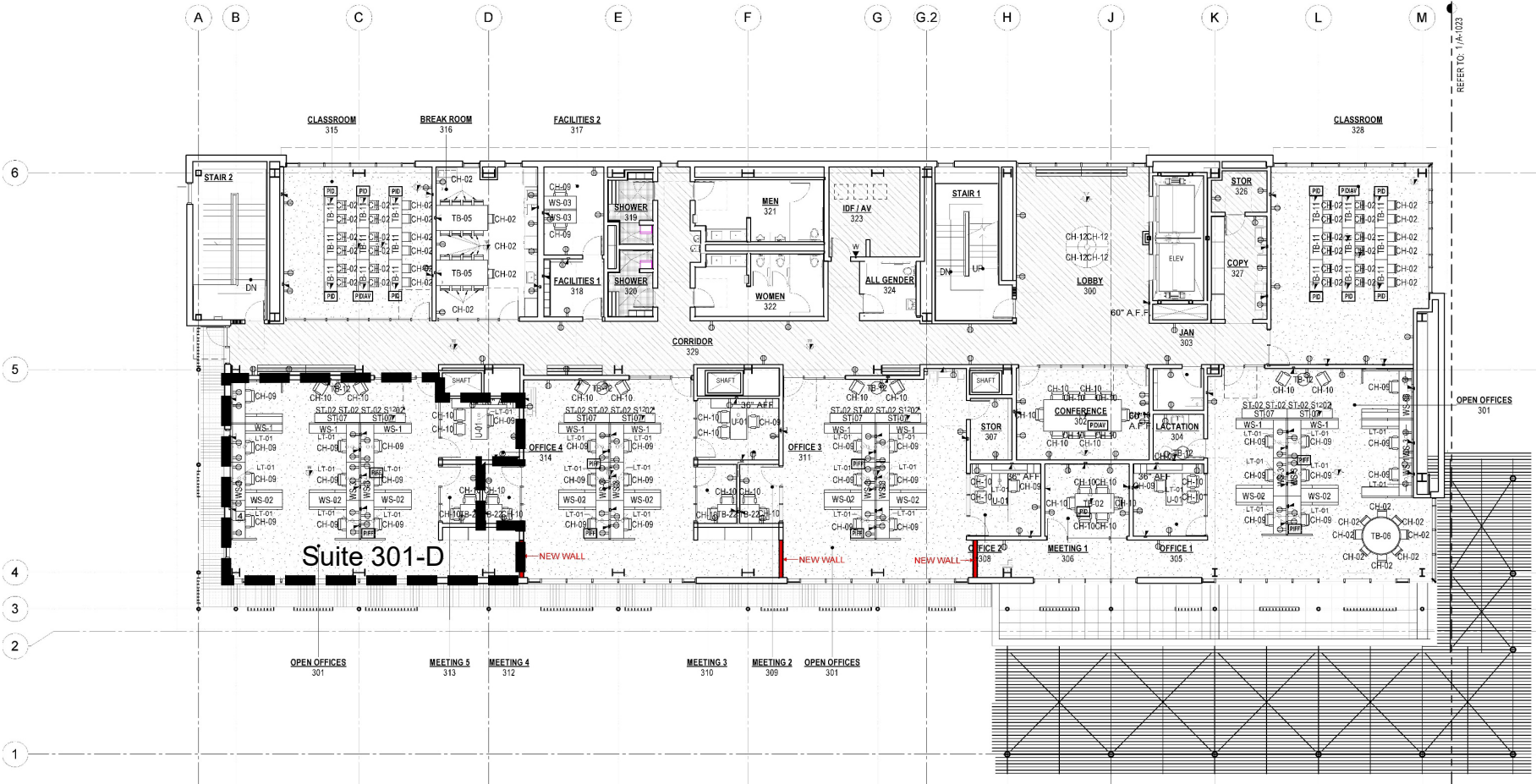
1 COMMUNITY CENTER THIRD FLOOR FF&E PLAN - FOR REFERENCE ONLY  
1/8" = 1'-0"

# License Exhibit C: Third Floor Meeting Rooms and Community Hub Conference Rooms



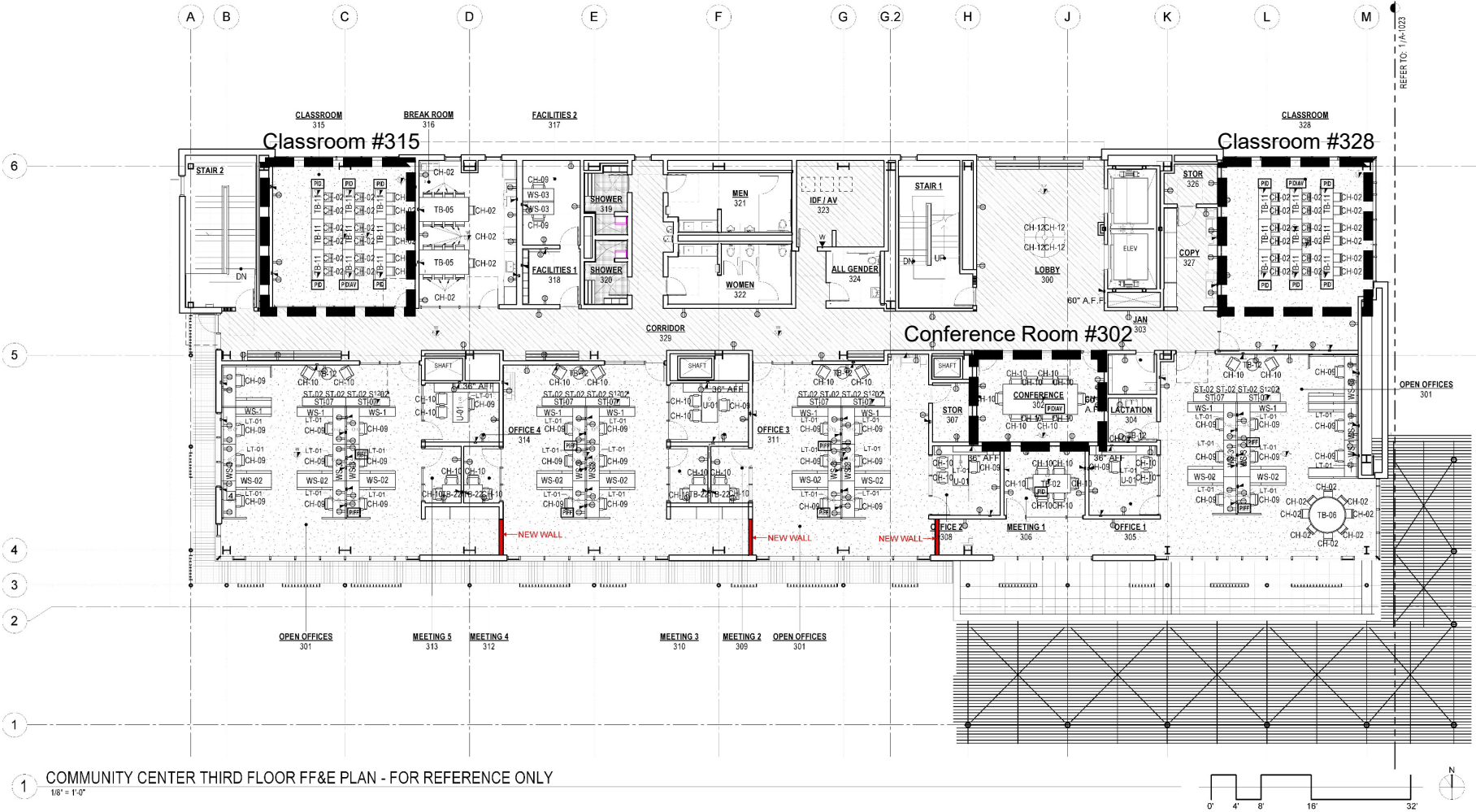
1 COMMUNITY CENTER THIRD FLOOR FF&E PLAN - FOR REFERENCE ONLY  
1/8" = 1'-0"

# Lease Exhibit A-1: Premises



1 COMMUNITY CENTER THIRD FLOOR FF&E PLAN - FOR REFERENCE ONLY  
1/8" = 1'-0"

# Lease Exhibit C: Third Floor Meeting Rooms



1 COMMUNITY CENTER THIRD FLOOR FF&E PLAN - FOR REFERENCE ONLY  
1/8" = 1'-0"

**APPENDIX B-1**  
**Community Hub Photographs**





**APPENDIX B-2**  
**Third Floor Meeting Room Photographs**

Copra Crane Conference Room #302



Shipyards Classroom #315



Islais Creek Classroom #328



**APPENDIX B-3**  
**Break Room and Copy Area Photographs**

Break Room



Copy Area



**APPENDIX B-4**  
**Suite 301-D Photographs**



