



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

1550 Evans Avenue Non-Profit Workstation License and Office Lease Request for Proposals

Pre-Submittal Information Session
April 21, 2026



Agenda

1. Introduction and Welcome
2. Southeast Community Center (SECC) and Resident Partners Overview
3. Key Dates
4. Minimum Qualifications
5. Basic Workstation License Information
6. Basic Office Lease Information
7. Proposal Submission Requirements and Evaluation
8. Ranked Lists
9. Questions



Sign In and Updates

- Please sign in by filling out an attendance form and include any questions.
- Any addenda, change notices, and Q&A from this meeting will be posted www.sfpuc.gov/SECRRFP.

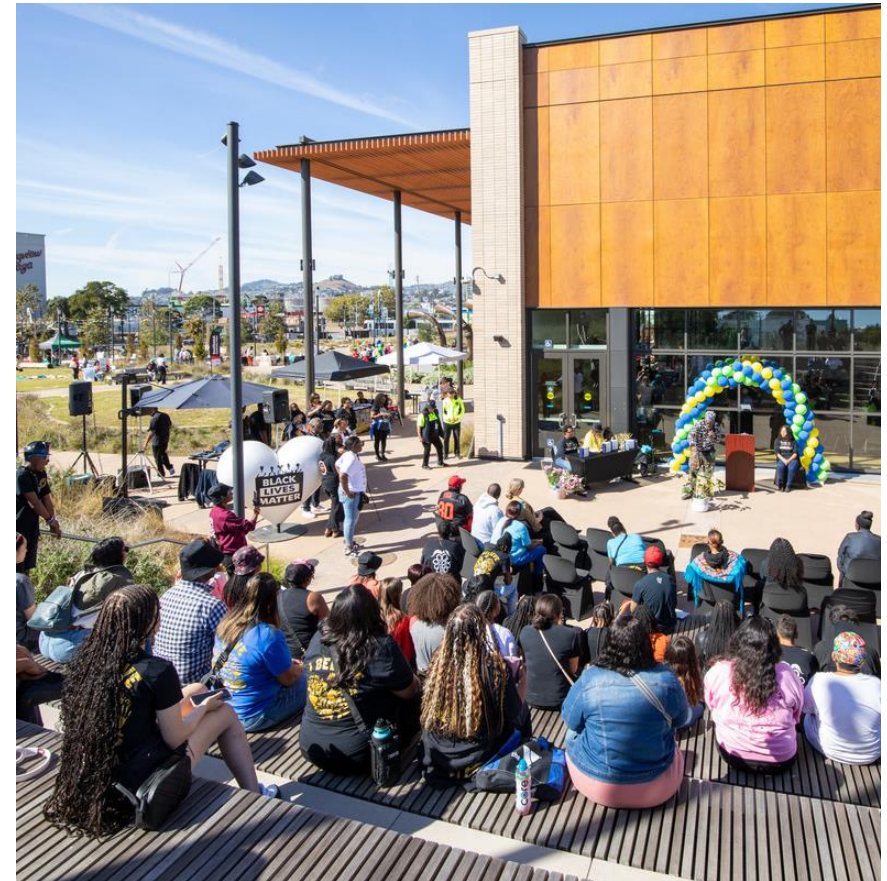
Southeast Community Center (SECC) Video



View the [This Is The Southeast Community Center video](#)

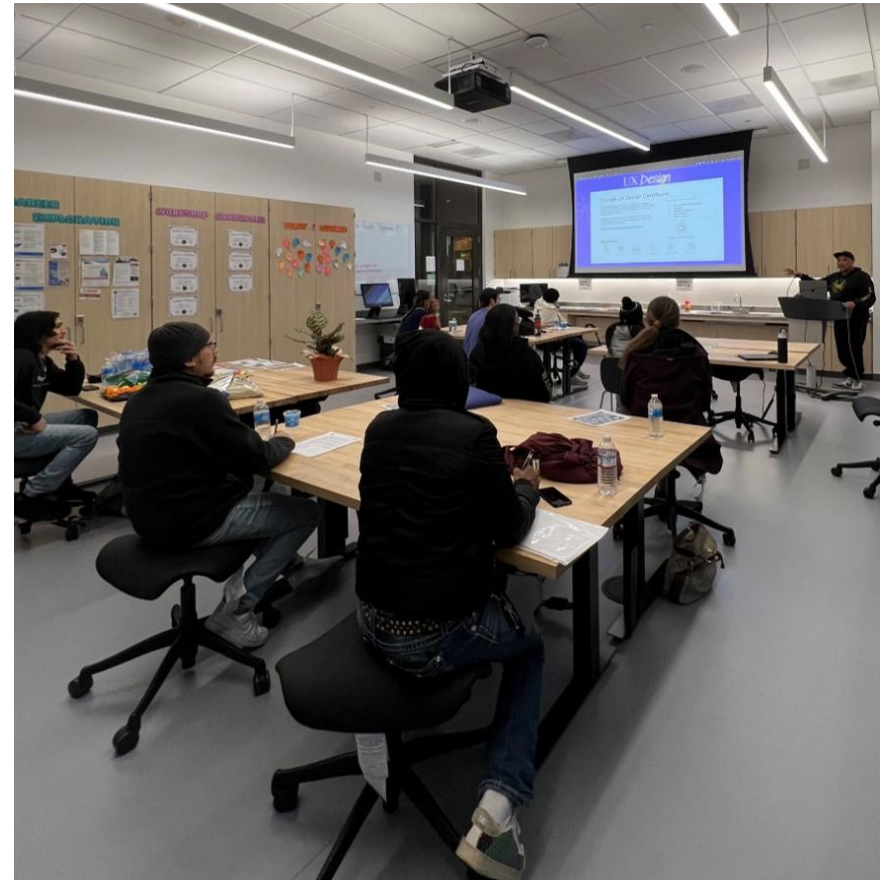
Southeast Community Center (SECC) Overview

- The SECC promotes the health, well-being, cultural, educational, and financial empowerment of Southeast residents.
- Since 2022, **3,700+ individuals have received services at SECC** and **73% live in District 10 (D10) zip codes**.
- For more information on SECC's impact, please visit [SFPUC's Community Benefit Dashboard](#).



Overview of Resident Partners

- Resident Partners are community-based organizations that deliver a range of services and programs across SECC's program priority areas.
- Resident Partners are required to track and report on key performance indicators (KPIs) to demonstrate their impact on a quarterly basis.
- Twice a year, Resident Partners present KPI impact data and narratives to the Southeast Community Facility Commission.



SECC Program Priority Areas

- Economic Development
- Environmental Justice and Advocacy
- Financial Empowerment
- Health and Well-Being
- Workforce Development and Education
- Senior, Youth, and Family Services



Local Community Services

- As a condition of the Workstation Licenses and the Office Lease, drop-in and pre-registered programs must be offered in a particular Program Area for a minimum of 720 hours per year (approximately 15 hours per week).
- All programs and services must be open to the general public and free of charge.





Key Dates

Schedule	Date
RFP issued	Friday, December 5, 2025
RFP 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 ₉



Minimum Qualifications For License or Lease Issuance

- Non-profit corporation organized and qualified to do business in the State of California
- “Current” registration status with the State of California Attorney General’s Registry of Charities and Fundraisers
- Financial resources to provide the Local Community Services, pay rent, security deposit, insurance
- Three years experience serving a minimum of 100 individuals in one of the Program Areas
- Sufficient staff to offer Local Community Services
- City Supplier



Basic Workstation License Information (4 available)

- License Area: Two workstations
- License Term: Three years
- Estimated Commencement Date: September 2026
- Use Fee: \$926 per month with 3% annual increases
- Services: Basic utilities and services, including Wi-Fi, janitorial, security
- Security Deposit: \$3,000
- Insurance: See Section 18 in Appendix C: Form of License
- Parking: None



Basic Office Lease Information

- Premises: Suite 301-D (2,205 square feet)
- Lease Term: Two years
- Estimated Commencement Date: October/November 2026
- Rent: \$5,144.56 per month with 3% annual increases
- Services: Basic utilities and services, including Wi-Fi, janitorial, security
- Security Deposit: \$10,289.12
- Insurance: See Section 19 in Appendix F: Form of Lease
- Parking: None



Proposal Submission

- www.sfpuc.gov/SECRRFP
- **Documents to Review:** RFP, Appendix C: Form of Workstation License, Appendix F: Form of Office Lease
- **Documents to Submit:** RFP Appendix D: Proposal Form + attachments, RFP Appendix E: Release of Liability
- Optional: You may make an appointment with the SFPUC's Contractor Assistance Center to review proposals for completeness prior to submittal. Please contact 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.



Proposal Evaluation Process

Proposal Section	Points
Relevant Experience and Qualifications	35 points
Program Management Plan	30 points
Financial Capacity	30 points
Total	100 points

Ranked Lists

- As part of this RFP and following the scoring, the City will retain Ranked Lists for the Workstation Licenses and Office Leases to be used by the City, at City's discretion, for future workstation licenses or office leases. However, the City reserves the right to issue licenses and leases for future real estate opportunities through alternative means or requests for proposals.
- The City may use the Office Space Ranked List if any office space on the third floor becomes available before April 1, 2028.
- The City may use the Workstation Ranked List if any workstations become available within five years of the Commencement Date of the last Workstation License issued as a result of this RFP
- Issuance of a lease or license agreement will be subject to City's additional review and approval as outlined in the RFP.



Thank You for Attending!

- Questions?
- Email any additional questions to RES@sfwater.org by Friday, May 1, 2026 at 5 pm.
- We look forward to receiving your proposal by Wednesday, May 27, 2026 at 3 pm!