



## **REQUEST FOR PROPOSALS**

# **Technical Assistance Consulting Services for Forming a Public Private Partnership to Construct a New Parking Structure and Commercial Office Space**

**Issued: Friday, February 28, 2020**

**Submittal Deadline: Friday, March 27, 2020**

For questions regarding this RFP, please contact:  
Heather Ruiz, Management Analyst I  
City of South San Francisco  
Phone: (650) 829-6621  
Email: [heather.ruiz@ssf.net](mailto:heather.ruiz@ssf.net)

# Table of Contents

<b>INTRODUCTION</b> .....	3
<b>BACKGROUND</b> .....	3
<b>PROJECT SCOPE OF WORK</b> .....	4
Phase 1 – Strategic Development of Project Scope.....	4
Phase 2 – Procurement .....	4
Phase 3 – Implementation .....	4
<b>SUBMITTAL REQUIREMENTS</b> .....	4
1. Cover Letter .....	5
2. Company Profile and Qualifications.....	5
3. Team Members .....	5
4. References .....	5
5. Budget.....	5
<b>SUBMITTAL DEADLINE</b> .....	5
<b>LIMITATIONS &amp; CONDITIONS</b> .....	6

## INTRODUCTION

The City of South San Francisco (City) is seeking submittals from firms to provide the City with technical assistance consulting services as it seeks to form a Public Private Partnership (P3) to construct a new parking structure and commercial office space. Firms with relevant experience in developing a P3, and the qualifications to perform these services outlined herein, are encouraged to submit a proposal. The purpose of this RFP is to identify the firm and proposal best suited to support the City with this project. Should an award be made, the selected firm will enter into a professional services agreement with the City to provide these services.

## BACKGROUND

The City anticipates a possible shortfall of available parking locations within the Downtown area in the coming years. To provide needed public parking in the Downtown, the City undertook various planning efforts to identify a suitable location for a new parking garage. The City has since identified the City Hall Parking Lot, located behind 400 Grand Avenue, as a suitable location for a new public parking garage, along with new commercial office space in place of the existing City Hall Annex building at 315 Maple Avenue (see Figure 1).

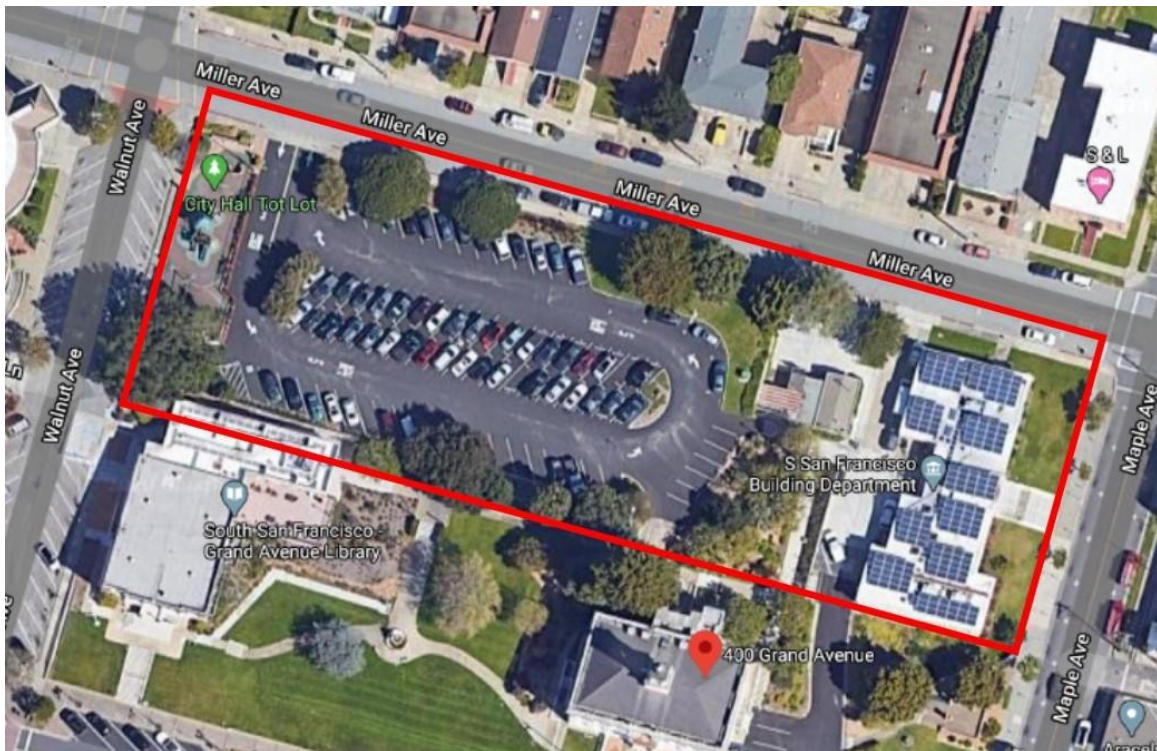


Figure 1

In May 2019, Watry Design, Inc. provided two (2) conceptual design options for a new parking garage in the Downtown area: 1) Base design, which includes a partially below-grade parking structure under what is currently the City Hall parking lot, and 2) Base design with below-grade parking, a rooftop park, and a new, larger office building to replace the existing Annex Office Building. Design option 2 presents an opportunity to explore a P3 as a means of financing the new parking garage and a new office building for City use, as well as potential additional commercial tenants if space allows.

The City envisions this P3 as a lease-leaseback deal, where the City would enter into a long-term ground lease with a private company that would design, construct, and operate the new parking garage, all or a portion of a new office building, and build the park facilities (there are public park funds that may be contributed to the deal for this facility). These facilities would be leased back to the City for the City's use.

### PROJECT SCOPE OF WORK

The selected consultant will provide the City with technical assistance, working with the City to evaluate the scope of the P3 project, identifying potential P3 partners, developing a RFQ/RFP, selecting a private partners, and assisting in the development of contract documents. The selected consultant will potentially be asked to assist the City with implementation of the P3 project under a subsequent contract with the City or amendment to the first contract. The City intends to contract with the team that best demonstrates experience and expertise in facilitating P3 projects, including financial analysis, risk assessment, solicitation and selection of development partners, contract development, and implementation oversight.

The City anticipates the scope of work envisioned in this RFP will include the following.

#### Phase 1 – Strategic Development of Project Scope

- Development of team organization.
- Development of project schedule.
- Development of a communications structure for the project.
- Development of project concept and objectives including financial analysis and modeling.
- Validate City's selection of the City Hall parking lot as the ideal location for a downtown parking garage.
- Perform a preliminary risk analysis and prepare a financial model of alternatives.
- Development of a detailed analysis on the structuring and execution of the project. Assess cost, life cycle cost, revenue and other information and make recommendations on additional data necessary to refine the financial model, including cost and revenue estimates and life cycle cost analysis.
- Identify and evaluate the interest of potential partners.

#### Phase 2 – Procurement

- Develop qualifications criteria and issue RFQ for potential partners.
- Review and evaluate the submitted qualifications.
- Prepare RFP and develop criteria for evaluating proposals.
- Negotiation of project design and business terms with proposers.
- Develop and finalize contract documents.

#### Optional Phase 3 – Implementation

- Provide services as needed through the design and construction of the new garage and office space.

### SUBMITTAL REQUIREMENTS

Submittals shall include a complete response to the requirements outlined in this section. Submittals should be a straightforward delineation of the consultant's capability to satisfy the intent and requirements of this RFP. An officer authorized to make the submittal should sign the cover letter.

To be deemed responsive, submittals must include the following elements.

1. Cover Letter

- Provide a cover letter expressing your interest in and affirming your availability to provide consulting services to develop and implement P3 for a new parking garage, new Downtown park, and new office building for the City.
- Provide a detailed description of your firm's proposed approach to the scope of work and how it intends to ensure that the City's needs will be met.
- Include name, address, phone number, and email address of the primary contact, as well as their title and capacity within the organization.

2. Company Profile and Qualifications

- A statement of the individual or firm's philosophy, goals, vision statements and/or guiding principles.
- Summary of representative services or projects managed and specifically staffed by the individuals likely to be assigned to City projects.
- Describe the individual or firm's qualifications to provide any or all of the Consulting Services Needed, as outlined above.
- Demonstrated excellence in the preparation, evaluation and ranking of RFQs and RFPs to select P3 teams.
- Demonstrated experience building financial models, including an understanding of all the financial options available, leading to a solid business case.
- Demonstrated experience working with multiple stakeholders, including the City's project team and sub-consultants.
- Provide excerpts of relevant sample work.

3. Team Members

- Identify the project manager and senior level staff likely to be assigned to work on City projects, as well as any proposed sub-consultants and their staffs.
- Include the qualifications and relevant experience for the identified team members.

4. References

- Complete contact information for a minimum of three recent clients for whom similar services described in this RFP have been performed.

5. Budget

- Provide an estimated proposal budget and a list of hourly compensation rates for all positions that may work on projects for the City.

**SUBMITTAL DEADLINE**

Interested firms should provide an electronic copy of its submittal via email to [heather.ruiz@ssf.net](mailto:heather.ruiz@ssf.net) by March 27, 2020, **no later** than 5:00 PM.

Should you have any questions concerning this RFP, please contact Heather Ruiz, Management Analyst, at [heather.ruiz@ssf.net](mailto:heather.ruiz@ssf.net) or (650) 829-6621.

## LIMITATIONS & CONDITIONS

The City reserves the right to:

- Request additional information.
- Extend the due date of the RFP.
- Interview none, any or all developers that submit responses to the RFP.
- Reject, in whole or in part, any or all qualifications submittals, and to waive minor irregularities in the submittal.
- Seek and obtain additional qualifications beyond the due date if the qualifications received are unsatisfactory.
- Cancel, in whole or in part, this Request for Qualifications solicitation.
- The RFP is not a contract or a commitment of any kind by the City and does not commit the City to award exclusive negotiating and/or development rights.
- No reimbursement will be made by the City for any cost incurred by developers in preparation of the response to this RFP.
- The issuance of this RFP does not constitute an agreement by the City that the City Council will actually enter into any contract.
- The information presented in this RFP and in any report or other information provided by the City is provided solely for the convenience of the interested parties. It is the responsibility of interested parties to assure themselves that the information contained in this RFP or other documents is accurate and complete. The City and its advisors provide no representations, assurances or warranties pertaining to the accuracy of the information.
- All responses to this RFP shall become the property of the City. The City may use any and all ideas and materials included in any submittal, whether or not the respondent is selected as the developer.
- Proposals and all other information and documents submitted in response to this RFP are subject to the California Public Records Act, California Government Code §§ 6250 through 6276.48) (CPRA), which generally mandates the disclosure of documents in the possession of the City upon the request of any person, unless the content of the document falls within a specific exemption category.
- Non-Liability: By participating in the RFP process, each respondent agrees to hold the Successor Agency and City and its and their officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP.