



REQUEST FOR PROPOSALS

Activation of Downtown Public Access Walkway called “The Breezeway”

Issued: Tuesday, October 29, 2019

Submittal Deadline: Tuesday, December 10, 2019

INTRODUCTION

The City of South San Francisco is seeking interest in partnering with an organization or entity on a key concept that will help activate a vacant public property (“the Breezeway”) in the City’s downtown corridor. The City envisions a use, either on an interim basis, or as a permanent use that will encourage additional foot traffic downtown, and complement the neighboring retail and restaurant uses along the Grand Avenue corridor. This vision is part of the City’s effort to build on the revitalization efforts in the downtown core.

This RFP is open to all interested parties. If a Letter of Interest was not already submitted to the City through the Request for Interest (RFI) solicitation, please also refer to the RFI document and include a Letter of Interest with the proposal. The RFI document can be found [here](#), or by emailing Ernesto.lucero@ssf.net.

QUESTIONS TO BE ANSWERED BY PROPOSER

Please provide the following information and answers in a proposal:

1. Please provide any additional details that were not already provided related to the project description. Please also include a detailed conceptual site plan to include: access points, the public access walkway with no less than 12 feet in width and programming of the site.
2. What is the estimated timeline for site preparation, installation/construction, and opening?
3. Is the concept proposed an interim use (3 years or less) or more of a permanent use (3 years or more)?
4. Identify public restroom needs. No restrooms will be provided by the City. Please provide information on any public restroom requirements relevant to the proposed concept, and how the use of public restrooms will be addressed.
5. Identify the hours of operation, and hours of non-operation. What are the proposed hours of operation? What are plans to maintain the site during non-operating hours? Will the site still be accessible (excluding the public access walkway portion) during non-operating hours?
6. How will security be addressed? Are there any supplies or materials that need to be secured during non-operation hours?
7. What is the plan to maintain the site to keep it in an orderly and clean state?
8. What is the plan to maintain the surrounding areas of the site, specifically the 4th Lane alley to the north, and the Grand Avenue sidewalk?
9. What utilities will be needed for use?
10. How will ADA needs be addressed?
11. How will lighting be supplied and maintained during operating and non-operating hours?
12. If there are any vehicles or supplies that are moved onto the site during operation hours, what is the plan to move them onsite and offsite in a safe manner, as the site is required to maintain a pedestrian walkway at all times?
13. Describe any signage or art installations that are proposed for the site.
14. How will the proposed concept handle any weather elements (wind, rain, etc)?
15. What is the estimated budget for the proposed concept? Please provide a preliminary proforma for consideration.
16. If the concept being proposed is not selected for this specific site, are there alternate sites being considered within the City?
17. The City is offering the site as is, with no additional resources dedicated to enhanced infrastructure, alternate landscaping, or additional funds to support the proposed concept. If the concept requires extra resources, please identify those in the proposal to ensure any logistical challenges can be accommodated.

PROPOSAL REQUIREMENTS

Please address the questions asked in this RFP. Information requested in this RFP may be submitted electronically via email to Ernesto.lucero@ssf.net, with the subject headline "Breezeway RFP."

PROPOSAL DEADLINE

Information requested must be received no later than 5:00pm on Tuesday, December 10, 2019.

Should you have any questions concerning this RFP, please contact Ernesto Lucero, Economic Development Coordinator, at ernesto.lucero@ssf.net or (650) 829-6648.

LIMITATIONS & CONDITIONS

The City reserves the right to:

- Request additional information.
- Extend the due date of the RFP.
- Reject, in whole or in part, any or all submittals, and to waive minor irregularities in the submittal.
- Seek and obtain additional proposals beyond the due date if the submittals received are unsatisfactory.
- Cancel, in whole or in part, this Request for Proposals solicitation.
- No reimbursement will be made by the City for any cost incurred by firms in preparation of the response to this RFP.
- The issuance of this RFP does not constitute an agreement by the City.
- 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 consultant.
- 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 City and its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP.