

CITY AND COUNTY OF SAN FRANCISCO
PLANNING DEPARTMENT



Request for Proposals #CP-07/08-001

**Environmental Impact Analysis and Report for the
Transit Center District Plan and Transit Tower**

Date issued:	JULY 23, 2007
Pre-proposal conference:	1:00 P.M., August 7, 2007
Proposal due:	5:00 P.M., August
	<u>30 September 6, 2007</u>

Request for Proposals for Transit Center District Plan and Transit Tower EIR

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Appendices:

- A. Federal forms and information as adapted for use in federally funded projects through the Transbay Joint Powers Authority (“TJPA”). (Note: This is a separate document/file to be downloaded from this RFP posting on the City’s Office of Contract Administration (OCA) web site (www.sfgov.org/oca). Click on the “Bids & Contracts Database” link, and then the link to “Consultants and Professional Services.”)
- B. List of standard City and County of San Francisco (“the City”) forms required for firms who are interested in doing business with the City and the Internet sites from which they can be downloaded.
- C. Agreement for Professional Services (form P-500) (Note: This is a separate document/file to be downloaded from this RFP posting on the City’s Office of Contract Administration (OCA) web site (www.sfgov.org/oca). Click on the “Bids & Contracts Database” link, and then the link to “Consultants and Professional Services.”).
- D. San Francisco Planning Department’s map of the project area and schedule

I. Introduction and Schedule

A. General

1. RFP Background and Schedule

The Planning Department (“the Department”) of the City and County of San Francisco (“the City”) issues this request for proposals from qualified consultants to assist the Department in the completion of environmental analysis for the Transit Center District Plan and the Transit Tower. The Department’s Citywide Policy Planning division is preparing this plan and the Transbay Joint Powers Authority (“TJPA”) is serving as the project sponsor for the proposed Transit Tower project.

The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality Act (“CEQA”), the CEQA Guidelines, the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements. The Department’s Major Environmental Analysis division (“MEA”) is responsible for conducting environmental review of projects in the City and County of San Francisco. The consultant will work primarily with a project manager from MEA, who will be the main point of contact.

2. Introduction

The San Francisco Planning Department, established in the City Charter in accordance with State of California mandates, “promotes the orderly, harmonious use of land and improved quality of life for our diverse community and future generations.” The Planning Department maintains and updates the San Francisco General Plan, whose vision governs change and development in the city. The Planning Code is the codification and implementation of this vision. The Department works with community members and other city agencies to create area plans that further the goals and objectives of the General Plan by addressing land use, transportation, urban design, community facilities and economic development.

San Francisco is a compact city located at the northern tip of a peninsula, laid out on a street grid over 49 square miles of rolling topography. Any combination of autos, buses, cable cars, streetcars, bicyclists and pedestrians can be found moving up and over the city’s many hills. The city has long been a magnet for business, culture, retailing, tourism and education. Its rich 150-year history reflects the cultures of the world and gives energetic diversity to its neighborhoods. San Francisco serves as the cultural center of the region, drawing workers and visitors from near and far to a wide range of economic activities including jobs, restaurants, theaters and other nightlife, museums, shopping, special events and festivals, historical sites, and other attractions. This level of activity, combined with the city’s scarce, expensive parking and a “transit first” policy, has resulted in a truly multimodal transportation system.

In 1999, San Francisco’s voters adopted Proposition H calling for Caltrain to be extended downtown by employing tunnel boring techniques to a new or rebuilt regional, inter-modal transit station (referred to herein as the “Transit Center”) on the site of the existing Transbay Terminal that will serve Caltrain, regional and intercity bus lines, MUNI, and high speed rail, and that will have a convenient connection to BART and MUNI metro services. In 2001, State law created the Transbay Joint Powers Authority (“TJPA”) to (i) design, operate and maintain the new Transit Center at the site of the Transbay Terminal to accommodate Caltrain, high speed bullet trains, local and regional bus systems, and other transit operations, and (ii) extend Caltrain 1.3 miles into the downtown (“DTX”) into the new Center from its current terminus at 4th/King Streets. Together the Center and DTX comprise the Transbay Program (“the Program”). The DTX will be designed to facilitate future high-speed rail, and the Transit Center will be a primary northern California terminus of California High-Speed Rail (“CHSR”). The proposed CHSR system will be an electrified high-speed train network that will connect California's major metropolitan areas.

Transbay Redevelopment Plan

In 2005, after certifying an EIS/EIR for the program and the Redevelopment Area, the City adopted the *Transbay Redevelopment Plan*, including *Development Controls and Design Guidelines* jointly crafted by the San Francisco Redevelopment Agency and the San Francisco Planning Department.¹ The plan was meant to achieve the following goals:

- Alleviate blight in the area around the Transbay Terminal;
- Facilitate the development of a new neighborhood on publicly-owned parcels formerly occupied by portions of the I-80 freeway ramps and connectors to the Transbay Terminal; and
- Contribute significant funding toward the Program through tax-increment revenue and the sale of the public parcels for development.

The Transbay Redevelopment Area is generally bounded by Mission, Main, Folsom, and Second Streets. The *Transbay Redevelopment Plan* focuses on the publicly owned parcels in the area (referred to as Zone 1 in the Transbay Redevelopment Plan). A Delegation Agreement with the Planning Department transfers jurisdiction over certain parcels (generally the private parcels) in the Transbay Redevelopment Project Area to the Planning Department (referred to as Zone 2 in the Transbay Redevelopment Plan).

In early 2006, a Mayor's Interagency Working Group reviewed development assumptions in the existing Program to assess ways of securing additional funding for the Program. The Working Group's brief assessment concludes that raising certain height limits and increasing development potential in the area would be consistent with the City's vision for the Transit Center district. It also identifies a potential for generating additional funds for the Program through increased tax increment, land sales, and assessments, which would result from such changes in controls of land use and urban form.

Transit Center District Plan

The City adopted the Urban Design Element of the General Plan in 1971 and the Downtown Plan in 1985, laying the groundwork for the downtown San Francisco we know today: a compact, walkable and dynamic urban center and a dramatic skyline set against the natural backdrop of the city's hills. The Downtown Plan established the growth of the downtown south of Market Street, with its core of greatest density and greatest heights around the Transbay Terminal. At the time, the Embarcadero Freeway created a sharp southern edge to the downtown south of Howard Street. Since the elevated freeway's removal, the City has undertaken several major planning efforts for new downtown neighborhoods (including Rincon Hill and Transbay) and infrastructure investments (Transbay Transit Center). These changes, as well as the fact that significant growth has happened in the 20 years since the Downtown Plan was adopted, demand a new look at the land uses, urban form and public realm of the downtown core. This planning effort is intended to shape the next generation of downtown growth. It will build on the core cherished principles of city building at the heart of the Urban Design Element and Downtown Plan.

The Planning Department has received funding from the San Francisco County Transportation Authority to draft a comprehensive plan for the area around the Transbay Terminal. This Plan will build on the 1985 Downtown Plan vision of the area around the Transbay Terminal as the heart of the new downtown. Consistent with the Transbay Redevelopment Plan, which focuses mostly on public properties south of

¹ The Redevelopment Plan and related documents can be downloaded at http://www.sfgov.org/site/sfra_page.asp?id=5583. The EIS/EIR can be downloaded from the Transbay Joint Powers Authority website at <http://sfgov.org/site/frame.asp?u=http://www.transbaycenter.org>.

the Transit Center along Folsom Street, this new effort will focus on both private properties and properties that the TJPA owns or may own around the Transit Center itself.

3. Plan Description

The Transit Center District Plan will allow the City to take advantage of the opportunities identified by the Mayor's Interagency Working Group to increase the development potential in the Transbay area. The plan will analyze land use and urban form responses to the maturation of the southern side of downtown since 1985 and to the infrastructure improvements that are planned for the area. Following a public planning process that includes detailed analysis and computer simulation (e.g. growth/land use, urban form, shadow, wind, circulation, historic resources), this plan will include new policies and controls for land use, urban form, building design, and public realm improvements for private properties as well as for properties that the TJPA owns or may own in the future in and around the adopted Transbay Redevelopment Project Area and Transbay Transit Center. Studies associated with the planning effort will review the impacts of new development and propose measures to support the Transit Center program and other public infrastructure and amenities in the area. This effort will result in a comprehensive plan and implementing mechanisms, including General Plan, Planning Code and Zoning Map amendments as necessary. The Department intends to propose a draft plan and implementing ordinances for approval in early 2009.

Within the Transit Center District area (the "Plan Area") preliminarily defined by Market, Main, Tehama, and New Montgomery Streets, the Transit Center District Plan will achieve the following:

- Evaluate the Plan Area's potential for development;
- Establish new height and bulk limits and other zoning regulations governing urban form;
- Create appropriate land use controls to capitalize on major transit investment in the downtown core;
- Set forth guidelines and standards to achieve a high-quality public realm and enhanced public amenities;
- Analyze the impacts of new development and propose measures that would help support transit and other public infrastructure improvements.

The Transit Center District Plan and any associated rezoning will specify height limits and development regulations for parcels within the area. One objective of the Transit Center District Plan is to provide an opportunity for development of a significant building, currently called the "Transit Tower," on TJPA-owned property on Mission Street between First and Fremont Streets. The approved Transbay Redevelopment Plan includes a 550-foot tower on the site, which was analyzed in the EIS/EIR; the Transit Center District Plan will consider increasing the height of this proposed tower to 800-1,200 feet.

The Department anticipates awarding a 24-month agreement for a not-to-exceed amount of \$650,000 inclusive of reimbursable expenditures, to the successful candidate.

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B. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City:	<u>July 23 2007</u>
<i>Mandatory</i> Pre-proposal Conference:	<u>August 7, 2007, 1:00 P.M.</u>
Deadline for submission of written questions or requests for clarification:	<u>August 15, 2007, 5:00 P.M.</u>
Deadline for Submission of Proposals:	<u>August 30September 6, 2007, 5:00 P.M. PDT</u>
Oral interview with firms selected for further consideration:	<u>September 5, 2007 (Tentative Date)</u>

II. Scope of Work

The purpose of this task is to prepare an environmental document that meets the requirements of the California Environmental Quality Act (CEQA). Qualified candidates should have experience in the preparation of environmental impact reports (EIRs) for plan area or Specific Plan projects, particularly within a major urban setting. Consultants responding to this RFP must have proven expertise and experience with the full range of environmental issues including analysis of wind and shadow effects.

To successfully manage and complete an EIR for the Transit Center District Plan and the Transit Tower, the Department requests proposals that outline a comprehensive plan of action, and provides for an adequate level of consultant support. Department staff from MEA will manage the EIR and associated technical background studies. With the exception of certain technical analyses being conducted under separate contracts, the selected consultant teams (Consultant) will prepare and distribute the administrative and published drafts of the background studies and the, under the direction of MEA staff. The Planning Department's Citywide Planning division will be conducting the planning process, and there will be ongoing communication between MEA and Citywide Planning throughout the plan and EIR processes.

It is intended that the EIR will analyze increased height limits, new land use controls, and any changes to circulation or other transportation systems in the Plan Area at the programmatic level, and will also address the potential environmental effects of the Transit Tower project at the project level. As with any proposed project, the environmental impacts that the EIR will need to consider will be those that are related to the potential changes resulting from the proposed plan and Transit Tower project, as compared to development that could be permitted under the existing regulations in the area. Primary environmental issues are expected to be transportation, shadow, wind impacts, and visual impacts. The transportation study for the proposed project is being conducted under a separate contract; however, the environmental consultant will be expected to work closely with the transportation consultant, DMJM Harris, in preparing the transportation section of the EIR.

In addition to the transportation study, some other studies that will support the EIR are being conducted, including a Historic Resource Survey, archaeological review, geology and geotechnical analysis, and Phase 1 and Phase 2 (if needed) hazardous materials analysis. The Citywide Planning division is also conducting an economic analysis, a nexus and feasibility analysis, and is engaging a consultant to evaluate existing and potential new approaches to shadow analysis. The findings from these studies will be available to Consultant to inform the preparation of the EIR.

The Department anticipates close collaboration throughout the project phases, with emphases on the early scoping of the document. The selected consultant will also coordinate with TJPA as they define the specific features of the Transit Tower. During the process, the Department will provide information on the area and furnish available data as needed to complete the EIR. The consultant will be expected to perform and deliver the final EIR as proposed within budget and on schedule. The Department also will require regular progress reports be made with respect to key deliverables. The consultant's proposal also should include multiple drafts of necessary background studies and environmental review documents. The target schedule for completion of this project is 18 months following the time of contract certification.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The following are work tasks assumed necessary to complete an environmental impact analysis and report for the Transit Center District Plan and the Transit Tower.

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Task 1: Signed Consultant Contract

Consultant shall refine the project work scope and propose a schedule for inclusion in the signed contract. Upon receipt of the Notice to Proceed from the Department, the consultant shall conduct a project kick-off meeting with key project staff.

Deliverable: Refined project scope of work and schedule.

Task 2: Information Review

Consultant shall review the existing background studies, technical information, and CEQA-related documentation for the area, including but not limited to environmental analysis and background studies associated with the Rincon Hill plan and the Transbay Redevelopment Plan, and identify what materials are available for use to inform the Transit Center District Plan EIR.

Deliverable: Inventory of available background information.

Task 3: Project Description and Alternatives

In coordination with Citywide Planning and MEA, Consultant shall prepare a preliminary project description as a starting point for the Notice of Preparation and for the Draft EIR, and shall identify alternatives to be analyzed. It is anticipated that the depth of analysis of alternatives will be relatively extensive; therefore, early identification of potential alternatives for analysis will be important to the overall EIR schedule.

Deliverable: Preliminary Project Description and Alternatives memorandum.

Task 4: Notice of Preparation/Public Scoping Meeting

In accordance with CEQA regulations, Consultant shall prepare and distribute a Notice of Preparation for the Transit Center District Plan and Transit Tower EIR and shall conduct one public project scoping meeting. MEA shall review at least two drafts of the Notice of Preparation prior to issuance to the public and shall also review the Public Scoping Meeting agenda. Consultant shall be responsible for notifying and contacting all relevant community groups, public agencies and individuals. The Notice of Preparation shall be distributed by the consultant in conformance with CEQA regulations. Consultant shall arrange for a court reporter to attend the Public Scoping Meeting and provide a written transcription of the testimony.

Deliverables: Draft and Final Notice of Preparation; Scoping Meeting; transcript of Scoping Meeting.

Task 5: Technical Analyses

This task describes the expected technical analysis that will be needed to complete the EIR, including the analysis needed for the project-level environmental review for the Transit Tower. As described above, some analysis needed for the EIR is being completed under separate contracts. The Citywide Planning Division is also conducting studies regarding wind, shadow, and visual impacts that can be used to inform the EIR analysis for these topic areas, although additional technical analysis of these topics will be necessary for the purposes of the EIR. It is anticipated that the following technical analysis will be needed to complete the CEQA review:

- Visual analysis using photomontages, as well as other tools identified by the Consultant, to compare potential development under existing and proposed new height limits.
- Wind study, including modeling of ground-level wind acceleration. Responses should include discussion of potential methodology to be used for wind impact analysis, and should also

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provide for close coordination with the Planning Department to consider appropriate wind analysis methodology.

- Shadow study, including peer review of the shadow analysis conducted by the Citywide Planning Division as part of the planning process.
- Infrastructure Analysis to assess the CEQA-related impacts of the proposed project on infrastructure such as water and sewer systems and public services such as parks, and identify appropriate mitigation mechanisms for any identified service deficiencies resulting from the proposed project.

Consultant should assume that two drafts (preliminary and final) of the technical study may be required.

Deliverables: Draft and final technical analyses; coordination meetings between MEA, Citywide Planning, TJPA, and Consultant.

Task 6: Draft Environmental Impact Report

Consultant shall prepare a Draft Environmental Impact Report that meets the requirements of CEQA. The DEIR shall describe and discuss the potential environmental impacts of the Transit Center District Plan at the program level and the Transit Tower at the project level.

With the aforementioned topics in mind the EIR should include, but not necessarily be limited to the following:

- *Land Use and Land Use Planning.* Project level analysis should be performed on the proposed Transit Tower. Program level analysis should address both planned changes in land use controls and other implementation mechanisms included in the plan, and projected land use changes as described in the economic analysis. The EIR will also need to address the potential “blight” effects of the proposed project on other parts of San Francisco or surrounding areas, as appropriate.
- *Aesthetics.* Potential visual impacts should be identified based on the photomontages and other visual studies. This issue will be considered in depth by the Citywide Planning Division and extensive additional background information for the EIR should be available.
- *Population and Housing.* The effects on population and housing should be described, using both the economic analysis being prepared for the Citywide Planning Division and additional analysis conducted by Consultant, using source material from the Planning Department and from other data sources.
- *Cultural Resources.* In close coordination with MEA’s staff archaeologist and the Department’s Historic Preservation staff, Consultant shall summarize the results of the Historic Resource Survey and the ARDTP being prepared under separate contract, and shall identify potential mitigation measures for any identified potentially significant impacts.
- *Transportation/Circulation.* Consultant shall summarize and describe the transportation analysis conducted by DMJM Harris for the proposed project. Consultant should be prepared to work with DMJM Harris on the preparation of this section.
- *Noise.* Analysis shall be based in part on the results of the transportation analysis, as well as potential construction-related noise and vibration impacts.
- *Air Quality.* Operational and construction air quality impacts of the proposed project should be analyzed, including analysis of potential greenhouse gas effects of the proposed project.
- *Wind and Shadow.* The shadow section should include both a discussion of the shadow analysis for the proposed project and an evaluation of any alternative methodology used by the Citywide Planning Division to quantify additional shadow resulting from the proposed project.

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- *Recreation and Public Space.* Consultant will use the Infrastructure Analysis to support discussion and conclusions regarding recreation facilities.
- *Utilities and Service Systems.* Consultant will use the Infrastructure Analysis to support discussion and conclusions regarding utilities.
- *Public Services.* Consultant will use the Infrastructure Analysis to support discussion and conclusions regarding public services.
- *Biological Resources*
- *Geology and Soils.* A geotechnical analysis will be conducted under a separate contract and will be available to Consultant. The analysis should consider and identify any geological issues associated with building construction in the vicinity of the future underground Caltrain extension tunnel.
- *Hydrology and Water Quality*
- *Hazards and Hazardous Materials.* Consultant shall use the results of the Phase 1 study and any subsequent studies deemed necessary by the Department and/or the Department of Public Health to analyze potential impacts associated with hazardous materials.
- *Mineral and Energy Resources*
- *Agricultural Resources*

The DEIR shall contain all of the information specified in CEQA and the CEQA Guidelines. In coordination with Consultant, Citywide Planning, and TJPA, MEA will identify alternatives to the proposed project for analysis. In addition to the reduced impact alternatives required for CEQA compliance, MEA may also stipulate that an additional alternative be analyzed that reflects individual projects proposed in the project area, at heights that may not be consistent with those ultimately recommended by the Department.

Consultant shall be responsible for distribution of the DEIR in accordance with CEQA and Chapter 31 of the San Francisco Administrative Code. This task shall include attending at least one public hearing on the Draft EIR and retention of court recorder services for this public hearing before the Planning Commission.

Deliverables: Three Administrative drafts and a screen check copy; Draft EIR

Task 7: Response to Comments

Following the 45-60 day public review period, Consultant shall prepare two administrative drafts and a final response to comments. Consultant shall distribute Response to Comments in accordance with CEQA regulations. It is understood that any time for this task included in Consultant's response will be an estimate, and that the contract amount may need to be revised once the DEIR comment period is completed.

Deliverables: Two Administrative drafts, one screencheck draft, and a final Response to Comments document.

Task 8: Certification of Environmental Impact Report

Consultant shall attend public hearing or hearings on the Final EIR before Planning Commission. Consultant shall also assist as needed in the preparation of a response to any appeal filed on the EIR certification, and shall attend public hearing or hearings before the Board of Supervisors for its consideration of an appeal. After the document is certified and a Notice of Determination has been filed, Consultant shall prepare a consolidated Final EIR document.

Deliverables: Materials to support appeal response; Final EIR

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Additional EIR Tasks

- Assist the department with the formulation of alternatives and mitigation measures.
- Be logistically involved in the public scoping meetings.
- Prepare a Mitigation Monitoring and Reporting Program.
- Arrange and attend meetings as necessary to achieve the scope of the required work.
- Coordinate with TJPA in the process of selecting a building design and defining the Transit Tower project.

III. Submission Requirements

A. Time and Place for Submission of Proposals

The required number of proposals and related documents (see below) must be received by the Receptionist in Suite 400 (Fourth Floor) of the San Francisco Planning Department at 1650 Mission Street, San Francisco, CA 94103 no later than 5:00 P.M. Pacific Time, on ~~August 30~~[September 6](#), 2007. This is a firm deadline and delivery point. Submissions via facsimile (“faxes”) or e-mail will not be accepted. Proposals may be delivered in person or sent via United States Postal Service or other delivery service such as Federal Express to:

CP-0708-001 TCDP EIR
ATTN MIKHAEL P HART
SAN FRANCISCO PLANNING DEPARTMENT
1650 MISSION ST STE 400
SAN FRANCISCO CA 94103-2414

Proposers shall submit six copies of the proposal and two copies, separately bound, of required federal forms in a sealed envelope clearly marked “Transit Center District Plan and Transit Tower EIR” to the above location.

Late submissions will not be considered. Postmarks, delivery slips, or other documents will not be considered in judging the timeliness of submissions.

B. Format

The department will place proposals in three-ring binders for the review panel. Please use three-hole recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the Department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1” on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

You must also submit an electronic version of the proposal.

C. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. Letter of Introduction and Executive Summary (up to 3 pages)

Submit a letter of introduction, addressed to Dean L. Macris, Director of Planning, and an executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in

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the proposal. [Note: your proposals must be delivered or mailed to the attention of Mikhael P. Hart for processing as indicated in III.A above and not to the Director of Planning.]

2. Project Approach (up to 10 pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks;
- b. Schedule and ability to complete the project within the City's required time frame (please refer to the Department's schedule in Appendix D and allow three weeks for MEA's review of all technical background reports);
- c. Assignment of work within your firm's work team;
- d. Organization chart; and
- e. Section on how you will manage the project (e.g., milestones, reports, etc.).

3. Firm Qualifications (up to 7 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, as well as how any joint venture or association would be structured;
- c. A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each;
- d. A statement on your firm's or subconsultants' experience with developing nexus studies; and
- e. Include a separate sample of your firm's work.

4. Team Qualifications (up to 8 pages plus resumes)

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

(Note: Please include on your team an engineering estimator for development of cost estimates for mitigations.)

- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary. (Note: please do not include resumes or qualifications for any team member working less than 10% of their time on the project.)

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5. References (up to 2 pages)

Provide references for the lead consulting firm, lead project manager (at least three from recent projects), and all subconsultants, including a name, address, telephone number, fax and e-mail address for each client. For the lead consulting firm, please provide this information for at least two but no more than three recent clients (preferably other public agencies); please provide at least one but no more than two such references for each subconsultant.

6. Budget

Provide a task level budget that details for each task the person(s) assigned, hours and cost. Your total budget should not to exceed \$650,000.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

In order to be considered for selection, Consultant shall have completed or made substantial progress as the primary preparer of at least three Environmental Impact Reports of comparable scope and complexity. Any proposal that does not demonstrate that the proposer meets this minimum requirement by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in environmental impact and CEQA analyses and reports. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to three of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

1. Project Approach (40 points)

- a. Understanding of the project and the tasks to be performed, etc.
- b. Reasonableness of work schedule and budget.
- c. Ability to prepare deliverables on time.
- d. Ability and willingness to work within MEA's requirements.

2. Assigned Project Staff (20 points)

- a. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
- b. Professional qualifications and education; and
- c. Workload, staff availability and accessibility.

3. Experience of Firm and Subconsultants (30 points)

- a. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
- b. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
- c. Experience with similar projects; and
- d. Results of reference checks.

4. Budget (10 points)

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Oral Presentation and Interview

Following the evaluation of the written proposals, up to three proposers receiving the highest scores will be invited to make an oral presentation and be interviewed. The interview will consist of standard questions asked of each of the proposers.

The San Francisco Planning Department will select the firm based on combined written proposal and oral interview scores.

V. Pre-proposal Conference and Contract award

A. Mandatory Pre-Proposal Conference

Proposers must attend a pre-proposal conference on **August 7, 2007**, at **1:00 P.M.**, to be held at the San Francisco Planning Department, 1650 Mission Street, Suite 400 in San Francisco, CA 94103. Potential subcontractors are not required to attend the pre-proposal conference, however they are strongly encouraged to do so. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

B. Contract Award

The San Francisco Planning Department will select a proposer with whom Department staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the San Francisco Planning Department, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

- For questions/clarifications regarding the specific services solicited through this RFP:
Sarah B. Jones, AICP, Tel: 415-575-9034; E-mail: Sarah.B.Jones@sfgov.org; Fax: 415-558-6409
- For questions/clarifications regarding the RFP process and City contract requirements:
Mikhael P. Hart, Tel: 415-575-6930; E-mail: Mikhael.P.Hart@sfgov.org; Fax: 415-558-6409
- For questions/clarifications regarding Transbay Joint Powers Authority requirements and federal forms: Edmond Sum, Tel: 415-597-4040; E-mail: esum@transbaycenter.org; Fax: 415-597-5615

Inquiries must be received by August 15, 2007 at 5:00 P.M. All substantive questions will be included in a Questions and Answers document that will be posted on the Planning Department's website.

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. 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 Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer’s Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer’s re-election campaign
- a candidate for that officer’s office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a

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contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' 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 contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization'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 contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. 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 proposer's meetings and records, and (2) a summary of 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.

L. Reservations of Rights by the City

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

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any

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materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;

5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

M. 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.

N. Federal Bid and Contract Requirements

These services are partially funded with federal dollars through the TJPA. Therefore, the City's Local Business Enterprise and Non-Discrimination in Contracting Ordinance requirements as set forth in Chapter 14B of the San Francisco Administrative Code do not apply for this RFP and have been superseded by federal bid and contract requirements.

Proposers must complete all required federal forms and comply with all federal requirements governing this RFP process and any contract award. Please see Appendix A.

If you have any questions concerning the federal requirements and related forms, you may call Edmond Sum, Engineering Manager / Contract Compliance for the Transbay Joint Powers Authority at 415-597-4040

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§34 in the Agreement); the Minimum Compensation Ordinance (§43 in the Agreement); the Health Care Accountability Ordinance (§44 in the Agreement); the First Source Hiring Program (§45 in the Agreement); and applicable conflict of interest laws (§23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at www.sfhrc.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 in the Agreement.

Note that the gross hourly compensation for covered employees for For-Profit entities is \$10.77.

The MCO rate for non-profit corporations and government entities shall remain at \$9.00. If a Covered Employee of a Nonprofit Corporation works in San Francisco, then that employee is covered by San Francisco's Minimum Wage Ordinance, which is Chapter 12R of the Administrative Code. As of January 1, 2007, Chapter 12R's minimum wage is \$9.14 per hour.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse.

D. Health Care Accountability Ordinance (HCAO)

The successful 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 S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at www.sfgov.org/moed/fshp.htm and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws 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 successful 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 Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest to the Department. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. 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 law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for 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 law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. 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 notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

San Francisco Planning Department
Attn. Mikhael P. Hart
1650 Mission Street, Suite 400
San Francisco, CA 94103-2479
Fax: 415-558-6409
E-mail: mikhael.p.hart@sfgov.org

Appendix B Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor’s answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller’s Office at (415) 554-6702.

All forms listed below can be found and downloaded by pointing your Internet browser to www.sfgov.org/oca and clicking on the link to “Required Vendor Forms.”

Item	Form Name	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification	W-9	<i>The City needs the contractor’s taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.</i>	Controller’s Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as “conducting business in San Francisco” must register with the Tax Collector.	Controller’s Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702

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Item	Form Name	Form	Description	Return the form to; For more info
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits	HRC-12B-101	Contractors tell the City if their personnel policies meet the City’s requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500