CITY OF SAN DIEGO
ECONOMIC DEVELOPMENT DEPARTMENT – REAL ESTATE DIVISION
1200 Third Avenue, Suite 1400
San Diego, CA 92101-4195

REQUEST FOR PROPOSALS (RFP)

RENOVATION, REHABILITATION, OPERATION, LEASING AND MAINTENANCE OF THE HODGES GOLF IMPROVEMENT CENTER LOCATED AT 12675 SUNSET DRIVE, ESCONDIDO, CA 92025 FOR EVERYTHING RELATED TO GOLF PRACTICING, LESSONS, SOCIALIZING, FITNESS, AND RECREATION.

RFP # 2026-0925A

KEY RFP DATES

Solicitation Issued:	September 25, 2026
Site Visit:	October 5, 2026 (9:00 am to 11:00 am)
Submit Questions By:	October 12, 2026
Submit Proposals By:	October 29, 2026
Interviews:	The week of November 16, 2026
Land Use & Housing Committee:	TBD

All INQUIRIES REGARDING THIS RFP SHALL BE DIRECTED TO:

HodgesGolfRFP@sandiego.gov

REQUEST FOR PROPOSALS (RFP) SIGNATURE PAGE

Duration of Offer: By submitting a proposal, the proposer guarantees that the offer is firm for one hundred and eighty (180) calendar days commencing the day following the RFP closing date. Proposer agrees to accept the resulting contract subject to the terms and conditions stated herein. If an award is not made during that period, proposer's offer shall automatically extend for ninety (90) calendar days unless the proposer indicates otherwise in writing thirty (30) calendar days prior to the end of the one hundred and eighty (180) calendar day period to the City's contact e-mail address listed above.

Proposer: _____

Street Address: _____

City: _____

Telephone No.: _____

E-Mail: _____

PROPOSER'S AUTHORIZED REPRESENTATIVE. Proposer is required to sign this document and include it in their proposal submission.

Proposer agrees to furnish and deliver all goods and/or provide all services set forth or otherwise identified above subject to the terms and conditions specified herein.

An original signature below is required. If the RFP is being submitted by more than one entity/individual, each entity/individual must sign and submit this page separately along with the proposal. By signing below, the signer declares under penalty of perjury that signer is authorized to submit and sign this proposal.

Signature of Proposer's Authorized Representative

_____
Print Name

_____
Title

_____
Signature

_____
Date

I. INTRODUCTION

A. PURPOSE AND SCOPE OF SOLICITATION

The City of San Diego (City) is requesting proposals from well qualified organizations or individuals (hereinafter referred to as Proposer(s) to enter into a Lease Agreement to maintain, operate, and lease the Hodges Golf Improvement Center located at 12675 Sunset Drive, Escondido, CA 92025 (Property) to oversee the day-to-day operations of the driving range, including organizing events, and other activities associated with driving range usage.

All proposals shall provide at a minimum the following primary services (Primary Uses):

- Management and Operation of the Golfing Facilities
- Event Hosting
- Pro Shop Operations
- Instruction and Coaching
- Training and Instruction Programs
- Food and Beverage Services
- Equipment and Maintenance Services
- Socializing and Networking

The City desires to have an operator who provides a high level of service to the local and regional community, while operating the Property in a fiscally responsible manner. The City is also seeking proposals that include the operation, leasing, and rehabilitation, development and maintenance of the Property.

B. BACKGROUND & PROPERTY DESCRIPTION

The Hodges Golf Improvement Center is located immediately off of the I-15 freeway adjacent to the Escondido Mall and The Vineyard at Escondido Golf Course, providing direct access to the thriving Escondido golf community.

The facilities, located on a 17.47-acre parcel, include a lighted 54-bay driving range, synthetic and grass putting areas, short-game area, pro-shop, a separate golf instruction area combined with maintenance facilities, as well as an approximately 100-stall parking lot.

C. ZERO EMISSIONS BUILDING POLICY

Any design or renovation of the Property will be required to comply with Council Policy 900-03 –The Zero Emissions Municipal Buildings & Operations Policy (ZEMBOP) lease requirements which became effective on January 1, 2024. The City of San Diego conducted four webinars during October 2023 to discuss those requirements with lessee and interested parties. Links to the webinars are below:

https://www.sandiego.gov/sustainability-mobility/energy/muni-energy/me-policies-plans/zembop-lease .

For more information on the City's Municipal Energy Policies and Plans please visit the following link:

https://www.sandiego.gov/sustainability-mobility/energy/muni-energy/me-policies-plans

II. INSTRUCTIONS TO PROPOSERS AND SUBMITTAL REQUIREMENTS

A. RESPONSIBILITIES OF PROPOSER

1. Proposer is responsible for carefully examining this RFP and all documents incorporated into this RFP by reference before submitting a proposal.

2. Proposer is responsible for making all investigations and examinations necessary for formulating proposals and operating the Property. Submission of a proposal will be considered evidence that Proposer has familiarized themselves with the nature and extent of the requirements and have made such investigations and examinations.

3. The Selected Proposer shall be responsible for obtaining all necessary approvals and permits, as required.

B. PROPOSAL CONTENTS

ALL PROPOSALS MUST INCLUDE, AT A MINIMUM, THE INFORMATION SPECIFIED BELOW.

Failure to include the information specified below may be cause for the City to deem the proposal non-responsive and result in its complete rejection. The inclusion of any additional information that will assist the City in the evaluation is encouraged. The adequacy, depth and clarity of the proposal will influence its evaluation as stated in Section III.

The proposal submitted must be complete and evaluation and selection of proposals shall be strictly based on the material contained in the proposals alone. Proposers are advised to submit thorough, complete proposals, since the City reserves the right to make a selection based solely on the information contained in submitted proposals and presented in the interview.

Each proposal **MUST** include the following items:

1. Response Cover Letter. Proposer shall submit a cover letter that summarizes why Proposer believes they should be selected by the City to enter into a Lease Agreement for the operation and maintenance of the Property.

2. Request for Proposals (RFP) Signature Page. Proposer must submit with its proposal the signed Request for Proposals (RFP) Signature Page(s) located on Page 1.

3. Summary of Experience.

   a) A resume or summary of each Proposer's direct experience and qualifications in operating driving ranges, golf courses and/or operations similar to those presented in the proposal and requested in this RFP.

   b) The names and contact information from a minimum of three (3) references who can provide a referral of Proposer's experience in coordinating the renovation, rehabilitation, operation, leasing and maintenance of golf course. These references should be able to speak to the Proposer's experience in managing driving ranges and/or golf course facilities for operation during the past three (3) years.

   c) For proposals with multiple Proposers, if a Proposer is not going to be involved in the day-to-day operations of the Property, then that Proposer must include qualifications and verification that all persons to be employed in a management capacity at the Property are sufficiently qualified to satisfy the requirements of this RFP.

   d) Proposals with multiple Proposers, if a Proposer is not going to be involved in the day-to-day operations of the Property, then that Proposer must include qualifications and verification that all persons to be employed in a management capacity at the Property are sufficiently qualified to satisfy the requirements of this RFP.

4. Financial Statements. Each Proposer must include in their proposal:

   a) financial statements for the preceding three (3) years that were audited or prepared by a certified public accountant; **or,**

   b) tax returns for the preceding three (3) years; **or,**

   c) substantial justification as to why three (3) years of financial statements or tax returns cannot be provided.

   Each Proposer shall submit a full and detailed statement of their true financial condition as of January 1, 2026, or as recent as possible if that date is not available. The statement shall include the Proposer's assets, liabilities and net worth, including the availability of operational capital (equity and debt) and its source. If the Proposer plans to use debt capital, then the amount of debt capital proposed for the improvements and operation of the Property, and its source and terms of repayment, must be included.

5. Operating Plan. Each Proposer must submit their proposed Operating Plan, which shall include a detailed plan highlighting how the Property will be operated if the Lease Agreement is awarded. The Operating Plan must include the following, at a minimum:

a) A detailed description of the types of uses, activities and services proposed to be offered at the Property (Proposed Uses) and how the Property will be operated.

b) A detailed plan, including a timeline, demonstrating how the Proposer intends to secure the necessary services, goods, and contracts to ensure the continuity of operations at the Property, without interruption upon commencement of the lease.

c) Proposer's required qualifications, including qualifications for the on-site personnel in charge of conducting and operating the facilities.

d) A detailed description of the Proposer's organizational structure; a list of the leadership/management team, the responsibilities of the leadership/management team, staff and any other personnel/member which are proposed to be involved in the operations under the lease.

e) A detailed plan for any proposed renovations of existing structures, repairs and/or maintenance of the Property. The plan must include, but is not limited to: project description, location, impact to operations, cost estimates, and timing for construction. All renovations of existing structures, repairs and/or maintenance are subject to City approval and will be negotiated with the Selected Proposer. These required improvements should include, at minimum, but are not limited to:

   i. Rehabilitation of the sod located throughout the Property including in the driving range.

   ii. Increased netting height to prevent stray balls from entering the adjacent riverbed.

   iii. Improved technology and user experience for driving range users.

   iv. Improvements to the pro shop that provide opportunities for expanded food and beverage services.

f) A proforma outlining anticipated monthly and/or annual revenues that would be generated through the lease term broken into each individual revenue streamed that would be generated through the Permitted Uses at the Property.

Proposer shall pay fair market rent acceptable to City and as determined by an appraisal to be completed during the lease negotiation process. Rent charged will be the greater of an established minimum rent or a percentage of gross revenue. The Proposer will need to provide a proposed minimum rent and percentage rent figure.

If the Proposer intends to request a modification of any of the identified terms or conditions in the draft Lease Agreement, including the ability to pay market rent, such request must be included in the proposal in order to be considered.

All aspects of the Operating Plan, including Proposed uses, fees and improvements, are subject to approval and/or modification by the City.

Proposals shall consider all applicable laws and available industry guidelines as they apply to liability, public health standards, Americans with Disabilities Act (ADA) access and the highest standards of maintenance of all facilities and equipment. Proposals must address any required off-site improvements, including but not limited to, drainage, gutters, walkways, utilities, landscaping and ADA compliance for the Property.

6. Work Force Report. Each Proposer shall submit a completed Work Force Report (RFP Ehibit B).

7. Lessee Questionnaire. Each Proposer shall submit a completed Lessee Questionnaire (RFP Exhibit C).

8. Certification. By submission of a proposal, the Proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local departments or agencies. Proposer shall submit with its proposal a completed Contractor Standards Pledge of Compliance (RFP Exhibit D).

9. Business Tax Certificate. Proposers shall submit with its proposal a copy of their business tax certificate or a copy of their application receipt.

C. PROPOSAL SUBMISSION

1. Due Date. Proposals must be received via e-mail, or delivered to the address listed below, time stamped no later than 5:00 P.S.T. on October 29, 2026. Proposals that are time stamped after 5:00 P.S.T. will be deemed non-responsive, so please allow time for your e-mail to upload and download, confirmation of receipt will be provided via e-mail. For flash drive deliveries, please allow time to park, be processed through security and call for a staff member to accept and time stamp your submittal. The City will have no responsibility for proposals that are not time stamped, or are time stamped after 5:00 P.S.T. no matter what the reason.

2. Electronic Submission of Proposals. All Proposers are required to submit their proposals electronically to:

HodgesGolfRFP@sandiego.gov

As an alternative to e-mail, the City will accept proposals on a USB flash drive which can be hand delivered to:

City of San Diego
Economic Development Department
1200 Third Avenue, Suite 1400
San Diego, CA 92101-4195
Attn: Hodges Golf RFP

If hand delivering a flash drive, you must receive a time stamped receipt, signed by a staff member in the Economic Development Department. If you deliver your flash drive to another City department, or do not receive a receipt signed by a staff member in the Economic Development Department, the City will not be responsible for Proposer's failure to obtain a time stamped receipt as directed.

The City will not accept hard copies of proposals.

3. Questions. Written questions must be e-mailed to HodgesGolfRFP@sandiego.gov no later than 5:00 P.S.T. on October 12, 2026. Questions received after 5:00 P.S.T. on October 12, 2026, received in a format other than email and/or that are not directly related to the RFP will not be answered. All responses to questions will be posted on the City's website as an Addendum on October 20, 2026 no later than 5:00 P.S.T.at:

https://www.sandiego.gov/economic-development/real-estate

No oral communications can be relied upon for this RFP.

D. NONCONFORMING PROPOSALS

Proposers requesting deviations from the provisions of this RFP should specifically identify the requirements being deviated from and address the requested deviation in their proposals. The City is not obligated to accept any proposal, whether conforming or nonconforming.

E. SITE VISIT

To give Proposers an opportunity to view the Property, a pre-proposal Site Visit of the Property has been scheduled for October 5, 2026, from 9:00 a.m. to 11:00 a.m. It is strongly suggested that all Proposers attend the Site Visit, although attendance is not mandatory. It is the sole responsibility of the Proposer to become familiar with the Property and the scope of the City's requirements prior to submitting a proposal.

Please plan to arrive at the site and meet at the entrance of the property adjacent to the parking lot. A member of the Economic Development Department will guide the visit beginning promptly at 9:00 a.m. Attendees must sign-in and must stay with staff during the site visit. No questions should be asked to the tour guide or users of the property. Questions should be submitted in accordance with Section IIC3 above. Photos of the property may be taken during this time. When the site walk is complete, Proposers should respectfully return to their vehicles and leave the Property.

III. EVALUATION AND SELECTION CRITERIA

The City reserves the right to select the proposal and Proposer that best demonstrate the responsibilities sought under the requirements of this RFP. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals at any time, including any proposals that have been scored or been the subject of oral presentations and/or interviews. The City also reserves the right to waive minor irregularities or variations to the specifications stated herein and in the solicitation process provided that such a waiver does not provide an unfair competitive advantage to the Selected Proposer.

The City has the right to accept the proposal that serves the best interest of the City, as submitted, without discussion or negotiation. Proposers should, therefore, not rely on having a chance to discuss, negotiate and/or adjust their proposals. The City may negotiate the terms of a lease with the Selected Proposer based on the RFP and the Proposer's proposal or award the lease without further negotiation.

The City reserves the right to inspect the Proposer's equipment and facilities (if applicable) to determine if the Proposer is capable of fulfilling the obligations of the lease. Inspection may include, but may not be limited to, survey of Proposer's physical assets and financial capability. Proposer, by signing the RFP and submitting a proposal agrees to the City's right of access to physical assets and financial records for the sole purpose of determining proposer's capability to perform pursuant to the Lease Agreement. Should the City conduct this inspection, the City reserves the right to disqualify a Proposer who does not, in the City's judgment, exhibit sufficient physical and financial resources to fulfil its obligations under the lease.

A. EVALUATION CRITERIA

The selection of the proposal to be recommended to City Council for award of the lease will be based on the evaluation criteria listed below:

1. **Responsiveness to RFP (Maximum 10 points):**

The proposal clearly demonstrates an understanding of the City's needs and requirements as specified in this RFP for the operation and maintenance of the Property. The extent to which the proposal is well organized and presented in a clear, concise and logical manner and includes all the minimum requirements described in the RFP.

2. **Operating Plan (Maximum 35 points):**

The extent to which the Operating Plan demonstrates the ability to address the City's requirements for the renovation, rehabilitation, operation and maintenance of the Property, and clearly identifies:

- How the facility will be renovated and rehabilitated;
- How the facility will be operated and maintained;
- The types of Primary and Ancillary Uses, activities and services proposed to be offered at the Property;
- How the Proposer will ensure continuity of operations at the Property without interruption upon commencement of the lease;
- The organizational structure and sufficiently defines roles and responsibilities of facility staff; and,
- Services that will be accessible to a variety of income and skill levels.

3. **Professional Experience and Qualifications (Maximum 30 points):**

The extent to which the proposal demonstrates the experience and qualifications of the Proposer, and its proposed staff, in successfully renovating, rehabilitating, maintaining, and operating the Hodges Golf Improvement Center for the of services specified in this RFP. The Proposer should include: the level of training, licensing and/or certifications, if applicable, to demonstrate that their employees are well qualified to conduct the operations contemplated in this RFP and should demonstrate the Proposer's ability to implement the requested components of the proposal. Unsatisfactory past performance with the City may be considered by the City in its sole and absolute discretion.

4. **Financial Capability (Maximum 25 points):**

The extent to which a Proposer demonstrates the necessary financial capability to successfully operate and maintain the Property in accordance with the proposal and the lease, including the possibility of obtaining bonding, ability to adequately staff the proposed operation on the Property, and possession of, or ability to obtain, additional financing to address unexpected or emergency circumstances at the Property.

Maximum Subtotal Points: 100

Proposals shall be evaluated by a Selection Review Panel, generally made up of City staff and, if necessary, other people selected by the City. The Selection Review Panel will review the proposals to score and rank based on the Evaluation Criteria listed above.

After the Proposer's submissions have been reviewed and scored by the Selection Review Panel, a short list of finalists will be established.

- To be selected as a finalist, a Proposer's score will need to be a minimum of seventy-five (75) out of the one hundred (100) points.
- The top three highest scoring Proposers meeting the seventy-five (75) point threshold will then move forward as finalists.
- If no proposal meets the seventy-five (75) point threshold the Selection Review Panel may move forward with the top three highest scoring Proposers as finalists or may move forward with less than three Proposers as finalists based on their scores.
- The Selection Review Panel reserves the right to consider alternatives if all scores are less than seventy-five (75) points.
- If selected as a finalist, the Proposer will then be required to attend an interview presentation as outlined in section 5 below.

5. **Interview/Presentation (Maximum 50 points)**

The Selection Review Panel will conduct an interview of the selected finalists. Proposers should prepare to spend ninety (90) minutes with the Selection Review Panel. The tentative run of show, which will be confirmed with finalists when interviews are scheduled, is as follows:

- 15-minute Team set up
- 5-minute Selection Review Panel Introduction and Opening Remarks
- 15-minute Proposer presentation
- 45-minute Interview by Selection Review Panel
- 10-minute Proposer questions and Closing Remarks

Interviews will be conducted the week of November 16, 2026, and shall not exceed 90 minutes. Each Proposer is asked to keep this date open. No other interview dates will be provided.

The Proposer's 15-minute presentation should, at a minimum, include the following:

- An introduction of the team members and organizational structure.
- An overview of the Proposer's ability to best implement the Evaluation Criteria listed in III.A:
  - Responsiveness to RFP;
  - Renovation, Rehabilitation and Operating Plan;
  - Professional Experience and Qualifications;
  - Financial Capability; and,
- Any other pertinent information that expounds on the Proposer's ability to satisfy the requirements of this RFP.
- Presentations shall not exceed 15 minutes. The Selection Review Panel Chair will provide Proposers with a time warning when five (5) minutes and one (1) minute are left.

The Selection Review Panel will be evaluating the Proposers based on the criteria above and allocating up to fifty (50) additional points to the total score.

The names of the members of the Selection Review Panel will not be revealed prior to interviews.

Maximum Total Points: 150

B. ANNOUNCEMENT OF INTENT TO AWARD

The City will inform all proposers of its intent to award a Lease Agreement, subject to negotiation and approval by City Council, via e-mail.

IV. ADDITIONAL REQUIREMENTS

A. INFORMATION FROM PROPOSERS

The City reserves the right to request supplemental information from Proposers to clarify information pursuant to this RFP.

B. INCURRED COSTS

Each Proposer is solely and fully responsible for all costs associated with submitting a response to this RFP. The City will not be responsible for any costs incurred by Proposers in the preparation and submission of proposals, whether they are ultimately selected or not.

C. PROHIBITION OF CONTACT WITH CITY STAFF

Unless otherwise authorized herein, Proposers who are considering submitting a proposal in response to this RFP, or who submit a proposal in response to this RFP, are **prohibited**

from communicating with City staff until final passage of the City Council approval of the lease to the Selected Propose. If it is determined that a Proposer is communicating with City staff (other than through this process or a public records request) regarding the Property, the current agreement or the RFP, it may be grounds for disqualification of the Proposal and/or disqualification of City staff from the Selection Panel.

D. ADDENDA

If changes to the RFP are required, the City will issue an addendum to this RFP, which will be posted to the City's website at: https://www.sandiego.gov/economic-development/real-estate as necessary. All addenda are incorporated into the RFP. The Proposer is responsible for determining whether addenda were issued prior to proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

E. PUBLIC RECORDS

All proposals, and all contents thereof, received shall be considered confidential until the City's Economic Development Department recommends a proposal to the City Council. By signing this RFP and submitting a proposal, the Proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the Proposer submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the Proposer to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of the CPRA will not suffice. The Proposer must provide a specific and detailed legal basis, including applicable case law, which clearly establishes the requested information is exempt from the disclosure under the CPRA. If the Proposer does not provide a specific and detailed legal basis for requesting the City to withhold Proposer's confidential or proprietary information at the time of proposal submittal, the City will release the information as required by the CPRA and Proposer will hold the City, its elected officials, officers and employees harmless for release of this information. It will be the Proposer's obligation to defend, at Proposer's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the Proposer's request. Furthermore, the Proposer shall indemnify and hold harmless the City, its elected officials, officers and employees from and against any claim or liability and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at Proposer's request. Nothing in the lease resulting from the proposal creates any obligation on the part of the City to notify the Proposer or obtain the Proposer's approval or consent before releasing information subject to disclosure under the CPRA.

F. CITY'S RIGHT TO REJECT ALL PROPOSALS

The City reserves the right to reject all offers and proposals regarding this RFP and the Property, including those submitted by Proposers who have outstanding debt with the City. The City reserves the right to determine which proposal it deems in the best interest of the City to accept. The City also reserves the right to waive any informality not material to cost or performance in any proposal provided that any such waiver is deemed to be

inconsequential and does not provide an unfair competitive advantage to any Proposer.

G. QUALIFICATION OF PROPOSAL

This is not a bid solicitation and the City is not obligated to accept any proposal or to negotiate with any Proposer. The City Council reserves the right to reject any lease presented as a result of a Proposal without cause or liability. All transactions discussed, referenced, or implied herein are subject to final approval by the City Council.

H. NON-DISCRIMINATION NOTICE

It is the policy of the City not to discriminate against the disabled in employment or provision of services. The information contained in this RFP will be made available in alternative formats to disabled persons upon request. It is the policy of the City to encourage equal opportunity in its contracts and leases. The City endeavors to do business with firms sharing the City's commitment to equal opportunity and will not do business with any firm that discriminates based on race, religion, color, ancestry, age, gender, gender expression, gender identity, sexual orientation, disability, medical condition, or place of birth.

I. COMPLIANCE WITH CITY'S EQUAL OPPORTUNITY CONTRACTING PROGRAM

Proposer understands that failure to comply with the following requirements and/or submitting false information in response to these requirements may result in rejection of the proposal by the City and debarment of the Proposer from participating in City contracts for a period of not less than one (1) year:

1. Equal Opportunity Contracting. Proposer acknowledges and agrees that it is aware of, and will comply with, City Council Ordinance No. 18173 (Sections 22.2701 through 22.2708 of the San Diego Municipal Code, as amended), Equal Employment Opportunity Outreach Program, a copy of which is on file in the Office of the City Clerk and by this reference is incorporated herein. Proposer and all its subcontractors are individually responsible to abide by its contents.

   Proposer shall comply with Title VII of the Civil Rights Act of 1964, as amended; Executive Orders 11246, 11375 and 12086; the California Fair Employment Practices Act; and any other applicable federal and state laws and regulations hereafter enacted. Proposer will not discriminate against any employee or applicant for employment on any basis prohibited by law.

   Proposer shall insert the foregoing provisions in all contracts and subcontracts for any work covered by the proposal so that such provisions will be binding upon each contractor and subcontractor. Proposer agrees that compliance with Equal Employment Opportunity (EEO) provisions flowing from the authority of both parties will be implemented, monitored and reviewed by the City's Equal Opportunity Contracting Program staff.

   Proposer shall submit a current Work Force Report (RFP Exhibit D) or a current EEO Plan, as required by Section 22.2705 of the San Diego Municipal Code, which sets forth the actions that Proposer will take to achieve the City's commitment to equal employment opportunities.

2. Equal Benefits. Proposer shall comply with Sections 22.4301- 22.4308 of the San Diego Municipal Code, which require lessees of City-owned property to offer the same employment benefits to employees with spouses and employees with domestic partners. Proposer shall certify that it will maintain such equal benefits throughout the term of the lease.

3. Local Business and Employment. Proposer acknowledges that the City seeks to promote employment and business opportunities for local residents and firms in all City contracts. Proposer shall, to the extent legally possible, solicit applications for employment and bids and proposals for subcontracts, for work associated with the proposal from local residents and firms as opportunities occur. Proposer shall hire qualified local residents and firms whenever feasible.

J. PROTESTS

The City's protest procedures are codified in Chapter 2, Article 2, Division 30 of the San Diego Municipal Code (RFP Exhibit G: #4). These procedures shall apply to this RFP and provide unsuccessful Proposers with the opportunity to challenge the City's determination on legal and factual grounds. The City will not consider or otherwise act upon an untimely protest.

K. ASBESTOS DISCLOSURE

Portions of certain structures on the Property may contain asbestos. By virtue of its submission of a proposal, Proposer acknowledges having received notice from the City of the presence of such asbestos in accordance with Health and Safety Code Section 25915. Proposer shall indemnify and hold City harmless from any loss or claim which may result from existence of asbestos on the Property.

L. REAL ESTATE BROKER'S COMMISSION

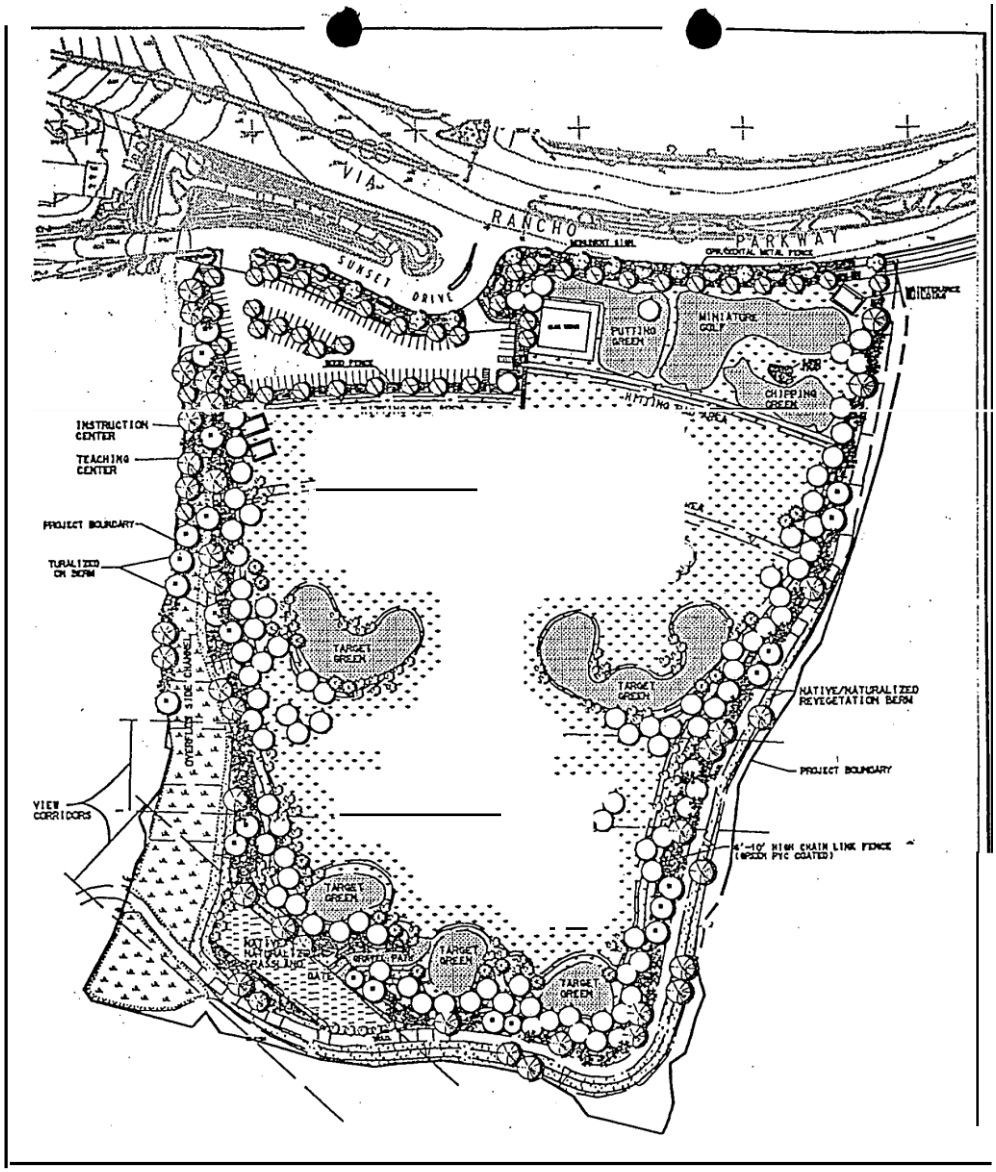
The City will not pay a brokerage commission.

M. SHEDULE OF RFP EXHIBITS

RFP Exhibit A-1:	Site Plan
RFP Exhibit A-2:	Aerial of Property
RFP Exhibit B:	Work Force Report
RFP Exhibit C:	Lessee's Questionnaire
RFP Exhibit D:	Contractor Standards Pledge of Compliance
RFP Exhibit E:	Proposer References
RFP Exhibit F:	Proposer Financials
RFP Exhibit G:	Links

The foregoing forms attached to the RFP as RFP Exhibits B, C and D are required to be completed and submitted with the proposal. Failure to submit any of the forms listed as RFP Exhibits E and F will result in the City deeming the proposal incomplete and non-responsive.

RFP Exhibit A-1: Site Plan



RFP Exhibit A-2: Aerial of Property

RFP Exhibit B: Work Force Report

The City of SAN DIEGO

EQUAL OPPORTUNITY CONTRACTING (EOC)
1200 Third Avenue, Suite 200 • San Diego, CA 92101
Phone: (619) 236-6000 • Fax: (619) 236-5904

WORK FORCE REPORT

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR).*

NO OTHER FORMS WILL BE ACCEPTED

CONTRACTOR IDENTIFICATION

Type of Contractor: ☐ Construction ☐ Vendor/Supplier ☐ Financial Institution ☐ Lessee/Lessor
☐ Consultant ☐ Grant Recipient ☐ Insurance Company ☐ Other

Name of Company: _____

ADA/DBA: _____

Address (Corporate Headquarters, where applicable): _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Name of Company CEO: _____

Address(es), phone and fax number(s) of company facilities located in San Diego County **(if different from above):**

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____ Email: _____

Type of Business: _____ Type of License: _____

The Company has appointed: _____

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: _____

Telephone Number: _____ Fax Number: _____ Email: _____

☐ One San Diego County (or Most Local County) Work Force - Mandatory
☐ Branch Work Force *
☐ Managing Office Work Force

Check the box above that applies to this WFR.

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of _____
(Firm Name)

_____ , _____ hereby certify that information provided
(County) *(State)*

herein is true and correct. This document was executed on this _____ day of _____ , 20.____

_____ _____
(Authorized Signature) *(Print Authorized Signature Name)*

WORK FORCE REPORT – Page 2

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

(1) Black or African-American
(2) Hispanic or Latino
(3) Asian
(4) American Indian or Alaska Native
(5) Native Hawaiian or Pacific Islander
(6) White
(7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

*Construction laborers and other field employees are not to be included on this page

Totals Each Column														

Grand Total All Employees	

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

WORK FORCE REPORT – Page 3

NAME OF FIRM: _____ DATE: _____

OFFICE(S) or BRANCH(ES): _____ COUNTY: _____

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

(1) Black or African-American
(2) Hispanic or Latino
(3) Asian
(4) American Indian or Alaska Native
(5) Native Hawaiian or Pacific Islander
(6) White
(7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

TRADE OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														
Totals Each Column														

Grand Total All Employees _____

Iindicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														

The City of SAN DIEGO

Work Force Report

HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Pacific Islander, White, and Other) for each occupation. Currently, our CLFA data is taken from the 2010 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report[1]. By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county[2]. If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.

MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report[1, 3]. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.[3]

TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one [1], two [2] & three [3]. These numbers coincide with the types of work force report required in the example. See below:

[1] One San Diego County (or Most Local County) Work Force – Mandatory in most cases

[2] Branch Work Force *

[3] Managing Office Work Force

**Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

RACE/ETHNICY CATEGORIES

American Indian or Alaska Native – A person having origins in any of the peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

Exhibit A: Work Force Report Job Categories – Administration

Refer to this table when completing your firm's Work Force Report form(s).

Management & Financial
Advertising, Marketing, Promotions, Public Relations, and Sales Managers
Business Operations Specialists
Financial Specialists
Operations Specialties Managers
Other Management Occupations
Top Executives

Professional
Art and Design Workers
Counselors, Social Workers, and Other Community and Social Service Specialists
Entertainers and Performers, Sports and Related Workers
Health Diagnosing and Treating Practitioners
Lawyers, Judges, and Related Workers
Librarians, Curators, and Archivists
Life Scientists
Media and Communication Workers
Other Teachers and Instructors
Postsecondary Teachers
Primary, Secondary, and Special Education School Teachers
Religious Workers
Social Scientists and Related Workers

Architecture & Engineering, Science, Computer
Architects, Surveyors, and Cartographers
Computer Specialists
Engineers
Mathematical Science Occupations
Physical Scientists

Technical
Drafters, Engineering, and Mapping Technicians
Health Technologists and Technicians
Life, Physical, and Social Science Technicians
Media and Communication Equipment Workers

Sales
Other Sales and Related Workers
Retail Sales Workers
Sales Representatives, Services
Sales Representatives, Wholesale and Manufacturing
Supervisors, Sales Workers

Administrative Support
Financial Clerks
Information and Record Clerks
Legal Support Workers
Material Recording, Scheduling, Dispatching, and Distributing Workers
Other Education, Training, and Library Occupations
Other Office and Administrative Support Workers
Secretaries and Administrative Assistants
Supervisors, Office and Administrative Support Workers

Services
Building Cleaning and Pest Control Workers
Cooks and Food Preparation Workers
Entertainment Attendants and Related Workers
Fire Fighting and Prevention Workers
First-Line Supervisors/Managers, Protective Service Workers
Food and Beverage Serving Workers
Funeral Service Workers
Law Enforcement Workers
Nursing, Psychiatric, and Home Health Aides
Occupational and Physical Therapist Assistants and Aides
Other Food Preparation and Serving Related Workers
Other Healthcare Support Occupations
Other Personal Care and Service Workers
Other Protective Service Workers
Personal Appearance Workers
Supervisors, Food Preparation and Serving Workers
Supervisors, Personal Care and Service Workers
Transportation, Tourism, and Lodging Attendants

Crafts
Construction Trades Workers
Electrical and Electronic Equipment Mechanics, Installers, and Repairers
Extraction Workers
Material Moving Workers
Other Construction and Related Workers
Other Installation, Maintenance, and Repair Occupations
Plant and System Operators
Supervisors of Installation, Maintenance, and Repair Workers
Supervisors, Construction and Extraction Workers
Vehicle and Mobile Equipment Mechanics,

Installers, and Repairers
Woodworkers

Operative Workers
Assemblers and Fabricators
Communications Equipment Operators
Food Processing Workers
Metal Workers and Plastic Workers
Motor Vehicle Operators
Other Production Occupations
Printing Workers
Supervisors, Production Workers
Textile, Apparel, and Furnishings Workers

Transportation
Air Transportation Workers
Other Transportation Workers
Rail Transportation Workers
Supervisors, Transportation and Material Moving Workers
Water Transportation Workers

Laborers
Agricultural Workers
Animal Care and Service Workers
Fishing and Hunting Workers
Forest, Conservation, and Logging Workers
Grounds Maintenance Workers
Helpers, Construction Trades
Supervisors, Building and Grounds Cleaning and Maintenance Workers
Supervisors, Farming, Fishing, and Forestry Workers

Exhibit B: Work Force Report Job Categories-Trade

Brick, Block or Stone Masons
Brickmasons and Blockmasons
Stonemasons

Carpenters

Carpet, floor and Tile Installers and Finishers
Carpet Installers
Floor Layers, except Carpet, Wood and Hard Tiles
Floor Sanders and Finishers
Tile and Marble Setters

Cement Masons, Concrete Finishers
Cement Masons and Concrete Finishers
Terrazzo Workers and Finishers

Construction Laborers

Drywall Installers, Ceiling Tile Inst
Drywall and Ceiling Tile Installers
Tapers

Electricians

Elevator Installers and Repairers

First-Line Supervisors/Managers
First-line Supervisors/Managers of Construction Trades and Extraction Workers

Glaziers

Helpers, Construction Trade
Brickmasons, Blockmasons, and Tile and Marble Setters
Carpenters
Electricians
Painters, Paperhangers, Plasterers and Stucco
Pipelayers, Plumbers, Pipefitters and Steamfitters
Roofers
All other Construction Trades

Millwrights
Heating, Air Conditioning and Refrigeration Mechanics and Installers
Mechanical Door Repairers

Control and Valve Installers and Repairers

Other Installation, Maintenance and Repair Occupations

Misc. Const. Equipment Operators
Paving, Surfacing and Tamping Equipment Operators
Pile-Driver Operators
Operating Engineers and Other Construction Equipment Operators

Painters, Const. Maintenance
Painters, Construction and Maintenance
Paperhangers

Pipelayers and Plumbers
Pipelayers
Plumbers, Pipefitters and Steamfitters

Plasterers and Stucco Masons

Roofers

Security Guards & Surveillance Officers

Sheet Metal Workers

Structural Iron and Steel Workers

Welding, Soldering and Brazing Workers
Welders, Cutter, Solderers and Brazers
Welding, Soldering and Brazing Machine Setter, Operators and Tenders

Workers, Extractive Crafts, Miners

RFP Exhibit C: Lessee's Questionnaire

CITY OF SAN DIEGO

LESSEE'S AND SUBLESSEE'S QUESTIONNAIRE FOR ALL LEASES, ASSIGNMENTS AND SUBLEASES

Pursuant to the City of San Diego City Charter Section 225: "Mandatory Disclosure of Business Interests," before the City will process requests to (Sub)Lease, all information requested in this Questionnaire must be completed by the proposed (Sub)Lessee. Even though a proposed Sublessee may complete the Questionnaire, the Questionnaire must be delivered or mailed to the City with a cover letter signed by the City Lessee or proposed Lessee. **THE CITY WILL NOT ACCEPT THE QUESTIONNAIRE, DOCUMENTS, OR OTHER INFORMATION DIRECTLY FROM A SUBLESSEE.**

All information furnished in this Questionnaire must be complete and accurate. Omissions, inaccuracies, or misstatements may cause the rejection and/or subsequent revocation of the City's Lease, consent to Sublease, or consent to Assignment of (Sub)Lease.

In submitting this Questionnaire, the proposed (Sub) Lessee completing the Questionnaire authorizes the City to make any inquiry or investigation it believes necessary to substantiate or supplement the information furnished in the Questionnaire and authorizes others to release such information to the City.

Exact name of existing Lessee (always complete):

_____

Exact name of proposed Lessee (complete only if applicable):

_____

Exact name of existing Sublessee (complete only if applicable):

_____

Exact name of proposed Sublessee (complete only if applicable):

_____

Date this Questionnaire completed:_____,_____.

The information furnished in and with this Questionnaire is true, complete, and correct to the best of my knowledge.

Signature:_____

Title: _____

Thank you for taking the time to complete the Questionnaire. Lessees may contact the Department of Real Estate and Airport Management if they have any questions. Please return the completed Questionnaire, with any additional information or documents to:

ECONOMIC DEVELOPMENT DEPARTMENT - REAL ESTATE DIVISION
1200 THIRD AVENUE STE. 1700
SAN DIEGO, CA 92101
TEL.: (619) 236-6020 FAX: (619) 236-6706

This Questionnaire contains 15 pages.

PROPOSED (SUB)LESSEE

1. Name of proposed (Sub)Lessee exactly as it will appear on the actual tenancy document:

2. Mailing Address of proposed (Sub)Lessee for purposes of notice or other communication relating to the proposed tenancy:

   Telephone No.:_____ Fax. No.: _____
   E-mail Address: _____

3. Billing Address (***only if different from Mailing Address***);

   Telephone No.:_____ Fax. No.: _____

4. Proposed (Sub)Lessee intends to operate as a:

   Sole Proprietorship (☐); Partnership (☐); Corporation (☐;
   Limited Liability Company (☐; Other _____

   Explain if necessary:

5. Effective date of assignment (complete only if applicable): _____

PARTNERSHIP STATEMENT

If proposed (Sub)Lessee is a partnership, please answer the following:

1. Date of Organization: _____

2. General Partnership ( )
   Limited Partnership ( )
   Other ( ) Explain _____
   _____

3. Statement of Partnership recorded: Yes ( ) No ( )
   _____
   Date Book Page County

4. Has the partnership conducted business in San Diego County?
   Yes ( ) No ( ) If so, when?_____
   If so, where? _____

5. Name, address, and partnership share of each general and limited partner. If a general partner is another partnership, a corporation, or a limited liability company (LLC), please complete separate pages 3; or 4 and 5; or 6, as appropriate for such entity (type proposed [Sub]Lessee name [from page 2] on the top of each page for identification purposes). If a limited partner holding a 10% or greater interest is another partnership, a corporation, or an LLC, pages 3; or 4 and 5; or 6 must also be completed for such entity (type proposed [Sub]Lessee name [from page 2] on the top of each page).

General/Limited	Name	Address	Share %

6. Attach a complete copy of the Partnership Agreement. If a Partnership Agreement has been previously submitted, a new Partnership Agreement need be submitted only if the Partnership Agreement on file with the City is no longer current.

CORPORATION STATEMENT

If proposed (Sub)Lessee is a corporation, please answer the following:

1. Type of corporation: C (☐) Subchapter S (☐)

2. When incorporated? _____

3. Where incorporated? _____

4. Is the corporation authorized to do business in California? Yes (☐) No (☐)

   If so, as of what date? _____

5. The corporation is held:
   a. Publicly (☐) Privately (☐)
   b. If publicly held, how and w here is the stock traded?

   _____

6. Please list the following:

	Authorized	Issued	Outstanding
a. Number of voting shares:	_____	_____	_____
b. Number of nonvoting shares:	_____	_____	_____
c. Number of shareholders:			_____
d. Value per share of Common Stock:		Par	$ _____
		Book	$ _____
		Market	$ _____

7. Please furnish the name, title, address, and the number of voting and nonvoting shares of stock owned by each officer and, in addition, the same information for each stockholder owning more than 10% of any class of stock.

   Name: _____

   Title: _____

   Address: _____

   _____

   No. of Shares: _____

Name: _____

Title: _____

Address: _____

_____

No. of Shares: _____

Name: _____

Title: _____

Address: _____

_____

No. of Shares: _____

Name: _____

Title: _____

Address: _____

_____

No. of Shares: _____

Name: _____

Title: _____

Address: _____

_____

No. of Shares: _____

(Additional page(s) may be added if needed to complete list of stockholders [type proposed (Sub)Lessee name (from page 2) on the top of each page].)

8. Attach complete copies of the Articles of Incorporation (and any Certificate(s) of Amendment there to, as the case may be) of the Corporation, and the Bylaw s of the Corporation (and any Amended and Restated Bylaw s, as the case may be), and any other applicable Corporate documents.

   Any partnership, corporation, or LLC owning more than a 10% ownership interest must also complete separate pages 3; or 4 and 5; or 6, as appropriate f or each entity (type proposed [Sub]Lessee name [from page 2] on the t op of each page f or identification purposes). Also, furnish the financial data f or such partnership, corporation, or LLC, as required on page 7. If there is an ownership chain of additional partnerships, corporations, or LLCs, the above requirements extend to each such entity having either: (1) a 10% or greater direct, indirect , beneficial ownership, or membership interest in the proposed (Sub)Lessee; or (2) effective control of the proposed (Sub)Lessee, regardless of the percentage of ownership or membership interest.

LIMITED LIABILITY COMPANY STATEMENT

If the proposed (Sub)Lessee is an LLC, please answer the following:

1. Date of Organization: _____

2. Where Organized: _____

3. Is the Company authorized to do business in California?

   a. Yes (☐) No (☐)
   b. If so, as of what date? _____

4. Has the Company conducted business in San Diego County?

   a. Yes (☐) No (☐)
   b. If so, when? _____
   c. If so, where? _____

5. Please furnish the name, address, and membership share held by each manager and officer, and each member owning more than a 10% membership interest. If a member is a partnership, corporation, or another LLC, please complete separate pages 3; or 4 and 5; or 6, as appropriate for such entity (type proposed [Sub]Lessee name [from page 2] on the top of each page).

Manager/Officer/ Member	Name	Address	Share %

6. Attach a complete copy of the Operating Agreement. If an Operating Agreement has been previously submitted, a new Operating Agreement need be submitted only if the Operating Agreement on file with the City is no longer current.

FINANCIAL AND OTHER BACKGROUND INFORMATION

FINANCIAL STATEMENT

(Sub)Lessee, general partners of (Sub)Lessee, owner-corporations of (Sub)Lessee, members of (Sub)Lessee owning more than a 10% membership interest, and any person or business entity guaranteeing the performance of (Sub)Lessee **must** attach a complete report, prepared in accordance with good accounting practice, reflecting current financial condition. The report **must** include a balance sheet **and** annual income statement. The person or entity covered by the report must be prepared to substantiate all information provided.

OTHER INFORMATION

Each (Sub)Lessee, each general partner of (Sub)Lessee, each owner-corporation of (Sub)Lessee, each member of (Sub)Lessee owning more than a 10% membership interest, any person or business entity guaranteeing the performance of (Sub)Lessee, any person or entity owning more than a 10% interest of (Sub)Lessee, and any guarantor of (Sub)Lessee must answer the following questions:

1. **Surety Information** - Has a surety or bonding company ever been required to perform on the default of any of the individuals or entities?
   a. Yes (☐) No (☐)
   b. If yes, please attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.

2. **Bankruptcy Information** - Have any of the individuals or entities ever been adjudicated bankrupt or are any presently a debtor in a pending bankruptcy action?
   a. Yes (☐) No (☐)
   b. If yes, please give dates, court jurisdiction, and amount of liabilities and assets.

3. **Pending Litigation** - Are any of the individuals or entities presently a party to ANY pending litigation?
   a. Yes (☐) No (☐)
   b. If yes, please provide detailed information for each action.

4. **Claims, Liens, or Judgments** - Are any of the individuals or entities now subject to any outstanding claims, liens, or judgments?
   a. Yes (☐) No (☐)
   b. If yes, please provide detailed information for each claim, lien, or judgment.

REFERENCES FOR PROPOSED (SUB)LESSEE

Please list four persons or firms with whom you have conducted business transactions during the past three years. Tw o of the references must have knowledge of your debt payment history, with at least one being a financial institution. Tw o of the references must have knowledge of your business experience.

REFERENCE NO. 1

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business, association, etc.:

REFERENCE NO. 2

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business, association, etc.:

REFERENCE NO. 3

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business, association, etc.:

REFERENCE NO. 4

Name: _____

Firm: _____

Title: _____

Address: _____

Telephone: _____

Nature and magnitude of purchase, sale, loan, business, association, etc.:

CITY OF SAN DIEGO PERSONAL DESCRIPTION AND RELEASE

PLEASE NOTE: All partners, both general and limited; all stockholders owning more than 10% of any class of stock of corporations; all members of a limited liability company; and sole proprietors requesting to (sub)lease, must each complete this page before the tenancy request can be processed. (You may reproduce and use copies of this page, if necessary.)

The following personal information is required to initiate a credit investigation. The business and personal reputation of principals, partners, and members will be considered in qualifying Lessees or in consenting to Sublessees.

First, Middle, & Last Name _____

Date of Birth _____

Place of Birth _____

Social Security Number _____

Driver' s License Number/State _____

Home Address _____

_____

Previous Address _____

_____

Home Telephone No. _____

Employer _____

Occupation _____

Business Address _____

Business Telephone No. _____

Business Fax No. _____

The City is hereby authorized to request a credit report and other information covering my financial and business history.

Date_____Signed _____

Print or type exact name of proposed (Sub)Lessee from page 2 of Questionnaire:

_____

METHOD OF OPERATION

Please describe your proposed business operation on the property to be (Sub)Leased. Discuss any optional services and uses which you propose to provide.

PROPOSED METHOD OF FINANCING
DEVELOPMENT OR LEASEHOLD PURCHASE

Describe the method of financing for the Leasehold purchase or any new or additional development on the Leasehold. Include a schedule of approximate dates when construction of each significant improvement is expected to be commenced and completed.

ESTIMATE OF GROSS RECEIPTS

If this Questionnaire is being completed by a prospective Lessee, please show the best estimate of the average annual gross sales for each significant use or service, and for each significant optional use or service which the Lessee and its Sublessees (if any) plan to conduct on or from the property. (If the Questionnaire is being completed by a Sublessee, only the estimate of the Sublessee' s gross sales is required.) This data will be used by the City to analyze the proposed Lease or Sublease Consent application. The time periods shown should not be assumed to necessarily represent the term of a (Sub)Lease that may be granted or consented to by the City.

Average annual gross sales for each proposed significant use during each of the first five operating years:

	Uses (Identify Each Use)				
Year of Operation					
1	$	$	$	$	$
2					
3					
4					
5					

EXPERIENCE STATEMENT

Please describe in detail the duration and extent of your business experience, with special emphasis upon experience with the type of business which you propose to conduct on City property. Also state in detail the pertinent experience of the persons who will be directly involved in development and management of the business.

TERMS AND CONDITIONS OF PURCHASE, SALE,
OR TRANSFER OF (SUB)LEASEHOLD INTEREST

(NOTE: Complete this page only if the transaction involves a Lease assignment.)

Please summarize the terms and conditions of the purchase, sale, or transfer of Leasehold interest(s) which requires City consent, as specified in the Assignment- Sublease provisions of the City Lease. Please attach copies of the applicable sales agreement(s), escrow instructions, assignment agreement(s), or other documents in conjunction with the sale, purchase, or transfer of the (Sub)Leasehold interest(s).

RFP Exhibit D: Contractor Standards Pledge of Compliance

City of San Diego

CONTRACTOR STANDARDS

Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a contractor (bidder or proposer) has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Contractors must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render a bid or proposal non-responsive. In the case of an informal solicitation or cooperative procurement, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

By signing and submitting this form, the contractor is certifying, to the best of their knowledge, that the contractor and any of its Principals have not within a five (5) year period – preceding this offer, been convicted of or had a civil judgement rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) contract or subcontract.

"Principal" means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the firm. The Contractor shall provide immediate written notice to the Procurement Contracting Officer handling the solicitation, at any time prior to award should they learn that this Representations and Certifications was inaccurate or incomplete.

This form contains 10 pages, additional information may be submitted as part of *Attachment A.*

A. BID/PROPOSAL/SOLICITATION TITLE:

_____

_____

_____

B. BIDDER/PROPOSER INFORMATION:

Legal Name		DBA	
Street Address	City	State	Zip
Contact Person, Title	Phone	Fax	

Provide the name, identity, and precise nature of the interest* of all persons who are directly or indirectly involved** in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

** Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

Name | Title/Position

City and State of Residence | Employer (if different than Bidder/Proposer)

Interest in the transaction

Name | Title/Position

City and State of Residence | Employer (if different than Bidder/Proposer)

Interest in the transaction

Name | Title/Position

City and State of Residence | Employer (if different than Bidder/Proposer)

Interest in the transaction

Name | Title/Position

City and State of Residence | Employer (if different than Bidder/Proposer)

Interest in the transaction

Name | Title/Position

City and State of Residence | Employer (if different than Bidder/Proposer)

Interest in the transaction

Name | Title/Position

City and State of Residence | Employer (if different than Bidder/Proposer)

Interest in the transaction

Name Title/Position

City and State of Residence Employer (if different than Bidder/Proposer)

Interest in the transaction

Name Title/Position

City and State of Residence Employer (if different than Bidder/Proposer)

Interest in the transaction

Name Title/Position

City and State of Residence Employer (if different than Bidder/Proposer)

Interest in the transaction

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?
   ☐Yes ☐No

   If Yes, use Attachment A to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. Is your firm a non-profit?
   ☐Yes ☐No

   If Yes, attach proof of status to this submission.

3. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?
   ☐Yes ☐No

   If Yes, use Attachment A to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment A if more space is required.

☐ Corporation Date incorporated: _____ State of incorporation: _____

List corporation's current officers: President: _____
Vice Pres: _____
Secretary: _____
Treasurer: _____

Type of corporation: C ☐ Subchapter S ☐

Is the corporation authorized to do business in California: ☐ Yes ☐ No

If Yes, after what date: _____

Is your firm a publicly traded corporation? ☐ Yes ☐ No

If Yes, how and where is the stock traded? _____

If Yes, list the name, title and address of those who own ten percent (10 %) or more of the corporation's stocks:

_____
_____
_____
_____

Do the President, Vice President, Secretary and/or Treasurer of your corporation have a third party interest or other financial interests in a business/enterprise that performs similar work, services or provides similar goods? ☐ Yes ☐ No

If Yes, please use Attachment A to disclose.

Please list the following:	Authorized	Issued	Outstanding
a. Number of voting shares:	_____	_____	_____
b. Number of nonvoting shares:	_____	_____	_____
c. Number of shareholders:			_____
d. Value per share of common stock:		Par	$_____
		Book	$_____
		Market	$_____

Limited Liability Company Date formed: _____ State of formation: _____

List the name, title and address of members who own ten percent (10%) or more of the company:

_____
_____
_____
_____

☐ Partnership Date formed: _____ State of formation: _____

List names of all firm partners:

_____
_____
_____
_____

☐ Sole Proprietorship Date started: _____

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

_____
_____
_____
_____

☐ Joint Venture Date formed: _____

List each firm in the joint venture and its percentage of ownership:

_____
_____
_____
_____

Note: To be responsive, each member of a Joint Venture or Partnership must complete a separate *Contractor Standards form*.

E. FINANCIAL RESOURCES AND RESPONSIBILITY:

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?
   ☐ Yes ☐ No

   If Yes, use Attachment A to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?
   ☐ Yes ☐ No

   If Yes, use Attachment A to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?
   ☐ Yes ☐ No

   If Yes, use Attachment A to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
   ☐ Yes ☐ No

   If Yes, use Attachment A to explain specific circumstances.

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?
   ☐ Yes ☐ No

   If Yes, use Attachment A to explain specific circumstances.

6. Are there any claims, liens or judgements that are outstanding against your firm?
   ☐ Yes ☐ No

   If Yes, please use Attachment A to provide detailed information on the action.

7. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

   Name of Bank: _____

   Point of Contact: _____

   Address: _____

   Phone Number: _____

8. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City

a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

9. In order to do business in the City of San Diego, a current Business Tax Certificate is required. Business Tax Certificates are issued by the City Treasurer's Office. If you do not have one at the time of submission, one must be obtained prior to award.

   Business Tax Certificate No.:_____ Year Issued: _____

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?
   ☐Yes ☐No

   If Yes, use Attachment A to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?
   ☐Yes ☐No

   If Yes, use Attachment A to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?
   ☐Yes ☐No

   If Yes, use Attachment A to explain specific circumstances.

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?
   ☐Yes ☐No

   If Yes, use Attachment A to explain specific circumstances.

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?
   ☐Yes ☐No

   If Yes, use *Attachment A* to explain specific circumstances.

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

   ☐Yes ☐No

   If Yes, use Attachment A to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Please note that any references required as part of your bid/proposal submittal are in addition to those references required as part of this form.

Company Name: _____

Contact Name and Phone Number: _____

Contact Email: _____

Address:_____

Contract Date:_____

Contract Amount:_____

Requirements of Contract: _____

Company Name: _____

Contact Name and Phone Number: _____

Contact Email: _____

Address:_____

Contract Date:_____

Contract Amount:_____

Requirements of Contract: _____

Company Name: _____

Contact Name and Phone Number: _____

Contact Email: _____

Address:_____

Contract Date:_____

Contract Amount:_____

Requirements of Contract: _____

G. COMPLIANCE:

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?
   ☐Yes ☐No

   If Yes, use Attachment A to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?
   ☐Yes ☐No

If Yes, use Attachment A to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

H. BUSINESS INTEGRITY:

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?
☐Yes ☐No

If Yes, use Attachment A to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?
☐Yes ☐No

If Yes, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?
☐Yes ☐No

If Yes, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

4. Do any of the Principals of your firm have relatives that are either currently employed by the City or were employed by the City in the past five (5) years?

☐Yes ☐No

If Yes, please disclose the names of those relatives in Attachment A.

I. BUSINESS REPRESENTATION:

1. Are you a local business with a physical address within the County of San Diego?
☐Yes ☐No

2. Are you a certified Small and Local Business Enterprise certified by the City of San Diego?
☐Yes ☐No

Certification #_____

3. Are you certified as any of the following:
   a. Disabled Veteran Business Enterprise Certification #_____
   b. Woman or Minority Owned Business Enterprise Certification # _____
   c. Disadvantaged Business Enterprise Certification #_____

J. WAGE COMPLIANCE:
In the past five (5)years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local prevailing, minimum, or living wage laws? ☐Yes ☐No If Yes, use Attachment A to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

By signing this Pledge of Compliance, your firm is certifying to the City that you will comply with the requirements of the Equal Pay Ordinance set forth in SDMC sections 22.4801 through 22.4809.

K. STATEMENT OF SUBCONTRACTORS & SUPPLIERS:

Please provide the names and information for all subcontractors and suppliers used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment A if additional pages are necessary. If no subcontractors or suppliers will be used, please write "Not Applicable."

Company Name: _____

Address: _____

Contact Name: _____ Phone: _____ Email: _____

Contractor License No.: _____ DIR Registration No.: _____

Sub-Contract Dollar Amount: $_____ (per year) $_____ (total contract term)

Scope of work subcontractor will perform: _____

Identify whether company is a subcontractor or supplier: _____

Certification type (check all that apply): ☐DBE ☐DVBE ☐ELBE ☐MBE ☐SLBE ☐WBE ☐Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

Company Name: _____

Address: _____

Contact Name: _____ Phone: _____ Email: _____

Contractor License No.: _____ DIR Registration No.: _____

Sub-Contract Dollar Amount: $_____ (per year) $_____ (total contract term)

Scope of work subcontractor will perform: _____

Identify whether company is a subcontractor or supplier: _____

Certification type (check all that apply): ☐DBE ☐DVBE ☐ELBE ☐MBE ☐SLBE ☐WBE ☐Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

L. STATEMENT OF AVAILABLE EQUIPMENT:

A full inventoried list of all necessary equipment to complete the work specified may be a requirement of the bid/proposal submission.

By signing and submitting this form, the Contractor certifies that all required equipment included in this bid or proposal will be made available one week (7 days) before work shall commence. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San

Diego reserves the right to reject any response, in its opinion, if the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective matter for the duration of the contract period.

M. TYPE OF SUBMISSION: This document is submitted as:

☐ Initial submission of *Contractor Standards Pledge of Compliance*

☐ Initial submission of *Contractor Standards Pledge of Compliance* as part of a Cooperative agreement

☐ Initial submission of *Contractor Standards Pledge of Compliance* as part of a Sole Source agreement

☐ Update of prior *Contractor Standards Pledge of Compliance* dated _____.

Complete all questions and sign below.

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance is inaccurate. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

(a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.

(b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).

(c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).

(d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).

(e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.

_____	_____	_____
Name and Title	Signature	Date

City of San Diego
CONTRACTOR STANDARDS
Attachment "A"

Provide additional information in space below. Use additional Attachment “A” pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

Print Name, Title	Signature	Date

RFP Exhibit E: Proposer References

Reference 1: _____
Street Address: _____
City: _____
Telephone No.: _____
E-Mail: _____

Reference 2: _____
Street Address: _____
City: _____
Telephone No.: _____
E-Mail: _____

Reference 3: _____
Street Address: _____
City: _____
Telephone No.: _____
E-Mail: _____

Reference 4: _____
Street Address: _____
City: _____
Telephone No.: _____
E-Mail: _____

Reference 5: _____
Street Address: _____
City: _____
Telephone No.: _____
E-Mail: _____

RFP Exhibit F: Proposer Financials

RFP Exhibit G: Links

1. INSERT ZONE NAME
   AG-1-1

2. INSERT ZONE NAME
   https://docs.sandiego.gov/municode/MuniCodeChapter13/Ch13Art01Division03.pdf

3. INSERT COMMUNITY PLAN NAME
   https://www.sandiego.gov/planning/community-plans/san-pasqual-valley

4. Chap 02 Art 02 Div 30, Contract Definitions and Procedures
   http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art02Division30.pdf

5. Economic Development Department Website
   https://www.sandiego.gov/economic-development/real-estate