REQUEST FOR PROPOSALS (RFP)

RFP 2026-0929A

FOOD SERVICE OR CAFE OPPPORTUNITY
STARLIGHT BOWL UPPER CONCOURSE
2005 PAN AMERICAN PLAZA
SAN DIEGO, CALIFORNIA 92101

City of San Diego
Economic Development Department – Real Estate Division
1200 Third Avenue, Suite 1400
San Diego, CA 92101

ALL INQUIRIES REGARDING THIS RFP SHALL BE DIRECTED TO:

StarlightBowlRFP@sandiego.gov

KEY RFP DATES

Solicitation Issued:	October 30, 2026
Site Visit:	November 6-12, 2026
By appointment, please contact	StarlightBowlRFP@sandiego.gov
Submit Questions By:	November 20, 2026
Submit Proposals By:	December 11, 2026, by 4:00pm

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 for the operation and maintenance of a food service or café venue at the upper concourse portion of Starlight Bowl in Balboa Park located at 2005 Pan American Plaza, San Diego, California 92101 (Property). The Property is identified in Exhibit A-2 and is limited to the "upper concourse", this RFP excludes the seating areas and the bowl itself, which will be secured by the Parks and Recreation Department to prevent access.

The City seeks a creative and financially viable concept that provides a welcoming amenity for Balboa Park visitors, employees and surrounding community. The selected operator would be responsible for operating and maintain the Property and making tenant improvements necessary to support its proposed use.

The City's objectives for the Property are to:

- Activate the upper concourse of the Starlight Bowl and the surrounding Palisades area through food service or café venue that is open to the public.
- Provide food, beverages and other appropriate concessions that enhance the Balboa Park visitor experience.
- Encourage tenant improvements that create an attractive, inviting and functional amenity to enhance the public's experiences consistent with the character of Balboa Park
- Ensure the Property is professionally maintained and operated.
- Create quality employment opportunities that provide a living wage.

All proposals shall provide at a minimum the following uses, activities, and services (collectively, Primary Uses):

- Operation of a food service or café venue, including food and beverage service and dining space. Any proposed improvements to support the proposed use, if applicable.
- Operation and maintenance of the Property and any associated service areas and facilities, as specified in the lease.

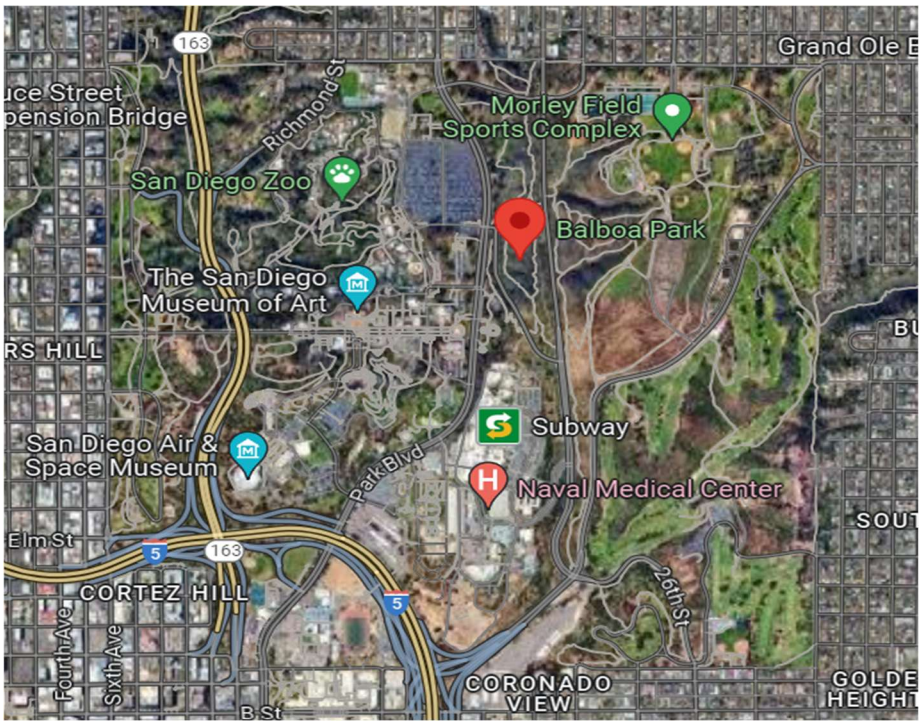
Proposals may also include uses, activities, and services directly related or incidental to the primary uses (collectively, Ancillary Uses). These may include small-scale events or activities in the concrete breezeway in front of the upper concourse or other appropriate areas, subject to City approval, applicable permits and the terms of the lease.

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 encourages innovative proposals for tenant improvements that enhance the appearance and functionality of the space and complement the architectural character of Balboa Park.

All improvements, operations, uses and maintenance shall be subject to applicable laws, permits and the terms and conditions of the lease, including any required City approvals.

B. BACKGROUND

Balboa Park is located northeast of downtown San Diego and consists of approximately 1,200 acres. It is bound by Upas Street on the North, Interstate 5 on the South, 28th Street on the East, and 6th Avenue on the West. It is best known for its unique blend of historic and cultural attractions, as well as its open space areas, natural vegetation zones, green belts, gardens and walking paths.

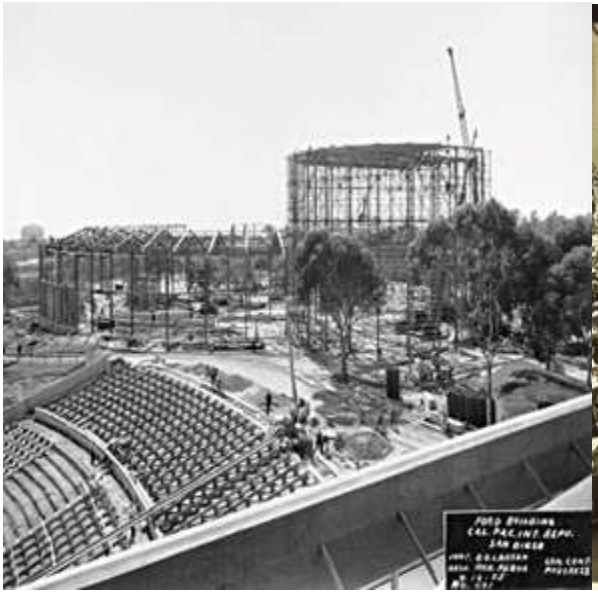


Balboa Park is comprised of world-class museums and multiple cultural institutions, the Old Globe Theatre, and the world-famous San Diego Zoo. In 2025, the Balboa Park Botanical Building was recognized as a winner for the 2025 Preservation Design Award for Preservation or Restoration by the California Preservation Foundation. Recently, Balboa Park became the first cultural district and historic landmark to achieve LEED Certification.

Balboa Park is known for its world-renowned botanical displays and specialty gardens. Also within the park is Florida Canyon, with 150 acres of native landscape. Florida Canyon is the largest area of native open space in the downtown area of San Diego.

An estimated fourteen million people visit Balboa Park each year. Several Balboa Park museums offer free general admission on a rotating Tuesday schedule each month to residents of the City and County of San Diego, as well as active military personnel and their dependents. Various activities and special events occur within Balboa Park throughout the year. There are large scale annual events, such as December Nights, which typically attract over 200,000 people each year. Proposers are encouraged to visit the City's website for additional information about these activities and events.

The Starlight Bowl is an open-air amphitheater located within Balboa Park. The Starlight Bowl was constructed in 1935 for the 1935-1936 California Pacific International Exposition by the Ford Motor Company as a showcase for Ford vehicles. In addition to the Ford Building (today known as the Air and Space Museum), the Starlight Bowl is characterized by the large plaster-clad shell which defines the stage area and contains the dressing rooms and storage areas.





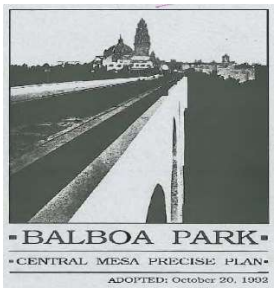
The Starlight Bowl was operated by the San Diego Civic Light Opera, which was founded in 1945. The San Diego Civic Light Opera provided memorable musical performances, choirs and symphonies for over 50 years until their last production in 2010. Although the amphitheater's seating areas and bowl remain closed to the public, the upper concourse has continued to accommodate activities and remains active. Today, the amphitheater remains closed to the public.

C. PROPERTY DESCRIPTION

The portion of the Property pertaining to this RFP is located in a dedicated, regional park known as Balboa Park. Balboa Park in its entirety consists of approximately 1,126 acres as depicted in RFP Exhibit A-1. The lease will be negotiated to allow for the upper concourse portion of the Starlight Bowl in front of the open-air amphitheater to be activated operated, leased, and maintained for preparation and presentation of food service, small-scale live performances, community events, and other presentations of entertainment or civic nature.



D. LAND USE INFORMATION



The Balboa Park Central Mesa Precise Plan, adopted in 1992, serves as a guide for renovations and/or improvements within the park. Review of any proposed renovations will include the City's Parks and Recreation Department, the Balboa Park Committee, and the Balboa Park Historic Resources staff.

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 approval and permits, as required.

B. PROPOSAL SUBMISSION REQUIREMENTS

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.

Each proposal **MUST** include the items below. Responses should be concise and proportionate to the proposed food service or café operation. Existing business materials may be used where they address the requested information, and information provided in one section need not be repeated elsewhere.

1. Response Cover Letter. Provide a brief Cover Letter introducing the Proposer, identifying primary contact and summarizing why the Proposer is well suited to being selected.

2. RFP Signature Page. Submit the signed RFP Signature Page(s) located on Page 2.

3. Relevant Experience and Management.

    a) Summarize the Proposer's relevant experience operating a food service, café or comparable business. Proposers may demonstrate qualifications through the experience of their proposed operator or key management personnel.

b) Identify the proposed operator and key management personnel, their anticipated roles, and the general approach to staffing and on-site oversight. If multiple individuals or entities are submitting together, briefly explain their respective responsibilities.

c) Provide the names and contact information for two (2) professional or business references familiar with the Proposer's relevant experience or ability to carry out the proposed operation.

d) Disclose any material citations, permit or license suspensions or revocations, or unresolved enforcement matters within the past five (5) years involving the Proposer or proposed operator that relate to food safety, business operations, building or land use compliance, or management of leased property. Briefly describe the circumstances, outcome and corrective actions taken, if applicable.

4. Financial Capacity. Provide a brief financial summary demonstrating the Proposer's financial capacity to implement the Proposal. Each Proposer should include at a minimum:

   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. Proposed Concept and Operating Plan. Each Proposer must submit a brief description of their Proposed Concept and Operating Plan addressing the following:

   a) *Concept and Visitor Experience*. Describe the food service or café concept, anticipated menu or offerings, and how the venue would serve Balboa Park visitors and contribute to activation of the upper concourse. Identify any proposed complementary activities.

b) *Operations and Maintenance.* Identify anticipated days and hours of operation and describe the general approach to customer service, deliveries, waste management, and maintenance of the leased premises.

c) *Lease Term.* State the requested lease term and briefly explain how it relates to the proposed investment and operations.

d) *Opening Timeline.* Provide an estimated opening schedule identifying major steps, such as permitting, improvements, equipment installation and staffing.

e) *Proposed Improvements.* Describe any anticipated tenant improvements, repairs or equipment installations, including their general location, preliminary cost estimates and estimated completion schedule. Identify any known utility, access or other site needs associated with the concept. Conceptual descriptions are sufficient; detailed designs, construction plans, contractor bids and technical assessments are not required at the proposal stage.

f) *Operating Projection and Proposed Rent*. Provide a simple three-year projection showing anticipated gross revenue, major operating expenses, rent and net operating income, with a brief explanation of key assumptions. State the proposed minimum annual rent and percentage of gross revenue.

   The Selected Proposer will be required to pay fair market rent acceptable to the City, as determined by a Fair Market Rent Analysis completed during lease negotiations. Rent will be structured as the greater of an established minimum rent or a percentage of gross revenue.

   Proposers should structure their financial projections, assuming a standard rent schedule. The availability of rent credits, construction allowances or rent abatement periods is not guaranteed, any such requests will be evaluated solely at the City's discretion during the lease negotiations phase based on the scale of any proposed capital improvements.

The Proposal must be limited to the upper concourse as identified in this RFP. The amphitheater bowl and seating areas are excluded and will be secured by Parks and Recreation to prevent access.

Proposers should identify any known permitting, public health, accessibility or other requirements relevant to their concept. Proposers are not required to identify or design all potential on-site or off-site improvements at the proposal stage. The scope, cost and responsibility for required improvements will be addressed during lease negotiations.

All proposed uses, operations and improvements are subject to City review and approval. The Selected Proposer must obtain applicable permits and approvals and comply with applicable laws before commencing the associated work or operations.

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

7. Lessee's 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's 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 4:00 P.S.T. on December 11, 2026. Proposals that are time stamped after 4:00 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 4:00 P.S.T. no matter what the reason.

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

StarlightBowlRFP@sandiego.gov

The City will not accept hard copies of proposals. However, 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 - Real Estate Division
1200 Third Avenue, Suite 1400 (14th Floor)
San Diego, CA 92101-4195

Attn: STARLIGHT BOWL RFP

If hand delivering a flash drive, you must receive a time stamped receipt, signed by a staff member in the Economic Development Department – Real Estate Division. 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 - Real Estate

Division, the City will not be responsible for Proposer's failure to obtain a timestamped receipt as directed.

3. Questions. Written questions must be e-mailed to StarlightBowlRFP@sandiego.gov no later than 4:00 P.S.T. on November 20, 2026. Questions received after 4:00 P.S.T. on November 17, 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 November 20, 2026, no later than 4:00 P.S.T. at:

https://www.sandiego.gov/economic-development/real-estate/about-us/properties-for-sale

No oral communication 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 VISITS

To give Proposers an opportunity to view the Property, a pre-proposal Site Visits of the Property will be scheduled by appointment starting **November 6 through November 12, 2026**. Site Visits will be limited to no more than 30 minutes. It is strongly suggested that all Proposers request an appointment and attend a 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. To schedule a Site Visit Proposers should contact: StarlightBowlRFP@sandiego.gov Further instructions will be provided as to date and time of scheduled Site Visit.

All attendees will be required to sign in and must stay with staff during the Site Visit. A city staff member of the Economic Development Department – Real Estate Division will guide the visit during the appointment time. Any questions should be submitted in accordance with Section II.C.3. above. Photos of the property may be taken during this time.

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. 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

Proposals will be evaluated based on the criteria below to identify the Proposer recommended for lease negotiations and subsequent City Council consideration:

1. Responsiveness to RFP (Maximum 10 points):

The extent to which the Proposal:

- Demonstrates an understanding of the food service or café opportunity and the scope of the upper concourse;
- Includes the required Submittal Requirements; and
- Presents sufficient information in a clear, concise and organized manner.

2. Proposed Concept and Operating Plan (Maximum 35 points):

The extent the Proposal presents an appealing, practical and feasible food service or café concept suited to the upper concourse of the Starlight Bowl, including:

- The quality and suitability of the proposed menu, offerings and

complementary activities;

- How the Proposal would serve a range of Balboa Park visitors and contribute to activation of the upper concourse;
- Proposed days and hours of operation and the approach to customer service, deliveries, waste management and maintenance;
- A realistic opening timeline that accounts for anticipated permits, improvements, including preliminary costs and timing; and
- A requested lease term reasonably supported by the proposed investment and operations.

3. Relevant Experience and Qualifications (Maximum 30 points):

The extent to which the Proposer, proposed operator and key management personnel demonstrate relevant experience and the ability to implement the Proposed concept, including:

- Experience operating a food service, café or comparable business;
- The ability to manage staffing, customer service, food safety and daily operations;
- A clear and practical approach to management and on-site oversight;
- Experience coordinating tenant improvements, equipment installation or business openings, as applicable to the Proposal; and
- References and record of satisfactory business operations, contract performance and resolution of compliance matters. A References Form has been included as Exhibit Ċ.

Qualifications may be demonstrated through the combined experience of the proposed team. Prior operation of an amphitheater or City-owned property is not required. Relevant past performance with the City may be considered.

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, 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 Total Points: 100

Proposals will 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.

- Proposer's receiving at lease seventy-five points will be eligible for consideration as finalist. The City may shortlist the highest-ranked eligible Proposers based on the scores and the numbers of proposals received.
- 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.

The City may request clarification or additional supporting information during evaluation. Finalists may be invited to an interview or presentation to discuss their proposals and respond to questions. If interviews are conducted, the City will notify finalists of the format and requirements, and any resulting score adjustments will be based on the evaluation criteria above.

Selection for further consideration does not constitute an award of the lease. Final lease terms remain subject to negotiation and required City approvals.

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 Proposer. 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/about-us/properties-for-sale 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 – Real Estate Division 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 for abiding 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 B) 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 (SDMC) and provide for a protest process, where applicable. The

City will not consider or otherwise act upon an untimely protest. Disagreement with the selection outcome does not, by itself, establish ground for 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

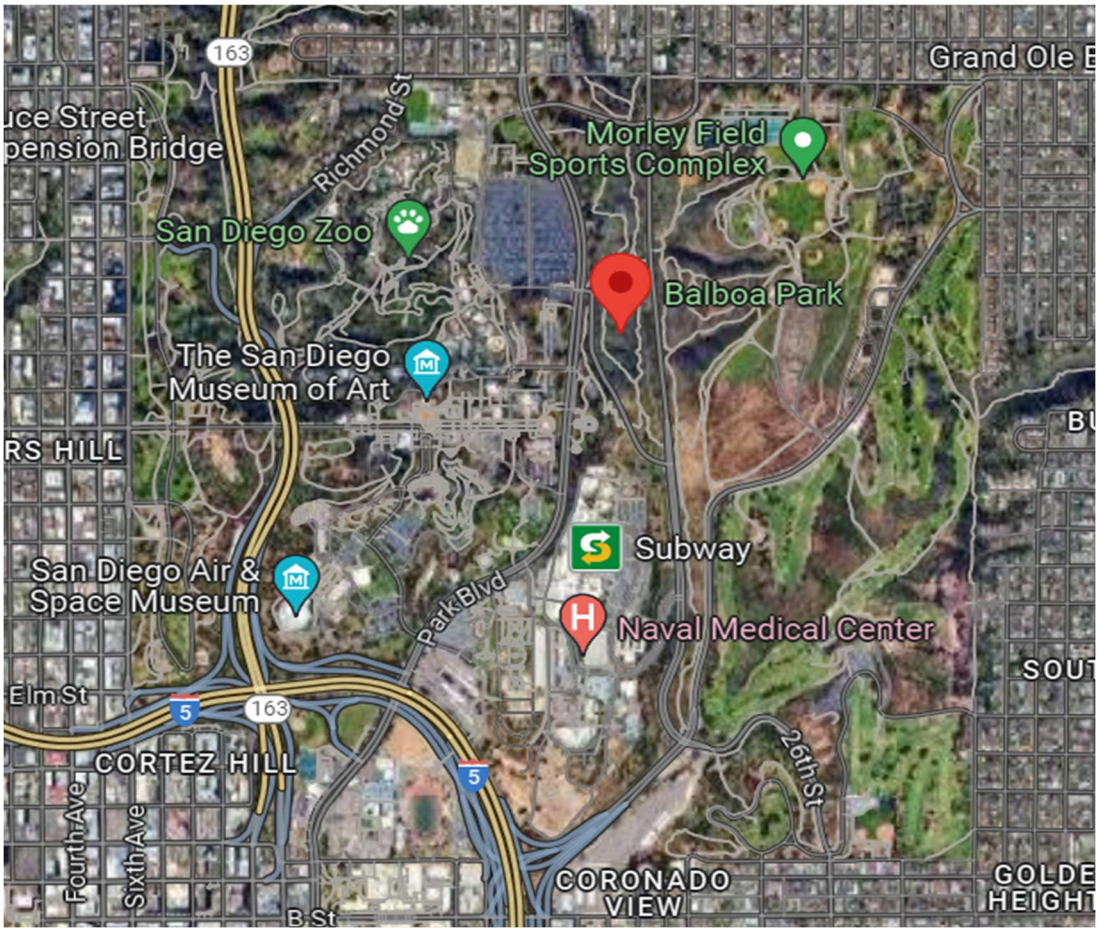
The City will not pay a brokerage commission.

M. SCHEDULE OF RFP EXHIBITS

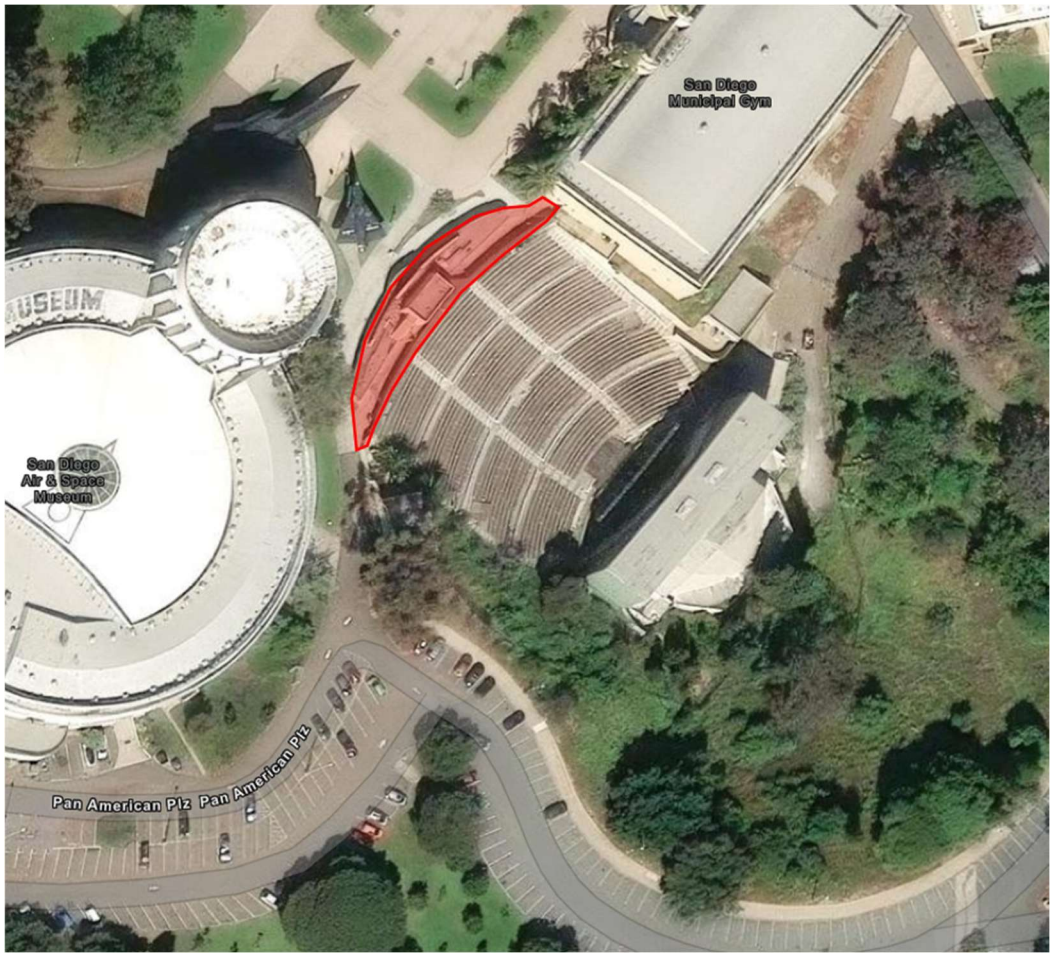
RFP Exhibit A-1:	Site Plan
RFP Exhibit A-2:	Aerial of Premises
RFP Exhibit B:	Work Force Report
RFP Exhibit C:	Lessee's Questionnaire
RFP Exhibit Ċ:	References Form

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

RFP Exhibit A-1 Site Plan



RFP Exhibit A-2 Aerial of Premises



RFP Exhibit B

Work Force Report

(Inserted Behind This Page)

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

(Inserted Behind This Page)

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 know ledge.

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. 1400
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 E
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: _____