

**City and County of San Francisco  
Planning Department**

**CP13-015:  
Request for Proposals for  
Railyard Alternatives and I-280 Boulevard Feasibility Study**



**SAN FRANCISCO  
PLANNING  
DEPARTMENT**

Date issued:	January 29, 2014
Pre-proposal conference:	February 10, 2014 10:30 am
Proposals due:	February 28, 2014 1:00 pm

Request for Proposals for **Railyard Alternatives and I-280 Boulevard Feasibility Study**

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**Attached Appendices:**

A. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C of the S.F. Administrative Code.	A-1
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**Separate Appendices:**

- Sample Agreement for Professional Services (P-500)
- Notice to Bidders/Proposers Disadvantaged Business Enterprise Information
  - Professional Services Insert
  - Forms
- Debarment and Suspension Certification
- Non-lobbying Certification for Federal-Aid Contracts
- Disclosure of Lobbying Activities (CalTrans 12-E)
- Equal Employment Opportunity Certification (CalTrans 12-E)
- Non-collusion Affidavit (Caltrans 12-E)

**Request for Proposals for  
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**I. Introduction and Schedule**

**A. Introduction**

San Francisco has an opportunity to reconcile the intersection of several major pieces of existing and planned infrastructure with the most rapidly burgeoning part of the City – the nexus of South of Market, Mission Bay, and Potrero Hill. Pursuit of the City’s most significant transit investments of this generation -- Downtown Rail Extension (DTX), electrification of Caltrain, and introduction of High-Speed Rail service – have exposed a need to undertake a planning effort to build a future that is more than the sum of its parts, that integrates land use with transportation and builds a high-quality urban environment that represents the best of 21st Century urbanism. At present these projects are being individually overlaid on existing infrastructure that includes an elevated freeway, a half-mile long railyard, and street-level commuter rail tracks, all of which were built in a time when the area was primarily an industrial neighborhood. Today this infrastructure divides these densifying central city neighborhoods, degrades them physically, and exacerbates circulation problems for transit, cars, pedestrians and cyclists. As currently planned, the new cumulative layers of infrastructure could magnify these issues, such as by potentially forcing the undergrounding of the few city streets that link these neighborhoods. Further, these facilities dampen the opportunity to house transit-oriented jobs and housing in this prime central city location, an important consideration in an age where climate change, lack of affordable housing, congestion and loss of green-space due to regional sprawl are paramount concerns.

Finally, there is potential economic value that could be unlocked by improving the neighborhood environment in the area and increase connectivity – value that could be harnessed to help build the short-funded infrastructure. Here, the City is faced with multiple, pending, once-in-a-lifetime infrastructure projects that are extraordinary in cost and physical impact. Rather than considering simply how to build each project independently in the existing landscape, the City is interested in how to coordinate and design this collection of projects in a cohesive vision for the area.

This Study will evaluate whether these challenges can be addressed and also generate funding for the infrastructure. The Study will develop a neighborhood vision for the area and flesh out the transformative transportation investments to fulfill the neighborhood vision. The Study will include evaluation of the technical and financial feasibility of a comprehensive transportation project that could (1) relocate existing rail tracks underground, (2) replace a portion of an elevated freeway with a surface urban boulevard, (3) reconfigure, relocate, or substantially reduce a railyard, and (4) create new opportunities for neighborhood connectivity and transit-oriented development. Further, the study will look at opportunities to connect and/or consolidate the two planned 4th and King stations (Caltrain at grade at 4th & King and Caltrain below grade at 4th & Townsend) to untangle layers of infrastructure in the area and open up the area to connect with San Francisco. The outcome for this contract includes alternatives comprised of the various feasible components for further study.

In addition to Phase I (Project Initiation, Visioning, and Concept Development) and Phase II (Refinement of Alternatives and Determination of Final Alternatives) which comprise this contract, additional follow-on work that will be completed under separate contract(s) including Phase III – Determination of the Preferred Alternative, Phase IV – Environmental Clearance for the Preferred Alternative, and Phase V – Implementation.

This study will analyze the feasibility of the Railyard Alternatives and I-280 Boulevard project. Time is of the essence in order to guide the electrification of Caltrain within San Francisco

without delaying that critical project. The current schedule for electrification of Caltrain is for completion by 2019 (the project will begin in 2016).

### **B. Purpose of Project**

This technical feasibility study will reaffirm the City and County of San Francisco's commitment to completion of the Downtown Tunnel Extension (DTX), Caltrain Electrification, and High Speed Rail (HSR) service into San Francisco in a manner that meets or exceeds their respective current budgets and timelines while allowing for investigations into potential innovative solutions and improvements to reduce their costs, expedite their completion, raise additional revenue as well as consider opportunities for coordinated improvements to circulation, public space and land use (e.g. I-280 Boulevard Assessment). The purpose of the project is not to re-study alternatives already studied but instead, to look at decision points and results of those decisions to assess if they still result in the components' individual preferred alternative based on a holistic approach to the area.

### **C. Project Summary**

This Railyard Alternatives and I-280 Boulevard Feasibility Study identifies the 20+ acre Caltrain Depot and yard as an opportunity to provide additional employment and housing sites in the City and County of San Francisco (CCSF) to meet the City's jobs and housing allocations. This area represents one of the few large, contiguous pieces of property within the City limits that is available for new development. By examining the footprint of the 4th/King Railyard, the I-280 infrastructure, and development of the area, Mission Bay, which currently is divided from the City by the railyard, can be reconnected; the tangle of infrastructure currently in the area can be straightened out; the citizens, employers, employees, and residents of the area will have multiple access points to the rest of the City while exploring the potential for providing for a signature project for the City.

This Study will develop a neighborhood vision for the area and identify transportation investments to fulfill the neighborhood vision. The Study will include but not be limited to: evaluation of the technical and financial feasibility of a comprehensive transportation project that consolidates/relocates existing rail tracks underground, surfaces an existing elevated freeway, consolidates/relocates a railyard, enhances the area around the Transbay Transit Center, and creates new opportunities for neighborhood connectivity and transit-oriented development. Further, the study will look at opportunities to connect and/or consolidate the two planned 4th/King stations (Caltrain at-grade at 4th/King and Caltrain below grade at 4th/Townsend).

This study will analyze the feasibility of the Railyard Alternatives and I-280 Boulevard project. Time is of the essence in order to guide the electrification of Caltrain within San Francisco without delaying that critical project. The current schedule for electrification of Caltrain is to be completed by 2019 (beginning in 2016).

The feasibility study has five components to analyze the potential and effects of:

- Boulevard I-280 in the area
- Reconfiguration/Relocation of the 4th & King railyard
- Potential of redevelopment of the 4th & King railyard
- Connection and interaction of Downtown Tunnel Extension (DTX – to Transbay Transportation Center – TTC)
- Potential to minimize area through the use of loop track at TTC

Each of the components above is detailed below. The components should be analyzed as individual elements as well as how they interact with each other. Please note that the chosen consultant team will lead the work for all items except the Placemaking and Development Opportunities component which City/County of San Francisco staff will lead, with work from

the consultant as defined below. Please also note that the scope of services contains each of the components below but in a different chronology.

### **I-280 Boulevard**

*Analyze the potential to connect divided neighborhoods with new pedestrian, bicycle, transit and vehicular access linking the South of Market, Mission Bay, and Potrero Hill neighborhoods by replacing a stub-end elevated freeway with a surfaced urban boulevard.*

The Mission Bay area is divided from the rest of the City by the elevated I-280 freeway, the Caltrain tracks, and the 4th & King Railyard. This barrier is over one mile in length and incorporates approximately 37 acres in area. When HSR reaches San Francisco, the California High Speed Rail Authority (CHSRA) proposes to meet its grade-separation needs by reconstructing 16th Street, 7th Street and Mission Bay Drive underneath the existing rail tracks in trenches. The resulting subterranean roads would substantially degrade pedestrian and bicycle conditions along these streets, and compound the barriers in and around Mission Bay. The required retaining walls for these underpasses would significantly deter and/or preclude pedestrian or vehicular access to adjacent parcels.

In addition, the I-280 freeway on-ramp, an elevated structure is located in, and adjacent to, this area, which also creates potential barriers to pedestrian, bicycle, and vehicular traversing. In order to reduce and even eliminate these barriers, grade separation could be achieved by relocating the tracks underground, leaving the streets at the surface. Also, converting the segment of elevated freeway north of 16th Street into a surface boulevard could allow reconnection of these neighborhoods and creation of new open space.

This feasibility study will evaluate a potential boulevard's effects on vehicular traffic conditions, transit operations, pedestrian and bicycle safety and circulation, and goods movement.

### **Reconfiguration/Relocation of Railyard Functions**

*Analyze reconfiguration/relocation of Caltrain railyard functions to other location(s). Alternatively, analyze consolidation of the railyard into a smaller footprint.*

Similar to the freeway corridor as noted above, the neighborhoods surrounding the existing railyard were formerly industrial, but are now a mix of dense residential and commercial land uses. Consequently, these neighborhoods are divided by a ¾-mile railyard barrier. This study will analyze whether the railyard functions could be reconfigured/relocated and what the effects on the quality of life in this high-density neighborhood will be. Caltrain plans to electrify and upgrade this railyard within the next six years as part of the Electrification project, and is currently preparing an Environmental Impact Report (EIR).

This study should analyze potential locations to relocate railyard functions, either within San Francisco or immediately south of the city. Locations should avoid conflicts with adjacent land uses. Locations should also be adjacent to the Caltrain corridor, protected against sea level rise, and be located to minimize the distance for train storage movements.

The feasibility study will propose and evaluate up to six potential locations/layouts where railyard functions could be consolidated/relocated. The study will assess the train storage capacity and train operations associated with these locations. This study will review potential service needs of the area (including the ballpark) and identify methods to meet those needs, including but not limited to a possible connection between the 4<sup>th</sup> & King and the 4<sup>th</sup> & Townsend station stops.

The study will also examine consolidating or reducing the existing railyard, enabling some development at the site while retaining some railyard and station functions. However this scenario would not remove the railyard barrier or eliminate noise and air pollution, and ideally would be an initial phase toward a future wholesale relocation. The study will assess the train storage capacity and train operations associated with a consolidated railyard.

### **Placemaking and Development Opportunities**

*Analyze the possibility of new transit-oriented development, neighborhood connectivity, open space and public amenities in this area of the City.*

The PlanBayArea (the Regional Transportation Plan) growth projections project a need for San Francisco to accommodate approximately 15% of the anticipated regional growth or 191,000 new jobs and 92,400 new housing units for San Francisco by 2040. To accommodate this growth and meet local and regional sustainability goals, suitable new development opportunities need to be identified that are well served by transit.

The 4th & King Railyard is a large parcel located between the growing Mission Bay, South of Market, and Showplace Square neighborhoods. Its reconfiguration/relocation would create substantial opportunity for transit served active uses. Additionally, parcels located along the elevated freeway and rail tracks are primarily used and zoned for industrial and institutional uses but if the elevated freeway were removed and replaced with a surface boulevard, the future of these parcels could be reconsidered for transit-oriented development. The project would also create new developable sites within the footprint of the railyard and freeway resulting not only in new potentially developable land but also redevelopment opportunities throughout the area while also removing impediments to access through the area. Value captured from new development could be an important source of revenue to finance the overall project.

The feasibility study will examine appropriate land use and urban form responses to potential infrastructure changes and analyze potential development capacity to accommodate growth. The study will also estimate the revenues that could be captured by this new development. As stated above, City staff will lead this effort with potential tasks from the consultant as defined in the scope of services below.

### **Alternative DTX Alignments and Construction Methods**

*Examine Ways to reduce the cost and accelerate the implementation of the Downtown Extension of Caltrain and future High Speed Rail into the Transbay Transit Center.*

The new Transbay Transit Center (TTC) will serve as the northern terminus for both Caltrain and the future California High Speed Rail. The most recent cost estimate for the planned Downtown Extension (DTX) rail tunnel into the station is \$2.6 billion for the 1.3 mile extension. The cost is primarily due to the utilization of cut-and-cover and sequential mined excavation construction methods. Construction methods using a Tunnel Boring Machine (TBM) could potentially reduce costs, but the DTX has been planned with three tracks so that future High Speed Rail trains can overtake stopped Caltrain trains at the planned underground 4th & Townsend station. Although the use of three tracks may necessitate a tunnel cross-section, this study will look at options to cut/cover as well as TBM technology.

The DTX is not funded, and implementation may not occur for many years. The Metropolitan Transportation Commission anticipates that federal New Starts funding could be available for the region's next generation of major transportation projects (BART to San Jose/Santa Clara Phase 2 and DTX), but these funds are not anticipated to be available until 2027 or later.

In order to bring rail service to the TTC as soon as possible, alternative construction methods, tunnel and station designs, rail alignments, and operational plans for the DTX tunnel need to be explored. To the greatest extent practical, alternative rail alignments or other modifications to existing plans should be compatible with the TTC currently under construction and should build off of the planning, engineering, and environmental review already completed for the DTX.

This proposed feasibility study will explore cost-effective designs for the DTX, such as enabling bypass/crossover tracks to be constructed as a separate or future phase, and utilizing TBM technology. The study will also assess the train operations associated with alternative rail configurations.

### **Transbay Loop Track**

*Examine ways to enhance operational capacity of Transbay Transit Center and the DTX with a loop track configuration.*

The Transbay Transit Center (TTC) is a stub-end station, requiring trains to reverse out. These reverse movements could conflict with inbound train movements at the station approach, which will reduce the station's throughput capacity.

The feasibility of a loop track has been previously studied, and it identified benefits to train operations; however this study was based on an older design of the TTC, which had shorter tangent platforms that did not extend as far to the east as currently planned for TTC (i.e. the current anticipated length of High Speed Rail (HSR) trains has increased platform length specifications, such that construction of the DTX would include extending the TTC train box from Beale Street to Main Street to accommodate HSR).

The feasibility study will update the existing loop track study according to an updated design of the Transit Center, and will assess train operations of a loop track and the costs and physical feasibility of such a loop, including constraints posed by existing and planned buildings in the alignment of such a loop. This study will be closely coordinated with the Alternative DTX Alignment Study.

#### **D. Schedule**

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	January 29, 2014
Pre-proposal conference	February 10, 2014 10:30 am
Deadline for submission of written questions or requests for clarification	February 14, 2014 1:00 pm
Proposals due	February 28, 2014 1:00 pm
Oral interview with firms selected for further consideration	week of March 17, 2014 (Tentative)

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The contract shall have an original term of 4 years. In addition, the City shall have an option to extend the term for a period of one year, which the City may exercise in its sole, absolute discretion.

This contract is funded with a grant from the Federal Highway Administration (FHWA). Required FHWA provisions are appended to the sample contract.

## **II. Scope of Work**

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following are work tasks assumed necessary to prepare the Railyard Alternatives and I-280 Boulevard Feasibility Study. Proposing teams may suggest a modified scope as part of their proposal.

### **Project Background**

This project will be conducted in two phases.

- **Phase I (Project Initiation, Visioning, and Concept Development)** consisting of review of existing conditions and preparation of conceptual design alternatives for the five project components (Rail Alignment, Boulevard Traffic, Railyard Reconfiguration/Relocation, Development Opportunities, and Loop Track). Public involvement will be required.
- **Phase II (Refinement of Alternatives and Determination of Final Alternatives)** will further design refined alternatives for each of the project components, aid in the selection of final alternatives for the desired five project components as well as train operations and economic analysis. Phase II will include continued Public Involvement.

If the City determines in its sole and absolute discretion that the consultant has performed Phase I satisfactorily and funding is available, Phase II will immediately follow Phase I as a continuation of the Railyard Alternatives and I-280 Boulevard Feasibility Study project. If not, the City reserves the right to re-procure for Phase II with the scope of work identified below and to select a different consultant for Phase II.

*The total budget for this contract will be negotiated but not to exceed \$350,000 for Phase I and \$1,100,000 for Phase II.*

The anticipated project schedule is 6-9 months for Phase I and 12-15 months for Phase II.

### **Phase I – Project Initiation, Visioning, and Concept Development**

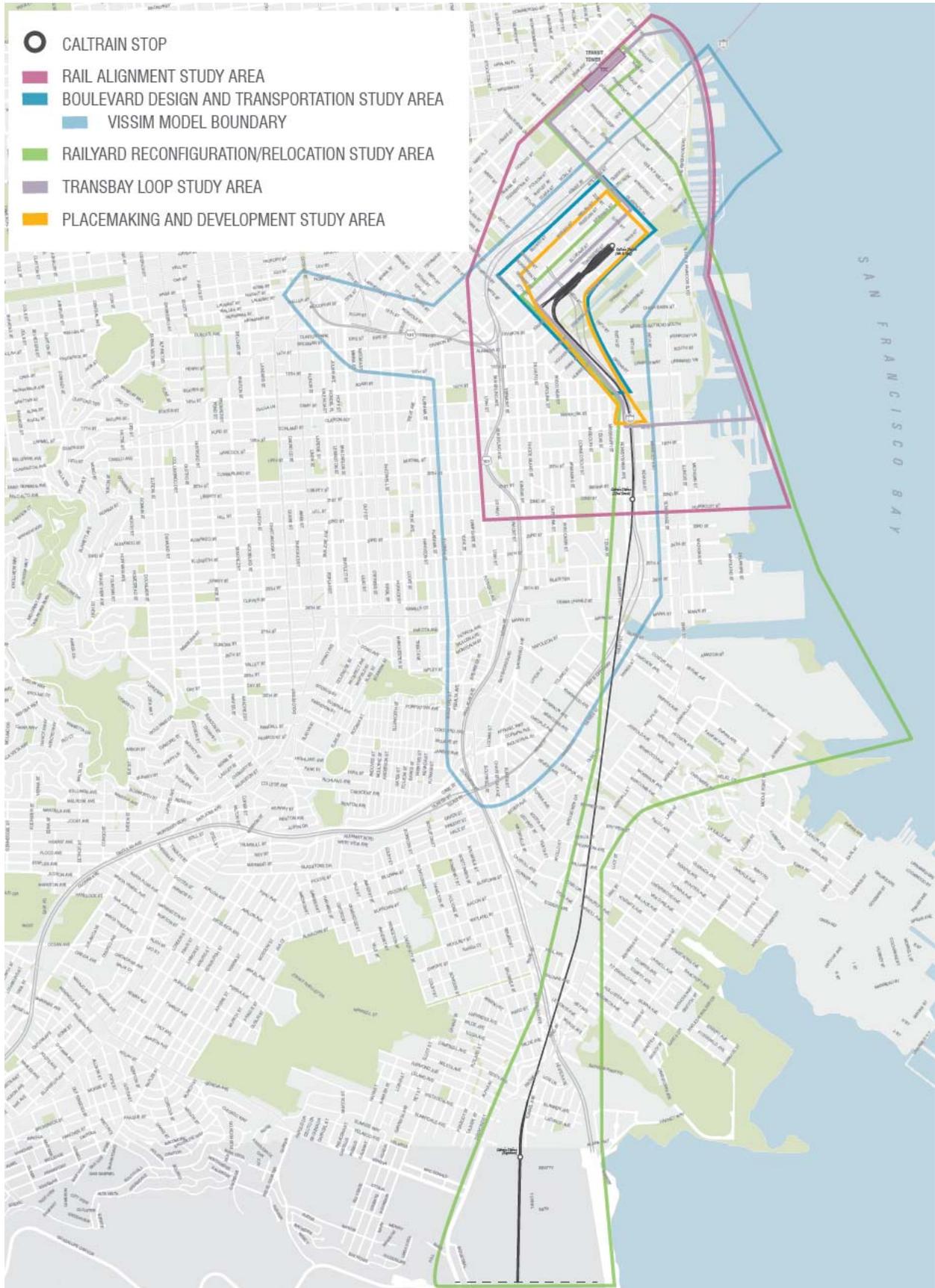
#### **Task I-1 – Background/Data Collection**

The consultant will be required to review and examine appropriate land use and urban form responses to the infrastructure changes as well as analyze potential development capacity to accommodate growth within the project areas shown on Figure 1.

The study areas for this project vary by component. The boundaries are listed below (in generalities) and shown on Figure 1. These study areas could be modified per the needs of the study.

- Rail Alignment: 22nd Street Caltrain Station (south) to Transbay Transit Center (north). US-101/I-80 (west) to San Francisco Bay (east).
- Boulevard Design and Transportation: the area including and immediately adjacent to the I-280 corridor north of 16th Street including the Sixth Street & King Street ramps. Further, analysis will be completed within the Mission Bay area. For the VISSIM model boundaries, I-80 (US-101 to Bay Bridge), US-101 (3rd Street to Octavia Boulevard) and I-280 (Geneva Avenue to 6th/King) will be included.
- Railyard Reconfiguration/Relocation: Transbay Transit Center (north) along the Caltrain Corridor south of the City of San Francisco and encompassing the 4th/King railyard, US-101/I-80 (west) to San Francisco Bay (east).
- Transbay Loop: 18th Street (south) to Transbay Transit Center (north). 7th Street (west) to San Francisco Bay (east).
- Placemaking and Development: 4th/King Railyard and areas adjacent to the I-280 and Caltrain corridors north of Mariposa Street.

**FIGURE 1: STUDY AREA BOUNDARIES**



### **Task I-2 – Outreach**

The consultant will work with City staff to provide periodic updates to the Technical Advisory Group, Planning Commission, the Board of Supervisors, public agencies, neighborhood groups, and Citizens Advisory Committees in the Transbay, Rincon Hill, South Beach, China Basin, South of Market, Mission Bay, Showplace Square, Potrero Hill, Dogpatch areas. Assume approximately 1.5 meetings for each month of the contract knowing there will be wide variations month to month.

Additionally, periodic meetings with stakeholders including but not limited to the Union Pacific Railroad, Farallon Capital Management/Mission Bay Development Corporation, San Francisco Giants, Golden State Warriors, UCSF, Recology, California College of the Arts, Orton/Forest City will be held throughout the project timeframe.

### **Task I-3 - Public Meetings**

The consultant will work with City staff to conduct public meetings related to the visioning of the area as well as to discuss the various concepts of each design element under consideration. It is anticipated that two public meetings on each (Visioning and concepts) will be held, for a total of four (4) meetings.

### **Task I-4 – Rail Alignment Study**

*Task I-4.1: Review Previous Studies completed in the study area.*

Assemble and review relevant studies and plans for related infrastructure projects, including, but not limited to, the Transbay Transit Center and Downtown Extension, Caltrain Electrification, High Speed Rail (HSR), Central Subway, San Francisco Public Utilities Commission (SFPUC) Auxiliary Sewer Main and other wastewater collection, conveyance and disposal facilities in the area, Transit Effectiveness Project, and Waterfront Transportation Assessment. Figure 1 shows the study area for this component.

Review City comment letters and analysis to date of proposed HSR alignment and station alternatives.

Assemble and review previous work related to the Downtown Extension conducted by Transbay Joint Powers Authority (TJPA), including environmental review, geotechnical reports and preliminary design documents. Review current Caltrain and High Speed Rail plans regarding design criteria and anticipated train volumes.

Assemble and review previous work related to rail alignments conducted by San Francisco County Transportation Authority (SFCTA) with participation from TJPA, including land ownership and usage, utilities and infrastructure, and geotechnical conditions.

*Task I-4.2: Conceptual Rail Alignments*

Based on community and stakeholder input received from Task I-2 (Outreach) and Task I-3 (Public Meetings), develop no less than three and no more than five conceptual rail alignments. Concepts could encompass different horizontal and vertical alignments, different track configurations, and different station locations. Develop conceptual engineering graphics of each concept suitable for public presentation and understanding of the concepts. All alignments shall feasibly approach the train box level of the TTC from the west, and shall conform to the top of rail and platform heights of the station.

Develop sub-alternatives that have minor variations from core concepts as appropriate to support public understanding and outreach efforts.

Present conceptual alignments at second round of public meetings described in Task I-3 (Public Meetings). The consultant will be responsible for providing graphics, presentation materials, and synthesis comments received at the meeting(s).

*Deliverables:*

- Working Paper –Existing Conditions – Rail Alignment Study (Draft and Final)
- Three to Five conceptual rail alignments
- Materials and meeting summary for Public meetings (2)

**Task I-5: Boulevard Design and Transportation Study**

*Task I-5.1: Review Previous Work/Current Studies*

Review Planning Department conceptual plans and traffic simulations for boulevard design and operation as well as Caltrans as-built I-280 planset and right-of-way/easement documentation. Review nearby planned or proposed transportation projects and major developments, including Central Subway, Waterfront Transportation Assessment, Central SoMa Plan, Transit Center District Plan, Mission Bay Redevelopment Plan, Bicycle Plan, Transit Effectiveness Project, UCSF Master Plan, Mission Rock (Seawall Lot 337/Pier 48), Pier 70, and Warriors Arena (Piers 30-32), current planning efforts (Central Corridor, Moscone Center Expansion, etc.) as well as pending developments entitled or anticipated under existing zoning (i.e. Eastern Neighborhoods Plans). Figure 1 shows the study area for this component.

*Task I-5.2: Existing Conditions Model*

Collect AM and PM peak period traffic turning movement counts along I-280 corridor and adjacent streets. Construct and validate VISSIM traffic simulation model for I-280 corridor between South of Market and 101/280 junction. Where traffic counts taken within the last two-years, these counts can be used and increased using a 2 percent/year growth rate. Where traffic counts have not been taken in the past two years, new traffic counts will be taken in association with this project. Assume a minimum of 45 traffic counts and a maximum of 60 intersection traffic counts to be taken in association with this project. For the VISSIM model boundaries, I-80 (US-101 to Bay Bridge), US-101 (3rd Street to Octavia Boulevard) and I-280 (Geneva Avenue to 6th/King) will be included – See Figure 1.

*Task I-5.3: Year 2040 Baseline Conditions Model*

Obtain AM and PM peak period year 2040 projected traffic volumes from SFCTA CHAMP travel demand model, including growth from reasonably foreseeable land use and transportation projects. Update VISSIM simulation model developed in Task I-5.2 (Existing Conditions Model) to reflect baseline near-term traffic conditions.

*Task I-5.4: Conceptual Boulevard Designs*

Based on traffic analysis conducted in Task I-5.2 and Task I-5.3 as well as community and stakeholder input received from Task I-2 (Outreach) and Task I-3 (Public Meetings), develop a minimum of three and a maximum of five conceptual boulevard designs. Conceptual designs would include different lane configurations, including high-

occupancy vehicle/toll lanes (HOV/HOT), as well as modifications to I-280 ramps south of 16th Street. Transit, bicycle, and pedestrian movements and improvements should be included. Develop graphics of each concept depicting local and through vehicular access, transit, pedestrian and bicycle facilities. Prepare cross-sections, plan drawings and additional details as needed to clearly illustrate the precise boulevard limits, dimensions and key urban design features. Identify and profile parcels of land available for redevelopment created by boulevard designs.

Present conceptual designs at second round of public meetings described in Task I-3 (Public Meetings).

*Deliverables:*

- Working Paper –Existing Conditions – Boulevard Design and Transportation Study (Draft and Final)
- Working Paper – VISSIM model calibration
- Existing conditions model update
- Base year 2040 traffic model
- Three to five conceptual boulevard designs
- Materials and meeting summary for Public meetings (2)

**Task I-6: Railyard Reconfiguration/Relocation Study**

As part of the Caltrain Electrification EIR, a Feasibility Assessment was recently completed to determine if the 4th/King railyard could be consolidated or relocated. That Feasibility Assessment looked at two options for decreasing the size of the railyard. The work denoted below would build on the feasibility work to examine the feasibility of decreasing the size of the 4th & King station and/or reconfiguring/ relocating some/all of the key facilities. In addition, this project will build on the Caltrain Northern Terminus Study (2010).

*Task I-6.1: Review Existing Conditions*

Collect as-built engineering plans for major infrastructure in proximity to rail tracks, including Caltrain right of way, I-280, and sewer gravity main as well as other major utilities along the track corridor. These plansets are available from the City. These utilities shall include at a minimum electric, sewer, steam, water, gas, and communication lines. Figure 1 shows the study area for this component.

Review the Caltrain Feasibility Scan project recently completed.

*Task I-6.2: Review Existing Train Operations Analyses*

Review previous Caltrain rail operations analyses regarding Caltrain Modernization, the currently-planned Downtown Extension as well as High Speed Rail “blended” operations.

*Task I-6.3: Coordination with Caltrain, TJPA and CHSRA*

Coordinate with the City, Caltrain, TJPA and CHSRA staff to understand operational needs for railyard design. Scenarios to be evaluated shall include near term operations (pre-DTX), mid-term operations (post-DTX, but without High-Speed Rail), and long-term operations (post-DTX and with High-Speed Rail). Needs to be assessed shall include track geometry and clearances, vertical clearances to overhead catenary system, turnout and crossover geometry, track grades and vertical curves, engineering staff

access, security requirements, and railyard support facilities. Turnout locations and storage track layout shall be coordinated with Caltrain and compatible with High Speed Rail operations and standards as anticipated for “blended operation” of Caltrain and High Speed Rail along the existing rail corridor.

Please note: coordination with train operations as outlined in Task I-6.2 (Review Existing Train Operations Analysis) will be essential for the successful completion of this task.

#### *Task I-6.4: Conceptual Railyard Designs*

Based on feedback from Caltrain, TJPA and CHSRA staff, community and stakeholder input from Task I-3 (Public Meetings), as well as other Citywide outreach efforts, identify four to six train storage scenarios involving the potential reconfiguration or relocation of railyard functions to another site (options for the additional site location will be provided by CCSF), the consolidation of railyard functions at 4th & King, the relocation of railyard functions to another site, and some combination of the two. Use of the information contained in the recently completed Caltrain Feasibility Assessment should be used as a starting point but can be modified as appropriate. Develop conceptual designs of the consolidated and/or relocated railyards.

Present identified railyard function locations at second round of public meetings described in Task I-3 (Public Meetings).

#### *Deliverables:*

- Working Paper –Existing Conditions – Potential Railyard Reconfiguration/Relocation (Draft and Final)
- Three train storage scenarios and reconfiguration/relocation options
- Materials and meeting summary for Public meetings (2)

### **Task I-7: Placemaking and Development Study**

#### *Task I-7.1: Technical Analysis of Potential Land Use Scenarios (Optional Task)*

City staff will develop potential land use scenarios for 4th & King Railyards. If necessary, the Consultant will provide technical engineering/architectural studies related to the physical constraints necessary for building on the site. Further, storm surge and sea level rise analysis may be requested. For budget purposes, please provide lump sum estimates based on the request of the above for two sites.

#### *Task I-7.2: Air Rights Analysis (Optional Task)*

At the direction of the City, the consultant will conduct structural capacity analysis on the potential land use scenarios (and related cost implications). Actual air-rights development over the existing yards to remain will be analyzed. For budget purposes, please provide lump sum estimates based on the request of the above for two sites.

#### *Deliverables:*

- Calculation and engineering/architectural studies related to the provided Land Use scenarios provided by CCSF (if requested).
- Structural capacity calculations on land use scenarios provided by CCSF (if requested).
- Materials and meeting summary for Public meetings (2)

## **Task I-8: Transbay Loop Study**

### *Task I-8.1 Review Previous Work*

Assemble and review previous work related to the TTC loop track conducted by TJPA, including major developments planned or entitled along potential loop path as well as the South Bay Crossing preliminary alignment(s). Figure 1 shows the study area for this component.

### *Task I-8.2: Conceptual Loop Designs*

Based on review of existing reports and initial engineering, design up to three conceptual loop track alignments. Concepts could encompass different horizontal and vertical alignments, different track configurations, and different connections to the potential future East Bay tube. Develop engineering graphics of each concept indicating plan, profile and typical cross-sections. All loop alignments shall feasibly approach the train box level of the TTC from the east, and shall conform to the top of rail and platform heights of the station.

Present conceptual loop designs at second round of public meetings described in Task I-3 (Public Meetings).

### *Deliverables:*

- Working Paper –Existing Conditions – Transbay Loop Study (Draft and Final)
- Loop scenarios
- Materials and meeting summary for Public meetings (2)

## **Phase II – Refinement of Alternatives and Determination of Final Alternatives**

### **Task II-1 – Background/Data Collection**

No work on this phase is anticipated in Phase II.

### **Task II-2 - Outreach**

Outreach will continue with the same level of commitment as identified in Phase I above.

### **Task II-3 - Public Meetings**

The consultant will work with City staff to complete public meetings related to performance of the refined alternatives and selection of a preferred alternative for each of the five project components. It is anticipated that two public meetings on each (Refined Alternatives and Final Alternatives) will be held.

### **Task II-4 – Rail Alignment Study Refinements**

#### *Task II-4.1: Refined Rail Alignments*

Based on stakeholder and community input from Task I-3 (Public Meetings) as well as other citywide outreach efforts, refine up to three rail alignment/station concepts identified in Task I-4.2 (Conceptual Rail Alignments). Develop scaled engineering graphics of each refined concept depicting horizontal and vertical rail alignments, track and station layouts, vent structure locations, alterations to existing or planned infrastructure and development, construction techniques, and potential phasing of implementation. Develop order-of-magnitude cost estimates for refined rail alignments. Plan, profiles, cross-sections, staging diagrams and other graphics shall be developed for presentation at public meetings and shall be understandable to the general public.

Refined alignments shall consider anticipated geotechnical conditions and the possible impacts of these conditions on tunneling methods, lining design, schedule, cost, and overall risk. Suitable sites for temporary construction activities shall be identified associated with the anticipated tunneling methods, such as TBM launch pits and muck disposal. Staging of construction, especially in relation to the surfacing of the I-280 structure to an urban boulevard (as described in Task II-5.1 – Refined Boulevard Designs), shall be detailed; staging impacts shall be included in the preliminary estimates of probable costs.

Present refined alignments and preliminary estimates of probable costs at third round of public meetings described in Task II-3 (Public Meetings). Also at this public meeting will be presented the train operations analysis of the refined alignments, per Task II-9.1 (Train Operations Analysis for Refined Alternatives).

#### *Task II-4.2: Final Rail Alignments*

Based on stakeholder and community input from Task I-3 as well as other citywide outreach efforts, finalize up to three rail alignments, according to the parameters specified in Task II-4.1 (Refined Rail Alignments). Develop conceptual level construction cost estimates for each of the final rail alternatives.

Present final conceptual alignments and preliminary estimates of probable costs at final public meeting as described in Task II-3 (Public Meetings). Also at this public meeting

will be presented the train operations analysis of the final alignments, per Task II-9.2 (Train Operations Analysis for Final Alternatives).

*Deliverables:*

- Working paper – Refined Rail Alignments (Draft and Final) – including comparison criteria and evaluation
- Preliminary estimates of probable costs related to the refined and final rail scenarios
- Materials and meeting summary for Public meetings (2)

**Task II-5: Boulevard Design and Transportation Study Refinements**

*Task II-5.1: Refined Boulevard Designs*

Based on community and stakeholder input received from Task I-3 (Public Meetings) as well as other citywide outreach efforts, develop up to three refined boulevard designs, according to the parameters specified in Task I-5.4 (Conceptual Boulevard Designs). Transit, bicycle, pedestrian, and goods movement should be analyzed. Develop conceptual level construction cost estimates for refined boulevard designs.

Present refined boulevard designs at third round of public meetings (described in Task II-3 – Public Meetings).

*Task II-5.2: Year 2040 Refined Boulevard Conditions Models*

Create traffic simulation models for up to three refined boulevard designs from Task II-5.1 (Refined Boulevard Designs). Obtain PM peak period year 2040 boulevard traffic volumes from SFCTA CHAMP travel demand model for three refined boulevard designs. Assess and compare operational performance of the refined designs against each other and against the 2040 Baseline model.

Present results of refined boulevard traffic operations analyses at third round of public meetings described in Task II-3 (Public Meetings).

*Task II-5.3: Final Boulevard Designs*

Based on community and stakeholder input received from Task I-3 (Public Meetings) as well as other citywide outreach efforts, develop up to three final boulevard designs, according to the parameters specified in Task I-5.4 (Conceptual Boulevard Designs). Develop preliminary estimates of probable costs for each refined boulevard design.

Present final boulevard designs at final round of public meetings as described in Task II-3 (Public Meetings).

*Task II-5.4: Year 2040 Final Boulevard Conditions Models*

Update traffic simulation models from Task II-5.2 (Year 2040 Refined Boulevard Conditions Model) per the finalized designs. Obtain updated PM peak period year 2040 boulevard traffic volumes from SFCTA CHAMP travel demand model. Assess and compare operational performance of the final designs against each other and against the 2040 Baseline model using the VISSIM model created in Task I-5.2.

Present results of final boulevard traffic operations analyses at final round of public meetings described in Task II-3 (Public Meetings).

*Task II-5.5: Implications and Improvements to US-101*

Based on the final VISSIM volumes obtained for Task II-5.4 (Year 2040 Final Boulevard Conditions Models), determine the potential changes in traffic onto US-101 resulting from the final boulevard designs. Building off the work of the SFCTA Core Circulation Study, identify potential improvements to the US-101 mainline in San Francisco that would enhance its performance and/or safety. Develop conceptual level cost estimates for identified improvements.

Coordinate with Caltrans staff to review potential improvements to US-101.

Present findings regarding the potential implications and improvements for US-101 at final round of public meetings described in Task II-3 (Public Meetings).

*Deliverables:*

- Working paper – Boulevard Design and Transportation (Draft and Final) – including comparison criteria and evaluation
- Preliminary estimates of probable costs related to the refined and final Boulevard scenarios
- Materials and meeting summary for Public meetings (2)

**Task II-6: Railyard Reconfiguration/Relocation Study Refinements**

*Task II-6.1: Refined Railyard Designs*

Based on feedback from Caltrain, TJPA and CHSRA staff, community and stakeholder input from Task I-3 (Public Meetings) as well as other citywide outreach efforts, refine up to three train storage scenarios and develop supporting graphics. Identify any major infrastructure or land uses requiring relocation. Determine available vertical clearance for overhead catenary system and locations of poles and related equipment. Identify required switches and/other special track work, and connections to mainline. Determine any required grading along tracks. Develop conceptual design and plans for any at-grade crossings, pedestrian walkways along tracks, and railyard support facilities. Develop an estimate of train storage capacity and preliminary construction cost estimate of each refined design.

Present refined railyard designs at third round of public meetings described in Task II-3 (Public Meetings). Also at this public meeting, the train operations analysis of the refined alignments will be presented, per Task II-9.1 (Train Operations Analysis for Refined Alternatives).

*Task II-6.2: Final Railyard Designs*

Based on feedback from Caltrain, TJPA and CHSRA staff, as well as community and stakeholder input from Task II-3 (Public Meetings), finalize up to three railyard designs according to the parameters specified in Task II-7.2 (Final Land Use Scenarios). Develop train storage capacity and cost estimate of each final design.

Present final railyard designs at final round of public meetings described in Task II-3 (Public Meetings). At this public meeting the train operations analysis of the final alignments will also be presented, per Task II-9.2 (Train Operations Analysis for Final Alternatives).

*Deliverables:*

- Working paper – Refined Railyard Designs (Draft and Final) – including comparison criteria and evaluation
- Preliminary estimates of probable costs related to the refined and final railyard design scenarios
- Materials and meeting summary for Public meetings (2)

**Task II-7: Placemaking and Development Study Refinements**

*Task II-7.1: Refined Technical Analysis of Potential Land Use Scenarios (Option task)*

Based on the refined concepts created for Task II-4 (Refined Railyard Alignments), Task II-5.1 (Refined boulevard Designs) Task II-6.1 (Refined Railyard Designs), community and stakeholder input received from Tasks 1-3 and II-3 (Public Meetings), as well as other citywide outreach efforts, City staff will refine up to three height/bulk and zoning scenarios for the railyard site and for the freeway corridor. Consultant staff may be asked to provide technical engineering/architectural studies related to the physical constraints necessary for building on the site(s). For budget purposes, please provide lump sum estimates based on the request of the above for two sites. Results may be presented at the third round of public meetings described in Task II-3 (Public Meetings).

*Task II-7.2: Technical Analysis of Final Land Use Scenarios (Optional task)*

Based on the final concepts created for Task II-4.2 (Final Rail Alignments), Task II-5.3 (Final Boulevard Designs) Task II-6.1 (Refined Railyard Designs), community and stakeholder input received from Tasks I-3 and II-3 (Public Meetings), as well as other citywide outreach efforts, City Staff will finalize up to three height/bulk and zoning scenarios for the railyard site and for the freeway corridor, including an assessment of the feasibility of the rail extension. Consultant staff may be asked to provide technical engineering/architectural studies related to the physical constraints necessary for building on the site(s). For budget purposes, please provide lump sum estimates based on the request of the above for two sites. Results may be presented at the fourth round of public meetings described in Task II-3 (Public Meetings).

**Task II-8: Transbay Loop Study Refinements**

*Task II-8.1: Refined Loop Designs*

Based on community and stakeholder input received from Task I-3 (Public Meetings) as well as other citywide outreach efforts, design up to three refined loop track alignments according to the parameters specified in Task I-8.2 (Conceptual Loop Design). Each alignment shall identify and include a conceptual cost and physical feasibility assessment of constraints posed by any existing and planned buildings in the alignment of such a loop

Present refined loop designs at third round of public meetings described in Task II-3 (Public Meetings). Train operations analysis of the refined loop designs, per Task II-9.1 (Train Operations Analysis for Refined Alternatives) will also be presented at this public meeting.

*Task II-8.2: Final Loop Designs*

Based on community and stakeholder input received from Task I-3 (Public Meetings) as well as other citywide outreach efforts, design up to three final loop track alignments according to the parameters specified in Task I-8.2 (Conceptual Loop Designs). Update preliminary conceptual construction cost estimates for each final design.

Present final loop designs at final round of public meetings described in Task II-3 (Public Meetings). Train operations analysis of the final loop designs, per Task II-9.2 (Train Operations Analysis for Final Alternatives) will also be presented at this public meeting.

*Deliverables:*

- Working paper – Refined Loop Design (Draft and Final) ) – including comparison criteria and evaluation
- Preliminary estimates of probable costs related to the refined and final Loop Design scenarios
- Materials and meeting summary for Public meetings (2)

**Task II-9: Train Operations Analysis**

*Task II-9.1: Train Operations Analysis for Refined Alternatives*

Working with City and Caltrain staff/consultants, obtain a working knowledge of the inputs, calculations, and resulting outputs of assumptions into the Caltrain Operations model. Based on the review of existing train operations (Task I-6.2), develop alternatives to be tested (Caltrain will perform the train operations) for the refined rail alignments, refined railyards and refined loop tracks as described in Task II-5.1 (Refined Boulevard Designs), Task II-6.1 (Refined Railyard Designs) and Task 8.1 (Refined Loop Designs). Results from the operations run will be used to determine potential reconfiguration/relocation feasibility of the railyard in conjunction with City and Caltrain staff.

*Task II-9.2: Train Operations Analysis for Final Alternatives*

Provide inputs into the operations plan (to be run by Caltrain) for the final rail alignments, final reconfiguration/relocation of railyards, and final loop track, as described in Tasks II-4.2 (Final Rail Alignments), Task II-6.2 (Final Railyard Designs) and Task II-8.2 (Final Loop Designs).

*Deliverables:*

- Working paper – Train Operations Analysis (Draft and Final)
- Materials and meeting summary for Public meetings (2)

**Task II-10: Economic Analysis**

*Task II-10.1: Review Existing Economic Reports*

Review 4th & King Railyards study, and funding strategies for San Francisco contributions to Caltrain study. Review other economic reports in the project vicinity as necessary.

*Task II-10.2: Refined Economic Analyses*

Determine potential revenue generation and value capture from land use scenarios for both railyard site and the freeway corridor as described in Task I-6.4 (Conceptual Railyard Designs), including land sales, infrastructure finance districts, community facilities (Mello-Roos) districts, development impact fees, or other financing and revenue options. Analysis will include but is not limited to:

- Fiscal/economic impact analysis or projections of the components of the railyard project denoted in this study including potential property value, property tax and other economic impacts of the project components on a broad geography as determined in coordination with City staff and informed by precedents and studies (e.g., Octavia, Embarcadero, Paris, Seoul, etc.)
- Value capture analysis should include broad geography around infrastructure as determined in coordination with City staff.

Compare anticipated revenues with cost estimates for refined rail alignments, boulevard designs, railyard designs, and loop tracks, as developed in Task II-5.1 (Refined Boulevard Design), Task I-5.4 (Conceptual Boulevard Designs), Task I-7.2 (Final Land Use Scenarios) and Task II-8.1 (Refined Loop Design).

Present refined economic analysis at third round of public meetings described in Task II-3.3 (Public Meetings).

*Task II-10.3: Final Economic Analyses*

Determine potential revenue generation and value capture from final land use scenarios for both railyard site and the freeway corridor as described in Task II-6.1 (Refined Railyard Designs), including land sales, infrastructure finance districts, community facilities (Mello-Roos) districts, and development impact fees.

Compare anticipated revenues with cost estimates for final rail alignments, boulevard, railyard reconfiguration/relocation, and loop tracks, as developed in Task II-4.2 (Final Rail Alignments), Task II-5.3 (Final Boulevard Designs) Task II-7.2 (Final Land Use Scenarios) and Task II-8.2: (Final Loop Designs).

Identify potential grant revenue applicable to the overall project, including New Starts and Grade Separation grants.

Present final economic analysis at final round of public meetings described in Task II-3 (Public Meetings).

*Deliverables:*

- Working paper – Existing Conditions – Economics and Funding Strategies (Draft and Final)
- Preliminary estimates of revenue generation and value capture related to the refined land use scenarios
- Working Paper – Economic Analysis (Draft and Final)
- Materials and meeting summary for Public meetings (2)

## **Task II-11: Visual Simulations**

### *Task II-11.1: Photo Simulations*

Develop photo simulations of the overall Railyard Alternatives and I-280 Boulevard project from three vantage points. Photo simulations may be supplemented by hand-drawn renderings or perspectives as budget allows.

### *Task II-11.2: Video Simulations*

Develop a three minute (approximate) video simulation of the overall Railyard Alternatives and I-280 Boulevard project.

#### *Deliverables:*

- Photo and Video Simulations for use by City/County personnel and in Public Meetings.

## **Task II-12: Final Report**

### *Task II-12.1: Draft Final report*

The consultant will prepare a draft final report for review by City staff documenting the review, analysis, and findings of each of the five project components (Rail Alignment, Boulevard Traffic, Development Opportunities, Railyard Reconfiguration/Relocation, and Loop Track). The study will also document the review, analysis, and findings of the train operations (Task II-9) as well as the economic analysis (Task II-10) outlined above.

Using the most promising alternatives identified in each of the five project components, the Consultant will propose up to three “complete” project alternatives to move forward into further study and environmental review.

### *Task II-12.2: Final report and Presentation of Findings*

Once review and comments have been received and incorporated, the Consultant will prepare the final report. The Consultant will present the findings of the report at up to three meetings (e.g., Planning Commission, TJPA, Caltrain Board of Supervisors, etc.)

#### *Deliverables:*

- Final Report (Draft and Final)
- Materials for public meetings (3)

### **III. Submission Requirements**

#### **A. Time and Place for Submission of Proposals**

Proposals must be received by 1:00 p.m., on **February 28, 2014**. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with Danny Yeung or mailed to:

Danny Yeung  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

*Hand delivery is recommended.*

Proposers shall submit **six** copies of the proposal to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

**You must also submit an electronic version of the proposal.** Please submit a complete electronic version on either a CD/DVD or USB flash drive.

#### **B. Format**

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

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

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

You must also submit an electronic version of the proposal. Please submit a complete electronic version on either a CD/DVD or USB flash drive.

#### **C. Content**

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

All pages should be letter sized unless otherwise noted. The items listed below shall be submitted with each Proposal and shall be submitted in the order shown. Each section should be clearly labeled, with page numbers and separated by tabs. Failure by an entity to include all listed items may result in the rejection of its proposal.

##### **1. Title Page (one page maximum)**

Should reflect the RFP's subject, RFP number, name of the submitting firm, address, telephone number, authorized contact person, contact person's email address, date of preparation, and their City Vendor number (if known).

##### **2. Table of Contents (one page maximum)**

Must indicate the material included in the Proposal by section and page number. The Table of Contents should mirror this section of the RFP and must include all the items set forth below.

**3. Tab I – Letter of Introduction and Executive Summary (three page maximum)**

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

**4. Tab II – Understanding of the Scope of Work/Project Approach (15 page maximum)**

This section should present the Proposer’s understanding of the items as described in Scope of Work above and should include an understanding of coordinating agencies and departments as well as potential conflicts and resolutions. The narrative should define the team’s commitment to the contract and how their experience will be utilized effectively to administer the contract deliverables.

**5. Tab III – Team Organization (five page maximum)**

This section should show the “chain of command” and identify major functions to be performed and their reporting relationships in managing, designing and constructing the Project. Additionally, please furnish a narrative describing the functional relationships among participants for the organizational chart (included in this section and, if necessary, the organizational chart can be provided on 11 x 17 sized paper) and describe the processes and tools that will be used in relation to staffing, cost control, and schedule; full resumes may be placed in Tab VI.

Provide information on your firm’s background and qualifications which address the following:

- Name, address, and telephone number of the contact person
- A brief description of your firm, as well as how any joint venture or association would be structured

At a minimum, the entity shall provide information related to knowledge, experience and expertise for the key personnel identified below. Please describe the qualifications of each key person as relates to their ability to meet/exceed the goals of the project.

- Each key person on the project team including:
  - Project Manager – licensed Professional Engineer in the State of California or Project management Professional Certification (PMP) is preferred.
  - Quality Manager
  - Section Leads and responsibilities
  - Contract Administrator
- A written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval.

**6. Tab IV - Firm Qualifications (five page maximum)**

Proposer shall provide sufficient information to enable the City and County of San Francisco to understand and evaluate the experience of the Proposer's team on similar projects. A maximum of five projects are allowed consisting of up to one (1) page per project description. Information required includes:

- Contract/Project Name
- Agency/Locality/Office/Organization for which contract or project was performed
- List of staff members who worked on each project
- Dollar value of contract/project
- Dates of contract/project
- Contract representative
- Contract representative's name, telephone number, and email address

The City reserves the right to contact any or all references and to ask any or all of the following questions and any additional questions the City deems appropriate:

- How cooperative and easy to work with was the firm during the term of the contract?
- How satisfied were you with the firm's point of contact?
- How timely and effectively did the firm address your questions and/or concerns?
- How satisfied were you with any required reports?
- How competent and professional were the firm's personnel during the term of the contract?
- How competent and professional were the firm's subcontractor's during the term of the contract?
- How would you rate the firm in addressing public issues?
- Would satisfied were you with the finished product?
- Would you utilize this firm for other similar needs?

**7. Tab V – Proposed Schedule (two page maximum)**

Provide a detailed schedule for the Project, as described in the scope of work. If necessary, the organizational schedule can be provided on 11 x 17 sized papers.

**8. Tab VI – Appendices**

In this section include the resumes for key individuals, with each individual represented by no more than one page. There is no limit to the number of resumes provided but should include all individuals shown in the organizational chart.

**9. Tab VII – Fee Proposal and Budget**

Provide one (1) task level budget that details, for each task, the person(s) assigned (labor category for those not in Key positions), hours and cost. Fee proposals shall provide sufficient line item details per task at completion of milestone for all project components to facilitate understanding of how performance and pricing of this work has been estimated. All hourly rates should be shown as “fully burdened”, i.e., inclusive of all indirect/overhead costs projected for your bid for

services such as, administrative staff assistance, etc. Hourly rates for all team members will be provided. Your total budget should not exceed \$350,000 for Phase I and \$1,100,000 for Phase II. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

For those optional items contained in Tasks I-7 and II-7 (Placemaking and Development Study), please denote a lump sum estimate based on two sites requested for additional work as denoted in the scope of services.

*Please use a format similar to the following example:*

Task	Total Estimate d cost by Task	Prime Staff Costs				Sub-Consultant Staff Costs				Other Costs (Please Identify)		
		Principal	Senior Planner	Planner	Assistant	Principal	Senior Planner	Planner	Assistant	Printing	Travel	Etc.
Task 1	[Est Costs]	[Hourly Rate]	[Hourly Rate]	[Hourly Rate]	[Hourly Rate]	[Hourly Rate]	[Hourly Rate]	[Hourly Rate]	[Hourly Rate]	[Est Costs]	[Est Costs]	[Est Costs]
Task 2	[Est Costs]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Costs]	[Est Costs]	[Est Costs]
Task 3	[Est Costs]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Hours]	[Est Costs]	[Est Costs]	[Est Costs]
...												
Total												

**The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.**

**D. Disadvantaged Business Enterprise (DBE)/Nondiscrimination Requirements**

As a Federal Highway Administration (FHWA) funded contract, this RFP is subject to a Caltrans-implemented Disadvantaged Business Enterprise (DBE) program.

The San Francisco Municipal Transportation Agency is assisting the Planning Department in implementing and meeting the DBE program and requirements.

**1. Policy**

The San Francisco Municipal Transportation Agency ("SFMTA") is committed to a Disadvantaged Business Enterprise (DBE) Program ("Program") for the participation of DBEs in contracting opportunities in accordance with the federal regulations in 49 CFR Part 26, issued March 4, 1999, as amended from time to time (the "Regulations"). The Regulations are incorporated into this Program as though fully set forth herein. It is the intention of the SFMTA to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the procurement and professional services activities of the SFMTA.

**2. Questions**

Questions concerning DBE / Nondiscrimination Requirements should be addressed to:

Lome Aseron  
 Manager, Contract Compliance Office

San Francisco Municipal Transportation Agency  
One South Van Ness Avenue, 6th Floor  
San Francisco, CA 94103  
lome.aseron@sfmta.com  
Phone (415) 701-5332

### **3. DBE Goal**

The SFMTA has established a DBE goal of **15%** for this project. To be determined responsive, a proposer must demonstrate in its submittal that it will meet this goal in the performance of this contract; or if it is unable to meet the goal, the proposer must submit documentation with its proposal that it performed good faith efforts, prior to submission of the bid or proposal, to meet this goal. A proposer that is not responsive to this requirement shall be ineligible for award of the contract.

### **4. DBE Database**

The database of federally certified Disadvantaged Business Enterprise (“DBE”) is located at the Caltrans Civil Rights website at [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm)

Proposers may contact Sheila Evans-Peguese at (415) 701-4436 should you need assistance with accessing the databases.

Please also see the separate Attachment for a description of SFMTA's FHWA DBE program, along with all forms required for submittal of proposals and for use by the selected proposer.

## **E. DBE Program Bidding Forms**

### **Required to be Submitted with Proposal (DBE Forms provided in Separate Attachment(s) to this RFP)**

Proposers must submit the following as attachments to their proposals:

1. Consultant Proposal DBE Commitment
2. DBE Consultant/Subconsultant Participation – Good Faith Efforts
3. Bidder’s List of Subconsultants Not Selected (DBE and Non-DBE)
4. DBE Acknowledgment Declaration

Forms described in this paragraph are not included in the proposal page limit.

## **F. Other Bidding Forms**

Proposers must submit the following as attachments to their proposals:

1. Caltrans / FHWA Forms
2. Equal Employment Opportunity Certification
3. Noncollusion Affidavit
4. Debarment and Suspension Certification, if required
5. Disclosure of Lobbying Activities, if required

Consultant and all subconsultants will need to submit all forms described in this paragraph which are not included in the page limit.

#### **IV. Evaluation and Selection Criteria**

##### **A. Minimum Qualifications**

For an offer to be considered, the proposer must meet, and demonstrate that it has met (by providing appropriate reference documentation, including contact information), the following minimum requirements:

1. Project manager or task manager for rail, with a minimum of 7 years of railroad planning, engineering, and operations experience of a Class I railroad and facilities.
2. Completed at least one project within the past 48 months with elements similar in scope to the individual components described in this RFP.

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

##### **B. Selection Criteria**

The proposals will be evaluated by a selection committee comprised of parties with expertise in the technical area. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to three of the firms with the highest scoring proposals may be interviewed by the committee to make the final selection. **The City reserves the right not to conduct oral interviews and select a firm based on the written scores.**

##### Written Evaluation Criteria:

- 1. Project Approach (25 points Phase I, 15 points Phase II)**
  - Understanding of the project and the tasks to be performed, etc.
  - Reasonableness of the work schedule and budget
  - Ability to prepare deliverables on time
  - Ability and willingness to work within the project objectives within or below budget
- 2. Assigned Project Staff (25 points)**
  - Expertise in component areas.
  - Professional qualifications and education of all key staff and key subconsultants
  - Workload, staff availability and accessibility
- 3. Experience of Firm and Subconsultants (30 points)**
  - How firm(s) meet the minimum qualifications.
  - Capability, specific relevant experience and qualifications of each consultant firm, subconsultant firm(s), and the proposed personnel for each task.
  - Quality of recently completed projects, including adherence to schedules, deadlines and budgets.
  - Experience with similar projects.
  - Results of reference checks.
- 4. Responsiveness (5 points)**
  - Overall organization and clarity of proposal/presentation.
  - Responsiveness to all items requested in the written proposal.

- No spelling/grammatical errors.

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

**The written scores will be utilized for short listing purposes, and the oral interview scores will be utilized for the final ranking and selection. The City reserves the right not to conduct oral interviews and select a firm based on the written scores.**

Oral Evaluation and Selection Criteria:

1. **Responsiveness to Needs of Project, as Communicated (20 points)**
2. **Completeness of Answers (15 points)**
3. **Communication Skills/Ability to Explain Details Clearly and In-depth (15 points)**

**V. Pre-proposal conference and Contract award**

**A. Pre-Proposal Conference**

Proposers are encouraged to attend a pre-proposal conference on **February 10, 2014**, at **10:30 a.m.** to be held at **1650 Mission Street, Suite 400, San Francisco, CA 94103**. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

**B. Contract Award**

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

## **VI. Terms and Conditions for Receipt of Proposals**

### **A. Errors and Omissions in RFP**

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

### **B. Inquiries Regarding RFP**

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

Danny Yeung via email at [Danny.Yeung@sfgov.org](mailto:Danny.Yeung@sfgov.org)

Substantive questions received will be posted on the website in a Questions and Answers document.

### **C. Objections to RFP Terms**

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

### **D. Change Notices**

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

### **E. Term of Proposal**

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

### **F. Revision of Proposal**

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

### **G. Errors and Omissions in Proposal**

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

### **H. Financial Responsibility**

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

### **I. Proposer's Obligations under the Campaign Reform Ordinance**

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

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

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

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

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

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

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

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

**J. Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**K. Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

**L. Reservations of Rights by the City**

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

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

**M. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

**N. Certification Regarding Lobbying**

See Separate Attachment, Non-lobbying Certification for Federal-Aid Contracts.

**O. Certification Regarding Debarment, Suspension, And Other Responsibility Matters**

See Separate Attachment, Debarment and Suspension Certification.

**P. Communications Prior to Contract Award**

Only the employee(s) identified in the RFP as the contact(s) for this competitive solicitation are authorized to respond to comments or inquiries from Proposers or potential Proposers seeking to influence the contractor selection process or the award of the contract. This prohibition extends from the date the RFP is issued until the date when the notice of tentative award is issued.

All firms and subcontractor(s) responding to this RFP are prohibited from contacting any Commissioner, elected official, City staff member, other than the contact person listed in this RFP or as otherwise expressly authorized herein, from the date the RFP is issued to the date when the notice of tentative award is issued. This prohibition does not apply to communications with a Commissioner, elected official, City staff member regarding normal business not regarding or related to this RFP.

Additionally, the firms and subcontractor(s) will not provide any gifts, meals, transportations, materials or supplies or any items of value or donations to or on behalf of any Commissioner, elected official, City staff member from the date the RFP is issued to the date when the notice of tentative award is issued.

All lobbyists or any agents representing the interests of proposing prime contractors and subcontractor(s) shall also be subject to the same prohibitions.

Any Proposer who violates this section, directly or through an agent, lobbyist or subcontractor will be disqualified from the selection process.

## **VII. Contract Requirements**

### **A. Standard Contract Provisions**

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

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

### **B. Nondiscrimination in Contracts and Benefits**

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

### **C. Minimum Compensation Ordinance (MCO)**

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

For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

### **D. Health Care Accountability Ordinance (HCAO)**

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

**E. First Source Hiring Program (FSHP)**

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

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

**F. Conflicts of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

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

**G. San Francisco Business Tax Certificate**

San Francisco Ordinance No. 345-88 requires that, in order to receive an award, a firm located in San Francisco or doing business in San Francisco must have a current Business Tax Certificate. Since the work contemplated under the proposed Agreement will be performed in San Francisco, a San Francisco Business Tax Certificate will be required.

**H. Statement of Economic Interest**

Depending on the final scope of the Contract, the Consultant to whom this Contract is awarded, as well as all of its subconsultants, may be required to file a Statement of Economic Interest, California Fair Political Practices Commission Form 700, under the requirements of California Government Code Sections 7300 et seq. and San Francisco Campaign and Governmental Code Section 3.1-102. A copy of the Form 700 can be downloaded from the following website: <http://www.fppc.ca.gov>

## **VIII. Protest Procedures**

### **A. Protest of Non-Responsiveness Determination**

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. Protest of Contract Award**

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Danny Yeung  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103

## Appendix A

### Standard Forms

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

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

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

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>  <a href="http://www.irs.gov/pub/irs-fill/fw9.pdf">www.irs.gov/pub/irs-fill/fw9.pdf</a>	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
2.	Business Tax Declaration  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits  <a href="http://sfgsa.org/index.aspx?page=4762">http://sfgsa.org/index.aspx?page=4762</a>	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form	Contract Monitoring Division 30 Van Ness, Suite 200 San Francisco, CA 94102-6020 (415) 581-2310

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	In Vendor Profile Application		submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	

**Where the forms are on the Internet**

**Office of Contract Administration**

Homepage: [www.sfgov.org/oca/](http://www.sfgov.org/oca/)  
 Purchasing forms: Click on “Required Vendor Forms” under the “Information for Vendors and Contractors” banner.

**Contract Monitoring Division**

CMD’s homepage: <http://sfgsa.org/index.aspx?page=5365>  
 Equal Benefits forms: <http://www.sfgsa.org/index.aspx?page=6127>