



**OFFICE OF COMMUNITY INVESTMENT
AND INFRASTRUCTURE**

Request for Proposal

**MONITORING AND MAINTENANCE OF ESSEX STREET HILLSIDE
PROPERTY**

**RFP Available
August 28, 2026**

**Deadline for Submission
4:00pm - September 25, 2026**

**Issued by:
Office of Community Investment and Infrastructure
1 South Van Ness Avenue, Fifth Floor
San Francisco, CA 94103**

**Contact: Benjamin Brandin, Transbay Project Manager
benjamin.brandin@sfgov.org**

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**REQUEST FOR PROPOSALS:
Monitoring and Maintenance of Essex Street Hillside Property**

I. SUMMARY

The Office of Community Investment and Infrastructure, Successor to the Redevelopment Agency of the City and County of San Francisco ("OCII"), is issuing a Request for Proposals ("RFP") seeking responses from qualified contractors to monitor and maintain OCII's Essex Street Hillside property. OCII owns a 10,619 square-foot parcel of vacant land located adjacent to and south of 25 Essex Street in San Francisco. OCII needs a Contractor to monitor and maintain the site, as described in Section IV. below, for a period of 36 months. Monitoring and maintenance would be conducted weekly. Maintenance includes removal of garbage and debris from the site, and maintenance of grass, weeds, trees, and shrubs. Contractor and/or its subcontractor shall be appropriately insured and, if needed, licensed to perform the requested services.

OCII staff will recommend an applicant for OCII Commission's consideration of a Personal Services Contract ("Contract") following staff's evaluation of the RFP responses ("Proposal") and oral interviews, if conducted. Staff's recommendation will be based on the applicant's demonstrated successful experience on relevant and comparable projects. This opportunity is open to all businesses, both for-profit and non-profit, and there is a preference for a small business enterprise ("SBE"). Applicants are advised that OCII is committed to vigorous equal opportunity employment.

II. IMPORTANT DATES AND SUBMISSION PROCESS

A. Important Dates

Proposals are due by 4:00 pm, Friday, September 25, 2026.

1. Issue Date: RFP available and posted on www.sfocii.org	August 28, 2026
2. Pre-Submission Meeting & Site Visit <i>Location: Approximately 399 Essex Street between Folsom & Harrison Streets</i>	8:30 am, September 9, 2026
3. Deadline for written questions and requests for additional information	4:00 pm, September 11, 2026
4. PROPOSAL SUBMISSION DEADLINE	4:00 pm, September 25, 2026
5. Submittals evaluated and selected Contractor announced	Week of October 12, 2026*
6. OCII and selected Contractor execute Contract	No later than January 21, 2027*

***Dates subject to change**

B. Pre-Submission Meeting

OCII will host a pre-submission meeting the week of September 7, 2026. See **Attachments #1a: Property Map** and **#1b: Google Maps Aerial View of Essex Hillside Maintenance Area**, which collectively provide the location of the Essex Hillside site and three locations on public right-of-way to view the property in the field.

C. Questions and Requests for Additional Information

Please submit all questions and information requests to the attention of the contact person listed on the cover page of this RFP. All questions and requests for additional information regarding this RFP must be received in writing by OCII (via e-mail) – on or before – the time and date as shown above, in Section II.A. Questions received after the deadline may not be answered. All responses to questions and any additional information will be distributed to all solicited entities and posted on the OCII website. OCII reserves the right, in its sole discretion, to determine the timing and content of the response, if any, to all questions and requests for additional information.

D. Registration

Although it is not necessary to register to receive a copy of the RFP or to submit a Proposal, it is strongly recommended as it will permit OCII to distribute addenda information and respond to inquiries. Only registered RFP-holders will receive responses to all written questions, addenda and any additional information distributed prior to the Proposals submission date. Any updates to the RFP will also be posted on the OCII website (sfocii.org/rfp)

E. Submission Time, Place, Date, Contact

All applicants must submit a complete electronic copy of their submittal via email to the individual and by the time specified in Section II.A and below. Late submissions will not be accepted.

Hard copy submission of proposals will not be accepted. If Applicant does not have the capability to submit a proposal digitally via email, please contact the person listed on the cover page of this RFP before the due date for Deadline for Questions and Requests for Additional Information specified in Section II.A. above to request an alternative submission method (subject to OCII approval).

OCII may disqualify from consideration any Proposal received lacking all or part of any required submission element.

Applicants may submit a Proposal at any time prior to the submission deadline.

Friday, September 25, 2026, at 4:00 pm

at

benjamin.brandin@sfgov.org

III. BACKGROUND

OCII implements a variety of projects within the Transbay Redevelopment Project Area, which include activities related to major infrastructure improvements established pursuant to the Transbay Redevelopment Plan and related agreements and documents. OCII currently holds fee title to an approximately 10,619 square-foot area of vacant land, specifically Block 3749, Lot 504 and a portion of Lot 503 (herein, the "Parcel"). The Parcel is located adjacent and to the south of 25 Essex Street, west of Guy Place, east of Essex Street, and north of Lansing Street.

Pursuant to the Transbay Redevelopment Project Area Streetscape and Open Space Concept Plan, an implementing document of the Transbay Redevelopment Plan, the Parcel has been designated for future park use. The timing of development for this Parcel is to be determined.

The Parcel includes a flat section that is primarily paved and the hillside, which is planted. The flat section of the Parcel is programmed as the East Cut Community Garden, which the East Cut Community Benefit District operates under a permit to enter issued by OCII. The hillside portion of the Parcel is planted with wild grasses, brushes, and trees. The wild grasses, brushes, and branches from trees located on the Parcel overhang Guy Place and need to be maintained. Also, due to the Parcel's publicly accessible location, the site needs to be monitored for litter, graffiti, and any encampments. The monitoring and maintenance services of the Parcel include grass and weed cutting; weekly inspections for trash, graffiti, and illegally dumped items; weekly trash removal; and periodic tree trimming.

IV. SCOPE OF SERVICES

Contractor shall provide property maintenance services for the OCII-owned Essex Hillside property, a 10,619 square-foot vacant property located south of 25 Essex Street, north of the stairs connecting Lansing Street to Essex Street, east of Essex Street, and west of Guy Place (see **Attachment #1a**).

Contractor shall maintain grasses and weeds to a maximum of 12 inches high. Contractor shall remove trash and litter on the property at least once a week. Contractor shall inspect the property once a week for trash, graffiti, vandalism, and dumping. If such conditions are discovered, Contractor shall promptly remove or cause the removal of trash, graffiti, and dumped items to prevent blighted conditions. Contractor shall photograph the Parcel during each weekly inspection and will include those photos as part of the monthly invoice to OCII. If, when Contractor is providing maintenance services, Contractor observes suspicious activities, evidence of trespassers, vandalism or other criminal activity on the property, Contractor shall immediately notify OCII and alert the San Francisco Police Department. If the Contractor discovers a

homeless encampment the Contractor will, inform OCII, contact the City by visiting <https://www.sf.gov/departments--311-customer-service-center>, use the SF311 App, or call 3-1-1.

Tree Maintenance

Contractor or subcontractor must conform to the latest edition of the tree maintenance standards of the “Pruning Standards for Trees, City and County of San Francisco” available from the S.F. Department of Environment, Urban Forestry Program. Contractor will inspect trees for decay, failure to thrive, and cracked or compromised limbs and branches. Contractor shall contact a trained and experienced arborist for corrective measures, if necessary.

Inspection

All the work under this Scope of Services shall be done in consultation with and to the satisfaction of OCII. The Contractor shall refer questions or problems arising in the course of work to OCII staff who will provide direction within a reasonable time.

Term of Contract

All the work under this Scope of Services shall be performed for a period of 36 months, with the possibility of 3 one-year extensions at the discretion of the OCII Executive Director, and the Contractor shall provide invoices to OCII monthly at a constant rate.

Escalation & Contingency

Proposer’s budget may include an annual cost escalation. Following Contract commencement, budget may be escalated on the anniversary of the Contract commencement date by the lesser of (a) the percentage increase, if any, in the Consumer Price Index (San Francisco-Oakland-San Jose, all urban consumers) as published immediately prior to the anniversary date for the current year compared to the preceding year, or (b) 3%.

For the purpose of responding to this Request for Proposals the Proposers should assume a “Contingency” of \$10,000 per year for the initial 36-month term to cover corrective tree pruning or any other cleanup needs.

V. SELECTION PROCESS AND CRITERIA

A. Selection Process

1. Submissions of Proposals by applicants wishing to be considered by OCII to provide these services will be accepted by digital submission to benjamin.brandin@sfgov.org until the date and time shown in Section II. A.
2. Submissions must be complete to be considered. OCII staff will evaluate all submissions for completeness and minimum qualifications.

3. OCII staff will contact references.
4. Further written material regarding qualifications or submittals may be requested by OCII staff.
5. OCII staff will make a Contractor recommendation to the OCII Executive Director upon review of the Proposals.

B. Selection Criteria

OCII will make the selection of the Contractor based on the following factors:

1. Experience, qualifications, and approach of the Contractor in providing property monitoring and management in an effort to complete the subject scope of services.
2. Ability to comply with the OCII's policies, including but not limited to nondiscrimination, equal benefits, minimum compensation, healthcare accountability, small business enterprise requirements, and insurance.
3. The proposed staffing and budget for providing the requested services.
4. Ability and experience interacting courteously and professionally with the public.
5. First consideration will be given in awarding contracts in the following order: (1) Redevelopment Project Area SBEs, (2) Local SBEs (outside an OCII Project or Survey Area, but within San Francisco), and (3) all other SBEs (outside of San Francisco). Non-local SBEs would be considered if Project Area SBEs or Local SBEs are not available, qualified, or if their bids or fees are significantly higher than those of non-local SBEs. (See Section VII. A. for additional information about OCII's SBE Program.)

Redevelopment Project Area means an area of San Francisco that meets the requirements under the Community Redevelopment Law, Health and Safety Code Section 33320.1. These Project Areas currently include the Hunters Point Shipyard/Candlestick Point, Mission Bay, and Transbay. A Project Area SBE is one that is located within the geographical boundaries of the Project Area.

VI. SUBMISSION REQUIREMENTS

A. Submission of Proposals

The **Proposal** must contain the following information:

- a) A description of qualifications and any areas of specialty and professional capabilities.
- b) A resumé that lists and provides detailed descriptions of work performed that is of a similar or related nature to the subject scope of services, providing the client's name and contact information for each. Submit at least two references.

- c) A proposed staffing breakdown and budget (**Attachment #5**).
- d) Complete responses to all Disclosure Questions in **Attachment #2**.
- e) A signed Statement of Compliance with OCII Policies & Certification of Applicant (**Attachment #3**).

VII. AGREEMENT TO COMPLY WITH AGENCY POLICIES

Each applicant shall acknowledge receipt and understanding of the following OCII contracting requirements and policies and state its ability and willingness to comply with each of them. Copies of OCII policies are available at <https://sfocii.org/policies-and-procedures>.

A. Certification Regarding Insurance & Indemnification

The selected Applicant will be required to procure and maintain insurance that meets or exceeds OCII requirements as shown in VII G below, and as may be updated from time to time.

From the time of entering into a Contract with OCII, the selected Applicant shall defend, hold harmless and indemnify OCII, the City and County of San Francisco and their respective commissioners, members, officers, agents and employees of and from all claims, loss, damage, injury, actions, causes of action and liability of every kind, nature and description directly or indirectly arising out of or connected with the performance of OCII Contract and any of the Contractor's operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified or held harmless.

B. Small Business Enterprise Program

OCII has adopted a SBE Program, which provides first consideration in awarding contracts in the following order: (1) Project Area SBEs, (2) Local SBEs (outside an OCII project or survey area, but within San Francisco), and (3) all other SBEs (outside of San Francisco). Non-local SBEs should be used to satisfy participation goals only if Project Area SBEs or Local SBEs are not available, qualified, or if their bids or fees are significantly higher than those of non-local SBEs. If the Contractor intends to subcontract any portion of its work under this Contract, the Contractor must make good faith efforts to achieve the goals of the SBE Program, which are 50% SBE participation for professional, personal services, and construction contracts.

C. Nondiscrimination in Contracts & Benefits

OCII has established the Nondiscrimination in Contracts and Benefits Policy prohibiting discrimination in contracting and in providing benefits between employees with spouses and employees with domestic partners.

D. Minimum Compensation Policy

The Minimum Compensation Policy (“MCP”) requires the payment of a minimum level of compensation to employees for all consultants working on OCII-funded projects.

E. Health Care Accountability Policy

The Health Care Accountability Policy (“HCAP”) requires that contractors offer certain health plan benefits to their employees or participate in a health benefits program developed by the City’s Department of Public Health, or make a payment in lieu of such benefits to the City’s Department of Public Health.

F. Prevailing Wages

The Contractor and its subcontractors, if any, shall comply with OCII’s Prevailing Wage Policy, which includes payment of the State of California’s prevailing wages, as applicable.

G. Insurance

The selected applicant must procure and maintain insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work under the OCII Contract by the Contractor, its agents, representatives, employees, or subcontractors.

Unless otherwise approved by the OCII, the selected applicant must maintain insurance with an insurance company that has an A.M. Best rating of A:VII with the following coverages and limits:

1. General Liability: \$2,000,000 per occurrence;
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage;
3. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the State of California and Employer's Liability limits of \$1,000,000 for bodily injury by accident and \$1,000,000 per person and in the annual aggregate for bodily injury by disease. (Required only if Contractor has employees); and
4. Professional Liability: Intentionally omitted.

The insurance requirements may be modified by the OCII’s Risk Manager in his/her sole discretion.

VIII. ADDITIONAL TERMS & CONDITIONS

A. Personal Services Contract

The selected Applicant will be required to enter into a Contract with OCII. A sample form of the Contract is available at <https://sfocii.org/policies-and-procedures>. The Contractor will be required to comply with all of the provisions of the Contract, including, but not limited to, OCII’s policies and provisions regarding indemnification, insurance, small business enterprise requirements, and non-discrimination in employee benefits and hiring.

B. Applicant's Duty of Loyalty

Applicant for itself and its subcontractors agree to abide by OCII's duty of loyalty, which appears in OCII's Personnel Policy (Prohibited Activities of Present and Former Employees, Commissioners and Consultants) and which states in part the following: "Unless approved in advance in writing by OCII, no present or former employee, Commissioner or consultant of OCII shall knowingly act for anyone other than OCII in connection with any particular matter in which OCII is a party, or has a direct and substantial interest, and in which he or she participated personally and substantially as an OCII employee, Commissioner or consultant whether through decisions, recommendations, advice, investigation or otherwise. Violation of this section by a present employee, consultant or Commissioner may, in the case of an employee or consultant, be grounds for discharge or termination of the consultant contract, and in the case of a Commissioner, be considered misconduct in office pursuant of California Health and Safety Code Section 33115."

C. Applicant Expenses

The Applicant responding to this RFP does so at its own expense. OCII will not consider any costs related to preparing the proposal or negotiating the Contract as reimbursable.

D. OCII Right to Modify or Suspend RFP

OCII, through its Executive Director, reserves the right at any time, in its sole and absolute discretion, to modify or suspend any and all aspects of the selection process, including, but not limited to, this RFP and all or any portion of the Contractor selection process in or subsequent to the RFP; to obtain further information from any Applicant member, to waive any defects as to form or content of the RFP or any other step in the selection process; to reject any and all responses submitted; to reissue the RFP; procure the desired services by any other means or not proceed in procuring the services; to negotiate with any, all, or none of the respondents to this RFP as to fees, scope of services, or any other aspect of the RFP or services; to negotiate and modify any and all terms of an agreement; and to accept or reject any Applicant.

E. Claims Against OCII

Each Applicant member, by responding to this RFP, waives any claim, liability or expense whatsoever against OCII and its respective officers, commissioners, employees and agents by reason of any or all of the following: any aspect of this RFP, the selection process or any part thereof, any informalities or defects in the selection process, the failure to enter into any agreement, any statements, representations, acts or omissions of OCII, the exercise of any discretion set forth or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.

F. Right to Assign Personal Services Contract

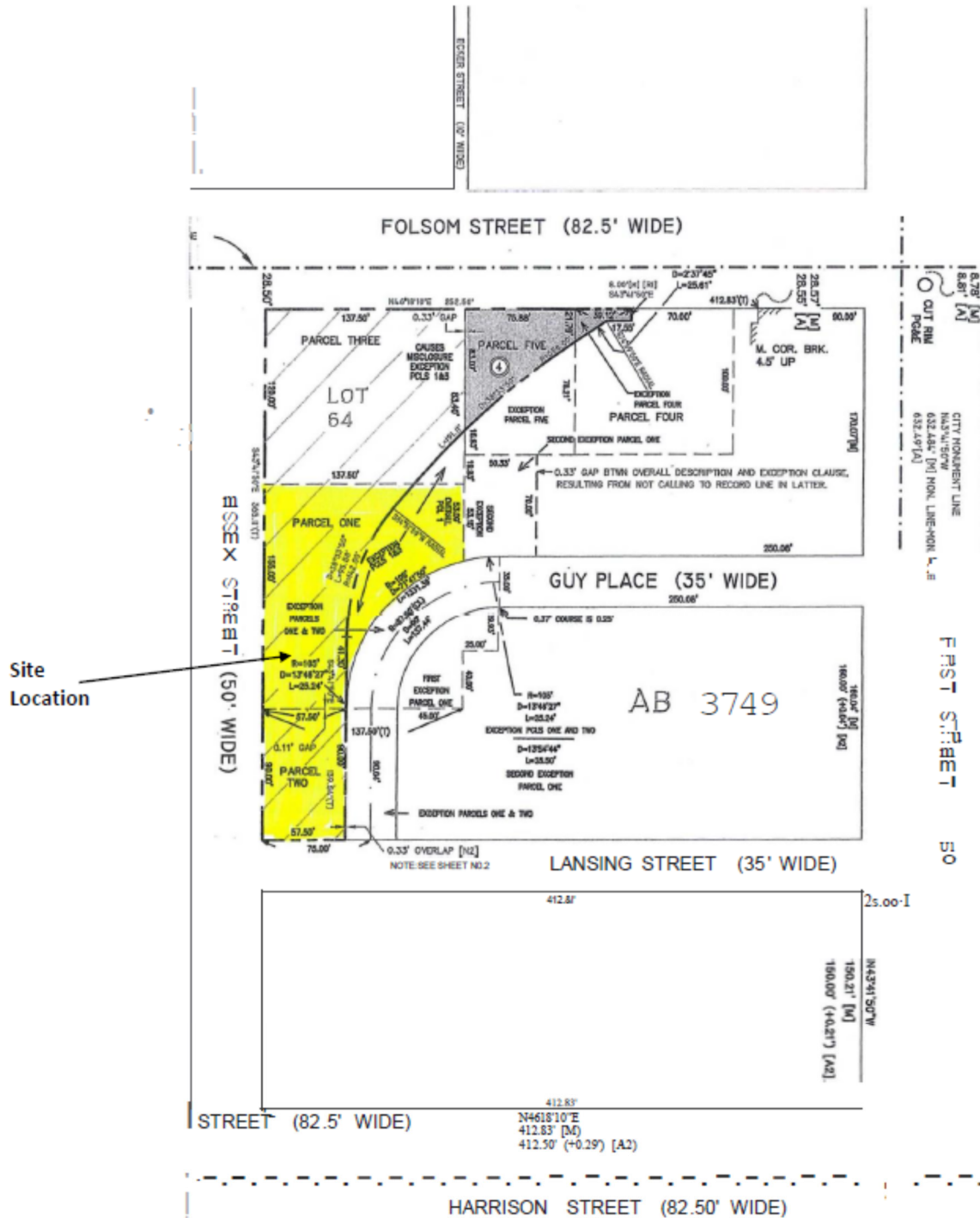
Any Contract resulting from this RFP shall be fully assignable to the City and County of San Francisco in the event that OCII transfers ownership or control of the underlying Parcel to the City. The selected firm shall agree to such assignment without additional cost or conditions.

IX. ATTACHMENTS

Attachment #1a:	Property Map
Attachment #1b:	Google Maps Aerial View of Essex Hillside Maintenance Area
Attachment #2:	Disclosure Questions
Attachment #3:	Statement of Compliance with OCII Policies & Certification of Applicant
Attachment #4:	RFP Registration Form
Attachment #5:	Budget Preparation Template

PROPERTY MAP

Essex Street Hillsdale Location Map



Attachment #1b

Google Maps Aerial View of Essex Hillside Maintenance Area



- Essex Hillside Maintenance Area
- Locations for viewing Essex Hillside Area

ATTACHMENT #2

DISCLOSURE QUESTIONS

Instructions: Please respond completely to each question listed below using the space provided. Use a separate sheet of paper, if necessary. Please state “No” or “None” when appropriate. Do not leave a question blank or state “N/A”. If the applicant¹ is an individual, then the information relative to that individual should be disclosed. If the applicant is a group or joint venture, then information relative to each member of the group or entities that comprise the joint venture should be disclosed. If the applicant is a corporation, then the information relative to the corporation should be disclosed.

1. Has applicant ever defaulted on a loan or other financial obligation? This includes all affiliate corporations and partnerships in which applicant is a general partner. If so, please describe the circumstances including dates and current status.

Answer: _____

2. Are there any prior or pending legal proceedings, actions, convictions or judgments that have been filed against applicant or its wholly owned subsidiaries, or any prior or pending arbitrations or mediations. If so, provide dates the complaints were filed and the present status of the litigation or the status of the arbitrations or mediations.

Answer: _____

3. Are there any prior or pending administrative complaint/hearing against, or any debarment or suspension of, or other administrative determination by any federal, state or local government entity relating to applicant, against any of applicant’s affiliated corporations, partnerships in which applicant is a general partner, or other business entity. If so, please describe the circumstances including dates, agency or body conducting the investigation or inquiry and the current status.

Answer: _____

4. Has applicant or its wholly owned subsidiaries ever filed for bankruptcy. Please include dates and jurisdiction of filing, the reason, and current status.

Answer: _____

¹ For the purposes of this RFQ, the term “applicant” shall mean and refer to the respondent to this RFQ regardless of legal form. Thus applicant applies to individuals, sole proprietorships, joint ventures, unincorporated associations, partnerships, LLCs, LLPs, corporations (whether for profit, nonprofit, California or out of state) and any other entity legally entitled to do business in the State of California.

5. Describe any business, property, gifts, loans, investments or other financial relationships applicant, its individual principals, corporation, LLC, LLP or any of applicant's affiliated corporations or partnerships in which applicant is a general partner, or other business entity, with any member of the Agency Commission or his/her immediate family which are financial interest as defined by Section 87103 of the Fair Political Practices Act.²

Answer: _____

Applicant(s) hereby certify under penalty of perjury under the laws of the State of California that all information provided in the Disclosure Questionnaire is true and correct.

Date: _____ Signed: _____

² In summary Government Code Section 87100 requires any public officials participating in making decisions to refrain from using their official position to influence a governmental decision in which they know or has reason to know they have a financial interest. Section 87103 defines a financial interest as one that has a material, financial effect on the official or a member of their immediate family as follows: business interest – over \$2,000; real property interest – over \$2,000; other source of income within 12 months before the decision – over \$500; gift or intermediary for donor of gift within 12 months - \$250; business entity in which the official is a director, officer, partner, trustee, employee or holds a position of management. See Government Code Section 87103 for the complete definition.

ATTACHMENT #3

**STATEMENT OF COMPLIANCE WITH AGENCY POLICIES
& CERTIFICATION OF APPLICANT**

Applicant(s) _____ agrees to comply with all of the Agency's policies, including but not limited to insurance and indemnification requirements found in this RFP.

Applicant(s) hereby certifies that is in good standing with federal, state, and local regulatory bodies, and is authorized to conduct business and provide the goods and/or services requested in this RFP.

The undersign hereby certifies under penalty of perjury under the laws of the State of California that the foregoing statements and all information provided in Applicant's proposal in response to this RFP are true and correct.

Date: _____

Signed: _____

Print Name: _____

Title: _____

ATTACHMENT #4

RFP REGISTRATION FORM

REQUEST FOR PROPOSAL:

MONITORING AND MAINTENANCE OF ESSEX STREET HILLSIDE PROPERTY

Name of Organization:

Address:

Contact Person:

Phone:

Fax:

E-mail:

ATTACHMENT #5

BUDGET PREPARATION TEMPLATE

	Recurring Service	# FTE	Rate	Flat Fee for Service	First Year Annual Total
1	Weekly inspection (for trash, graffiti, vandalism, dumping and homeless encampments)				
2	Maintain grasses and weeds				
3	Weekly trash and litter removal				
4	Tree inspection				
5	Contingency (\$10K annually to cover corrective tree pruning and cleanup needs)				\$10,000
				Total	