



**Mission Bay South Block 4E  
(Mission Bay South Project Area)  
San Francisco, CA**

**Phase II**

**REQUEST FOR PROPOSALS (“RFP”)  
FOR TARGETED PROFESSIONAL SERVICES**

**Scopes:**

**Lighting Design Consultant (Architect)**

**Commissioning Consultant (Owner)**

**Special Inspections Consultant (Owner)**

**Archeological Monitoring Consultant (Owner)**

**Issued by:**

**Mission Bay 4 East Associates, L.P.**

Curtis Development  
Bayview Senior Services

**YA Studio (Architect of Record)**

**Issuance of RFP:**

June 25, 2025

**Submittal Deadline for Proposals:**

July 25, 2025 (4:00PM PST)

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## PROJECT OVERVIEW

Mission Bay 4 East Associates, L.P. (including Curtis Development and Bayview Senior Services) have been selected by the Office of Community Investment and Infrastructure (“OCII”) to develop affordable housing at Mission Bay South Block 4 East (“the Project”), located in the Mission Bay Project Area in San Francisco. YA Studio is the Architect of Record (AOR). The Development Team is making preparations to secure certain design professionals and consultants (the subject of this RFP) who will be engaged to begin work on the Project immediately. Consultants procured under this solicitation will begin during Design Development and continue through Construction Administration.

The Project is the second phase of a two-phase development totaling approximately 400 residential apartments and associated amenity spaces along with above-ground parking. Procurement for the first phase has already been completed. The second phase (the “Project”) will be 23 stories consisting of approximately 233 family units with resident-serving amenities. The Phase II building currently anticipates approximately 61 one-bedroom units, 109 two-bedroom units, 56 three-bedroom units, 5 four-bedroom, and 2 five-bedroom units. The Phase II building is expected to be rented to households earning 30% to approximately 95% AMI, pursuant to the City and County of San Francisco’s Mayor’s Office of Housing & Community Development (“MOHCD”) guidelines. Forty-seven of the units will be set aside for referrals through San Francisco’s Coordinated Entry System by the Department of Homelessness and Supportive Housing. This RFP is seeking to procure professional services and consulting for the Phase II Project only.

The Development Team is requesting evidence of qualifications and fee proposals from firms interested in providing professional services for the design and construction of the Project as more fully described below.

## PROJECT DEVELOPERS

Mission Bay 4 East Associates, L.P. is experienced in the development of affordable housing with the necessary wraparound services to create thriving and diverse communities.

**Curtis Development (CD).** Charmaine Curtis is a residential real estate developer with a 30-year track record of making lasting contributions to communities throughout the Bay Area. She has overseen or otherwise participated in the development of over 8,000 units of housing. Her career encompasses a diverse portfolio of work having been both a for-profit and nonprofit developer.

**Bayview Senior Services (BSS).** Bayview Senior Services has a rich history of providing supportive services to San Franciscans at various stages of life. BSS has been serving the Bayview Hunters Point community for 53 years and has expanded its reach to partner and provide services in projects throughout San Francisco.

## ARCHITECT OF RECORD

**YA Studio (YA).** Since establishing Y.A. Studio in 2004, Principal Yakuh Askew, NOMA, AIA, LEED AP, has guided his team through a wide range of residential, commercial and hospitality design solutions from carefully crafted details for single-family residences to larger type I, II, and III buildings. The projects are diverse, but the sensitivity to both the personal scale and the

urban context remains consistent. Y.A. Studio's services include pre-design, project feasibility studies, site design, interior design, and full architectural services.

## **PROJECT DESIGN**

The subject property of this Request for Proposals ("RFP") is the northerly portion of Assessor's Parcel Number 8711/029 (Mission Bay South Block 4 East), which is an approximately 0.525 acre (22,869 square foot) rectangular site bounded by Mission Rock Street to the north, an existing market rate multifamily residential building to the west, the site for Phase I of the development China Basin Street to the south (property to be subdivided at a later date), and Third Street to the east. The Site dimensions are approximately 166 feet along Mission Rock and China Basin Streets and approximately 137.5 feet along Third Street.

Design and development of the Project must be in accordance with the Mission Bay South Redevelopment Plan, the Design for Development for the Mission Bay South Project Area, the Mission Bay South Owner Participation Agreement, Mission Bay South Signage Master Plan, and other companion documents.

As proposed, key program elements may include, but are not limited to, the following:

- Approximately 233 affordable rental units
- Potential resident amenity spaces include:
  - Outdoor terraces and amenities
  - Community rooms, lounges, and laundry adjacent to outdoor terraces
  - Resident services, property management and facilities maintenance offices, workshop and meeting rooms
  - Two-level parking garages
  - Secured bicycle storage room

### **Mission Bay Redevelopment Project Area Information:**

The following additional Project Area information is available for your review at <https://sfocii.org/projects/mission-bay-south/overview>

- Mission Bay South Redevelopment Plan
- Design for Development for Mission Bay South Project Area
- Mission Bay South Owner Participation Agreement
- Mission Bay South Signage Master Plan
- Mission Bay EIR

## **ADDITIONAL PROJECT INFORMATION**

The following additional project information is included for your review:

- See attached Exhibit D: Link to 50% Schematic Design Drawings.
- See attached Exhibit E: Preliminary Design Schedule.

#### **PROFESSIONAL SERVICES REQUESTED**

This RFP includes the following professional services consultants, who will be engaged for the start of Design Development through Construction Administration. Please refer to Exhibit B: Sample Scope of Services, for additional information on the required scopes.

- **Lighting Design Consultant (Architect)**
- **Special Inspections Consultant (Owner)**
- **Commissioning Consultant (Owner)**
- **Archeological Monitoring Consultant (Owner)**

## OCII SMALL BUSINESS ENTERPRISE GOAL

The Project is administered by the Office of Community Investment and Infrastructure (“OCII”). The OCII Small Business Enterprise (“SBE”) Program is applicable to the Project with a 50% SBE participation goal (Professional and Personal Services Contracting) and a trainee hiring goal for design professionals on contracts greater than \$100,000. The Development Team and design team are committed to making a good faith effort to contract with professional services consultants certified as SBEs. First consideration will be given in awarding contracts to San Francisco-based SBEs; non-San Francisco-based SBEs will be used to satisfy participation goals only if San Francisco-based SBEs are not available, qualified, or if their bids or fees are significantly higher than those of non-San Francisco-based SBEs.

OCII no longer directly certifies SBEs however OCII will honor firms certified with the City and County of San Francisco as Local Business Enterprises (LBEs) that are consistent with OCII’s size standards. Pursuant to OCII’s SBE Policy, in order to be recognized as an economically disadvantaged SBE, the business must have an average gross receipt income based on the three most recent tax returns (and no more than five) that does not exceed \$2.5 Million Dollars (Micro-LBE) and \$5 Million Dollars (Small - LBE). SBA-LBE’s gross receipts exceed OCII’s disadvantaged size standard therefore would not count toward the overall SBE goal for Architecture and Engineering Professional Services.

OCII will also accept certifications for small economically disadvantaged businesses (i.e. SBE, MBE, and WBE) from the following jurisdictions: the State of California, the Federal government and any other jurisdiction so long as OCII size standards are met. OCII will make the final determination on the consistency of the certification standards and acceptance, or denial of certifications listed above. Please note that first consideration is given to San Francisco-based LBE/SBEs.

For information on LBE certification with the City and County of San Francisco, please visit the following site: <http://sfgov.org/cmd/lbe-certification>.

In addition to SBE goals, all design professionals with contracts over \$100,000 must make a good-faith effort to meet trainee-hiring goals in accordance with the OCII’s SBE Program. Good faith efforts include working directly with Owner and OCII’s Contract Compliance staff to meet trainee-hiring obligations.

***Please contact Maria Pecot, OCII Contract Compliance Specialist for additional information at [maria.pecot@sfgov.org](mailto:maria.pecot@sfgov.org).***

## SELECTION PROCESS & SCHEDULE

The RFP process and timeline includes the following key milestones:

**Issuance of RFP:** Wednesday, June 25, 2025.

**Pre-Submittal Meeting (Attendance Optional):**

**Date:** Thursday, July 10, 2025

**Time:** 1:30pm

**Virtual; link:**

<https://us06web.zoom.us/j/86296838266?pwd=q4xzODlo3fo0CykBWUMBmHrLGJyN02.1>

Meeting ID: 862 9683 8266

Passcode: 257864

### Question & Answer Period

The Development Team is committed to providing additional feedback to assist firms with questions they may have.

- Questions Due: **Monday, July 14, 2025 by 10:00AM PST.** Questions must be submitted electronically to MB4ESubmittals@gmail.com.
- Responses Posted to OCII Website: **Monday, July 21, 2025.** Responses to all questions will be posted as a RFP Addendum and available through the RFP advertisement link on the following site: <https://sfocii.org/rfps-rfqs-bids>.

### Submittal Requirements

Responses to this RFP for any combination of the disciplines listed within must be made by email only. To respond to the MBS Block 4 East Professional Services RFP, please submit a single PDF package by **Friday, July 25, 2025 4PM** to:

MB4ESubmittals@gmail.com  
phone: 415 748-2301

Submissions that utilize share file links (i.e. Dropbox, etc.) in lieu of a pdf attachment are also acceptable. Physical hard-copy, fax or verbal responses **will not** be accepted. All documents will become the property of Owner and Architect.

**Submissions received after the due date and time will not be accepted. Incomplete submittals will not be accepted.**

**Tentative Proposal Schedule**

<b>Activity</b>	<b>Tentative Date</b>
RFP Published	June 25, 2025
RFP Deadline	July 25, 2025
Selection	August 1, 2025



## SUBMITTAL REQUIREMENTS

All interested candidates must submit information about their firm that identifies the following components. Please adhere to the following page limitations – each side of a double-sided sheet counts as one page.

1. **Cover Letter & Contact Person.** Firm introduction, service(s) offered and years of experience (minimum of three years). If the firm intends to provide services covering several disciplines, please clearly state all disciplines. Please clearly list the main point of contact and their contact information (name, address, phone, email). **2 pages maximum.**
2. **Firm experience working on projects of similar size and scope.** Experience with Type I high-rise multifamily construction projects and projects with sustainability program certifications is strongly encouraged (sustainability program experience not required for Special Inspections or Archeological Monitor). **3 pages maximum.**
3. **List your experience with projects in the City and County of San Francisco.** Please include information on your experience with obtaining permits and approvals from OCII, the former San Francisco Redevelopment Agency and San Francisco Department of Building Inspection, as relevant. **1 page maximum.**
4. **Affordable Housing Experience.** Describe your experience working on affordable housing projects and your approach to ensuring a balance of quality and cost containment.
5. **Comparable Projects.** List of no more than four comparable projects you have worked on. **4 pages maximum (or 1 page per project).** For each project, please note:
  - a. Project name and location.
  - b. Brief project description/Scope of Work including all required elements stated above, and your role and scope of work.
  - c. Date completed.
  - d. Total number of units, total gross square footage, and construction cost.
  - e. Financing sources.
  - f. Client References (Project owner/developer's contact name, title, company, relation to project, phone number, and email).
  - g. Three images for each comparable project (images may be provided on their own page and will not count toward the 1-page maximum per project).
6. **Resumes.** Include resumes from your project team. 3 pages maximum.
  - a. List the Principals and employee's professional licenses, accreditation, and memberships.
7. **Insurance Capabilities.** General liability, workers' compensation, professional liability, excess/umbrella, automotive coverage commensurate with the project type. See Exhibit C: Insurance Requirements.
8. **SBE/LBE Status.** Current SBE/LBE status certification documentation, as applicable.
9. **Fee Proposal.** Provide your fee proposal including all anticipated services associated with the applicable scope of work. For scopes that are uncertain at the time of submission, include additional alternate (add alternate) line items. Scopes and fees must be broken down by the following design phases: Design Development, Construction Documents, Bidding & Permitting, Miscellaneous/Additional Alternates, Construction Administration. Include your current hourly rate billing schedule broken down by position and ensure all applicable positions required to complete your scope of work are included.

## SELECTION CRITERIA

The Development Team will evaluate all complete, responsive, and qualified submittals. Submittals that do not meet the minimum requirements stated in this document will be disqualified. Evaluations will be based on the information provided in conjunction with the Selection Criteria, as noted below. Upon completion of the evaluation, the Developer will select firms to submit proposals on the Project and may request in-person interviews. During the evaluation period, the OCII Contract Compliance Department will review the Developer's recommended shortlist. Submissions that are late, non-responsive, or incomplete may be rejected. Consultants will be selected based on the following criteria:

1. Strength of the consultant's qualifications to undertake the project and scope of services.
2. Experience with projects similar in size, scope and construction type.
3. Experience working with the relevant jurisdictions affecting this project such as OCII, the former San Francisco Redevelopment Agency, and the San Francisco Department of Building Inspection where such experience is relevant to the scope of services being offered.
4. Experience with publicly funded affordable housing projects.
5. Project team member(s) individual experience and LEED, Green Point Rating certification, as appropriate to the disciplines that you are submitting. (Not applicable for Special Inspections or Archeological Monitor.)
6. Firm's capacity and ability to adhere to the project schedule.
7. SBE/LBE Certification.
8. Ability to meet insurance requirements.
9. Completeness of qualifications in response to the RFP.
10. Competitiveness and reasonableness of fee proposal.

The Development Team, subject to OCII Contract Compliance Department's review and recommendation, reserves the right to divide the project into multiple parts, as well as increase, decrease or divide scopes of services.

The Development Team has an interest in seeing that the Project Team is ultimately comprised of diverse and competent consultants and subcontractors, and may utilize Association/Joint Venture arrangements as a means to this end.

By submitting a response to this RFP, Respondent acknowledge that the Project Team may request that the Respondent explore entering into a Joint Venture (JV), Association, or other teaming arrangements with other successful respondent(s), prior to contract award. The Project Team may condition contract awards on a Respondents willingness/ability to enter into such an arrangement. Therefore, for the purpose of the RFP, respondents SHALL NOT form contracts with consultants/subcontractors, or request or enter into exclusive or non-exclusive arrangements, which would preclude them from entering another team arrangement.

Per OCII's SBE Policy, OCII recognizes JVs and Associations between non-SBE firms and SBE firms where the SBE partner performs at least 35% of the work defined in a written JV or Association agreement, and receives at least 35% or a proportionate share of the dollars to be earned by the JV or Association (whichever is higher). Under such an arrangement, OCII would deem the JV or Association to be an SBE for the purposes of meeting the Project's SBE goals.

OCII is responsible for ensuring that the procurement process is free of discriminatory practices which would exclude qualified small business enterprises in securing contracts for OCII administered projects.

#### **NO REIMBURSEMENT FOR COSTS**

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent. Respondent further acknowledges that participating in this procurement process does not guarantee that the development team will enter into an agreement with the respondent for this or any other project.

## **EXHIBITS**

- Exhibit A: CHECKLIST FOR SUBMITTAL
- Exhibit B: TARGETED SCOPE OF SERVICES
- Exhibit C: INSURANCE REQUIREMENTS
- Exhibit D: LINK TO 50% SCHEMATIC DESIGN DRAWINGS (refer to Phase II only)
- Exhibit E: PRELIMINARY DESIGN SCHEDULE

## EXHIBIT A: CHECKLIST FOR SUBMITTAL

Please refer to the following checklist in the preparation of your submittal, including section number, submittal format and description, as well as page limits.

Section Number	Submittal Format	Section Description	Page Limit
1	Cover Letter	<p>Firm Introduction</p> <ul style="list-style-type: none"> <li>Professional Services Provided</li> <li>Years in the profession</li> <li>Number of employees</li> <li>Legal status and IRS Employee ID Number</li> </ul> <p>Contact Information</p> <ul style="list-style-type: none"> <li>Main Contact Name and Title</li> <li>Company Address</li> <li>Phone and Email</li> </ul> <p><i>Please indicate if you are submitting for more than one discipline.</i></p>	2
2	Project Experience	<p>Firm experience working on projects of similar size and scope</p> <ul style="list-style-type: none"> <li>Affordable and/or Market Rate Multifamily Rental</li> <li>Sustainability/Greenpoint Rated/LEED Projects (not applicable for Special Inspections or Archeological Monitor)</li> <li>Type I high rise construction</li> </ul>	3
3	Regional Experience	<p>List firm experience with projects in the City &amp; County of San Francisco</p> <ul style="list-style-type: none"> <li>Permitting and approvals from OCII, DBI, etc.</li> </ul>	1
4	Affordable Housing Experience	<p>Firm experience working on affordable housing projects with limited. Describe approach to balancing quality with cost containment.</p>	1
5	Comparable Projects	<p>List four similar projects the firm has worked on</p> <ul style="list-style-type: none"> <li>Project name and location</li> <li>Project description and consultant's scope of work</li> <li>Date completed</li> <li>Total number of units, total gross square footage and construction costs</li> <li>Financing sources</li> <li>Client References (contact name, title, company, relation to project, phone, email)</li> <li>Provide up to three images of each comparable project; 1 page of project images per project</li> </ul>	4
6	Resumes	<p>Include resumes from the firm's project team</p> <ul style="list-style-type: none"> <li>Names of principals/key staff and roles/responsibilities</li> <li>Brief bio for key staff members proposed on project</li> </ul> <p>Relevant professional licenses, accreditation and memberships</p>	3
7	Insurance per Exhibit C	<p>Copy of the firm's current certificates of insurance pursuant to Exhibit C Insurance Requirements</p>	1
8	SBE Status	<p>Confirmation of current SBE status certification</p>	1
9	Fee Proposal	<p>Line item budget covering all services required to carry out scope, broken down by design phase. Include hourly billing schedule.</p>	3

## **EXHIBIT B: TARGETED SCOPE OF SERVICES**

## Lighting Design Consultant

### Scope Of Work

1. Lighting design, documentation, coordination, and production for interior and exterior areas, as an integrated part of the team.
2. For CD, and CA the lighting designer will review electrical engineers' drawings and provide mark-ups. Scope in Construction Documentation will include revising layouts as needed if the design evolves and to review electrical drawings CDs.
3. Work with Architect, Client and General Contractor on development of pricing and potential value engineering items.
4. Construction Administration to include submittal review.
5. Scope of drawings and coordination to include:
  - All interior and exterior lighting design, except "back of house" spaces.
  - Dwelling unit fixture selection and layout.
  - Coordinate with Owner and General Contractor for development of budget and bid.
  - Provide mark-ups and sketches to the Architect for preparation of lighting locations, types and controls.
  - Coordinate with Structural Engineer for mounting of special supports or footings.
  - Coordinate with Landscape Architect for exterior lighting locations, types and controls.
  - Coordinate with Sustainability Consultant and provide documentation for points.
  - Coordinate with Electrical Engineer for preparation of power systems, controls, egress lighting and energy compliance. Lighting Designer will review lighting schedule and controls at each phase.
  - Lighting Designer will prepare calculations to confirm that the proposed layout and fixture selections will achieve required lighting levels.
  - Prepare 3-part specifications and provide package of cutsheets for selected fixtures.

*If any necessary scope items are missing from the above, please highlight them in your proposal and provide a fee for them.*

## **Special Inspections Consultant**

### **Scope of Work**

The scope of work shall include all structural inspections per the project requirements and Authority Having Jurisdiction (AHJ) including but not limited to:

- Driven Piles
- Reinforced Concrete/Rebar
- Post-Tensioned Concrete
- Structural Steel – Embeds, Stairs, Elevator Rails, Roof Penthouse/Davits
- Post-Installed Anchors
- Miscellaneous metals and structural steel welding
- Additional inspections as required

*If any necessary scope items are missing from the above, please highlight them in your proposal and provide a fee for them.*



## Commissioning Consultant

### Scope of Work

1. Provide Commissioning Allowance for GPR. Assume commissioning services for heating, cooling, water heating and ventilation systems. n.
  - Meet with the Client and Project Team to review the Commissioning process.
  - Develop Commissioning Specifications, incorporate into Project Manual.
  - Develop Commissioning Plan and Procedures in collaboration with Client & Design Team.
  - Advise Owner on future operational implications of any MEP Value Engineering proposals.
  - Review of applicable Equipment Submittals and start up procedures.
  - Develop pre-functional checklists for review and completion by Contractor, review once completed.
  - Provide a Final Commissioning Report summarizing and documenting the process, findings, and status.
2. Include the following testing/verification items regardless of certification requirements:
  - HERS Quality Insulation Installation, including pre-construction trades training, pre-insulation inspection and post-insulation inspection per HERS protocol.
  - Compartmentalization Testing if required by local authority for selected mechanical system.
  - Conduct sufficient site visits to complete pre-drywall pipe insulation inspection.

*If any necessary scope items are missing from the above, please highlight them in your proposal and provide a fee for them.*

## **Archeological Monitoring Consultant**

### **Scope of Work**

- Review, documentation, coordination and production to address project mitigation measures as required by Mission Bay Mitigation Measures and Reporting Plan (MMRP), including but not limited to preparation of an archeological testing plan, on-site monitoring and data recovery per City regulations and requirements, and final reporting.

*If any necessary scope items are missing from the above, please highlight them in your proposal and provide a fee for them.*

## EXHIBIT C: INSURANCE REQUIREMENTS

Unless modified by OCII, Consultant shall provide, pay for, and maintain in effect the following types and amounts of coverage with insurance companies duly licensed and admitted to do business in the State of California with a Best Rating of A:VII or better. Coverage shall be maintained for the duration of the Project until completion or longer, as required by OCII. Consultant's insurance shall be primary insurance and shall not be considered contributory insurance with any insurance policies of Owner. Please note that *"On a case-by-case basis, the Developer may consider different insurance coverage amounts for specific consultants based primarily on the risks associated with the work to be performed by the consultants. Without limiting the forgoing and in an effort to ensure that Developer maintains a broad pool of responses: (1) any respondents who do not currently meet the minimum insurance coverage requirements, must note such fact in their response and identify the increased cost that they will have to obtain such insurance; and (2) if a respondent is unable to meet the minimum insurance requirements, respondent must provide a detailed explanation of why the insurance product is not available."*

The following table summarizes the required insurance policies and documentation. Please see the Section titled "Minimum Scope and Limits of Insurance" below for more detailed descriptions of policy requirements.

Insurance Type	Coverage Amount (Minimum)	Endorsement or Certificate Required
Commercial General Liability (see Section B.1)	\$1,000,000 per occurrence/ \$2,000,000 aggregate	Additional insured (see Section G)
Automobile Liability (see Section B.2)	\$1,000,000 per occurrence	Additional insured (see Section G)
Worker's Compensation and Employer's Liability (see Section B.3)	As per statute for Workers Comp; \$1,000,000 per accident; \$1,000,000 per employee; and in aggregate for bodily injury by disease as respects Employers Liability	Waiver of subrogation
Professional Liability (see Section B.4)	\$2,000,000 per claim/ \$2,000,000 aggregate	None

Minimum Scope and Limits of Insurance. Consultants must maintain insurance with limits no less than:

- 1) Commercial General Liability coverage, under Insurance Services Office occurrence form CG 00 01 or other form approved by OCII, with additional insured endorsement (see Section G). Before the start of demolition/construction if the Site is unoccupied, Consultants will maintain coverage of not less than One Million Dollars (\$1,000,000) combined single limit per occurrence and Two Million Dollars (\$2,000,000) annual aggregate limit. Umbrella or Excess Liability Policy may be used to meet the terms of this section. Consultants should note that the General Liability coverage described herein is applicable only during the predevelopment phase and that OCII will require

increased coverage for the Consultant and construction contractors during the construction period.

- 2) Automobile Liability coverage for all owned, non-owned, scheduled, and hired automobiles under Insurance Services Office form number CA 00 01 or other form approved by OCII, with additional insured endorsement (see Section G). If Consultant does not own any automobiles, Consultant must provide Owner/Developers/OCII a written statement confirming that no automobiles are owned, and Owner/Developers/OCII will accept an Automobile Insurance policy providing coverage for Symbol 8 (hired autos) and Symbol 9 (non-owned autos), with additional insured endorsement. One Million Dollars (\$1,000,000) per accident for bodily injury and property damage, combined single limit.
- 3) Worker's Compensation and Employer's Liability as required by the State of California. A waiver of subrogation naming OCII and Owner/Developers is required (also known as "transfer of rights of recovery against others to us"). Employer's Liability coverage must provide limits of One Million Dollars (\$1,000,000) for bodily injury each accident; and not less than One Million Dollars (\$1,000,000) per employee; and One Million Dollars (\$1,000,000) in the annual aggregate for bodily injury by disease.
- 4) Professional Liability (Errors and Omissions) insurance, applicable to the licensed design and professional consultants (architects, engineers, surveyors and other eligible consultants). Two Million Dollars (\$2,000,000) for each claim and in the annual aggregate limit covering negligent acts, errors or omissions in connection with professional services to be provided in connection with the Project. If the Professional Liability insurance is "claims made" coverage, these minimum limits shall be maintained for no less than five (5) years beyond completion of the scope of services performed. Any deductible over One Hundred Thousand Dollars (\$100,000) each claim must be reviewed by OCII Risk Management.

Design professionals who utilize the services of subcontractors or consultants to complete work in connection with this project are required to assess the risks associated with such contractors and determine and verify the appropriate level of coverage provided by the subcontractor or consultant. The design professional shall assume costs and expenses that may be incurred in fulfilling any indemnity obligations as to itself or any subcontractors or consultants for whom the design professional is legally liable in the absence of adequate subcontractor or consultant coverage.

- C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions in excess of those required for policies stated herein must be declared to and approved by Owner/Developers and OCII. Consultant's insurer shall reduce or eliminate such deductibles.
- D. Umbrella or Excess Liability Policies. An Umbrella and/or Excess Liability policy(ies) may be used to reach the Commercial General Liability, Workers' Compensation, and/or Automobile Liability coverage limits required herein. The Umbrella/Excess Liability/OCIP policy(ies) must appropriately schedule any such underlying policy(ies).

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise approved by OCII's Risk Manager.

F. General Requirements.

- 1) If the Consultant maintains additional coverage and/or higher limits than the minimums shown in this Exhibit C, Owner/Developers and OCII shall be entitled to the additional coverage and/or the higher limits maintained by the Consultant.
- 2) The policies required herein, with the exception of Professional Liability and Workers Compensation, shall be primary insurance and non-contributory as respects to Owner/Developers and OCII, the City and County of San Francisco and their respective commissioners, members, officers, agents, and employees. Any insurance or self-insurance maintained by Owner/Developers and OCII, the City and County of San Francisco and their respective commissioners, members, officers, agents or employees shall be in excess of Consultant's insurance and shall not contribute with it.
- 3) Each insurance policy required herein must be endorsed (if endorsement is available) to state that coverage will not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by mail has been given to Owner/Developers and OCII. Should the insurance carrier not be able to provide such notice, then the responsibility to provide the notice to Owner/Developers and OCII shall be borne by the policyholder.
- 4) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to Owner/Developers and OCII, the City and County of San Francisco and their respective commissioners, members, officers, agents or employees.
- 5) Approval of Consultant's insurance by Owner/Developers and OCII will not relieve or decrease the liability of Consultant under any Agreement.
- 6) Owner/Developers and OCII and its officers, agents and employees will not be liable for any required premium under any policy maintained by Consultant.
- 7) All claims based on acts, omissions, injury or damage occurring or arising in whole or in part during the policy period must be covered. If any required insurance is provided under a claims-made policy, coverage must be maintained continuously for a period ending no less than five (5) years after the Compliance Term for general liability insurance.

G. Verification of Coverage. Consultant must furnish Owner/Developers and OCII with certificates of insurance and original endorsements evidencing coverage required by this clause. The certificates and applicable endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by Owner/Developers and OCII before work commences. Owner/Developers and OCII reserves the right to require complete, certified copies of all required insurance policies, including endorsements demonstrating the coverage required by these specifications at any time. Consultant must furnish Owner/Developer and OCII with copies of certificates and endorsements upon request. All certificates shall include the following:

- 1) Identify the following as the certificate holder:

Mission Bay 4 East Associates, L.P.  
10 Linares Avenue  
San Francisco, CA 94116

Successor Agency to the Redevelopment Agency of the City and  
County of San Francisco  
Office of Community Investment and Infrastructure  
One South Van Ness Avenue, 5<sup>th</sup> Floor  
San Francisco, CA 94103

- 2) Identify the name of the insurance policy holder (Consultant or Contractor), the Project name, and the Project address.
- 3) For policies in which OCII is required to be named as an additional insured, loss payee, dual obligee, or named on a waiver of subrogation, the policy shall name "Office of Community Investment and Infrastructure/Successor Agency to the Redevelopment Agency of the City and County of San Francisco, the City and County of San Francisco and their respective commissioners, members, officers, agents and employees" on the certificate and on the attached endorsement or certificate.

H. Review. OCII reserves the right to modify the insurance coverage under this Section, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances consistent with OCII's Risk Management Policy. The insurance coverage required under this Section shall be evaluated by OCII for adequacy from time to time. OCII may require Borrower to increase the insurance limits and/or forms of coverage in its reasonable discretion provided that such limits and/or coverage is generally available at commercially reasonable rates.

## **EXHIBIT D: 50% Schematic Design Drawings Link**

<https://yastudio1.sharepoint.com/sites/24002-MissionBayBlock4E/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2F24002%2DMissionBayBlock4E%2FShared%20Documents%2FMBS4E%20%2D%20Shared%20Team%20Folder%2FMBS4E%20%2D%20RECORD%20SETS%2F25%2D0429%2050SD%2F25%2D0429%20MBS4E%2050SD%20Drawings%2Epdf&parent=%2Fsites%2F24002%2DMissionBayBlock4E%2FShared%20Documents%2FMBS4E%20%2D%20Shared%20Team%20Folder%2FMBS4E%20%2D%20RECORD%20SETS%2F25%2D0429%2050SD&p=true&ga=1>

**NOTE:** the 50% SD package includes the design for Phase I of the development. Services are only being procured for Phase II at this time, and proposals should be tailored accordingly.

## **EXHIBIT E: PRELIMINARY DESIGN SCHEDULE**

### **Phase I**

Design Development:	August - December 2025
Construction Documents:	January 2025 – September 2026
Projected Construction Start:	February 2027

### **Phase II**

Design Development:	August - December 2025
Construction Documents:	January 2025 – September 2026
Projected Construction Start:	February 2028

\* Phase II design will occur in parallel with Phase I, however construction will trail by one year.

\*\* Timeframes above are tentative and subject to financing availability.