

Request for Qualifications (RFQ):
Landscape Architecture, Architecture
and Related Professional Services

Mission Bay Parks
Mission Bay Commons Park: Parcels P12, P13, P15
Active Recreation Complex: Parcels P7, P9:
San Francisco, California

Issued by:
FOCIL-MB, LLC
c/o Mission Bay Development Group, LLC

Issue Date:
August 11, 2025

Submittal Deadline for Qualifications (Phase 1):
Wednesday September 10, 2025, 4:00PM PST

**REQUEST FOR QUALIFICATIONS FOR LANDSCAPE ARCHITECTURE, ARCHITECTURE,
AND RELATED PROFESSIONAL SERVICES
FOR MISSION BAY PARK PARCELS P12, P13 and P15; P7 and P9; SAN FRANCISCO, CALIFORNIA**

OVERVIEW:

This Request for Qualifications (RFQ) is issued for professional Landscape Architecture, Architecture, and related Consulting Services by **FOCIL-MB, LLC** (the “Master Developer”) in connection with Concept/Schematic Design for two park projects, each comprised of 2-3 parcels: parcels P12, P13, and P15, comprising the remaining balance of the Mission Bay Commons (the “Commons Project”); and parcels P7 and P9, the “Active Recreation Project”, in San Francisco (the “Projects”).

FOCIL-MB, LLC (FOCIL) is the Master Developer of the Mission Bay Redevelopment Project Areas in San Francisco, California, under the jurisdiction of the **Office of Community Investment and Infrastructure** (OCII). **Mission Bay Development Group, LLC** (MBDG) manages the development for the Owner, FOCIL-MB, LLC. Located in the Mission Bay South Project Area, these two Projects will provide an additional 6.72 acres of parks to the Mission Bay network of Mission Bay parks and open spaces.

PROJECT DESIGN DESCRIPTIONS:

The **Commons Project** and **Active Recreation Project** will be contracted separately. Initial scope is to advance the Projects through Concept/Schematic Design approvals. Some consultants may be contracted for both Projects. You may apply your Qualifications submittal to one or both Projects, as appropriate. Please indicate on your

- I. The **Commons Project** (parcels P12, P13, and P15) is a series of three park blocks, totaling 3.9 acres, situated between Mission Bay Boulevard North and South, bookended on the east and west by previously completed Mission Bay Commons park parcels: P16 and P17 (large grass lawns) to the east, and P11a (a small crescent-shaped stormwater garden) to the west. P12, P13, P15 -- the three parcels comprising the Commons project site -- have operated with pilot activations and programming for the past 8-10 years, including a food truck park, outdoor dining, beer garden, and community events areas, shade structures, mini-golf, a fitness court and athletic fields. The future designs for these parcels of Mission Bay Commons will incorporate successful elements of existing pilot programming, prioritizing more durable park landscape materials, utilities, and facilities.

Program vision for the Commons Project includes:

- Perimeter tree canopy, lighting, accessible pedestrian paths, benches
- Park-appropriate fencing, bollards, stanchions, wayfinding, decorative lighting
- Food truck courts
- Flex activity zones for family recreation, e.g. mini golf

- Pavilions / kiosks: food/bev retail cafe service, restrooms, back-of-house operations space, storage, commissaries, etc
- Outdoor dining areas, including picnic lawns, plazas, flex seating and tables, lightweight tents and shade structures, functional programmed pergolas, trellises, event spaces and gathering areas
- Stormwater treatment bioretention and rain gardens, shade trees, and appropriate/native landscape planted areas
- Child-oriented play areas
- Comfortable shaded seating areas ideal for seniors, board games, etc
- Small soccer field(s) and/or lawns for pick-up sports
- Outdoor fitness courts, exercise areas

II. The **Active Recreation Project** (parcels P7 and P9) is a 2.82 acre contiguous area located near the corner of Owens Street and Mission Bay Drive, bounded on the south by a new commercial office/lab building, and on the west by Caltrain's track right-of-way. The western portion of the site is partially covered by the I-280 freeway structure overhead. Across Owens Street will be the new Mission Bay K-5 School and play yard; across Mission Bay Drive will be the new Mission Creek Park Extension including a new public art installation and the expanded Mission Creek Community Garden.

Program vision for the Active Recreation Project includes:

- Turf ballfield (hybrid softball/baseball + soccer)
- Pickleball courts
- All-ages skateboarding area
- Seating / spectator areas
- Entry plaza on Owens
- Perimeter fencing and pathways, as appropriate
- Small landscaped plazas and hardscape zones for entries, walkways
- Stormwater treatment bioretention and rain gardens, shade trees, and appropriate/native landscape planted areas
- Restroom
- Potential Rec & Park Dept maintenance/storage yard requiring driveway access may be located near the western or southern end of the site.

MBDG's outreach and planning team, in partnership with OCII and Rec Park staff, previously completed a series of public site tours, stakeholder meetings, community surveys, and workshops, culminating in a selection of preferred park programmatic elements for the future parks in the two respective Project

areas. The proposed programs and recommendations for the future parks have been documented via a series of conceptual site diagrams of the Project sites, including interventions and strategies to enhance both the existing and proposed programs. In preparation of the upcoming Concept/Schematic Design phase, a topographic survey of the was also performed for both Project Areas, and adjacent streets.

During the Concept/Schematic Design phase, additional outreach will be provided by MBDG and the design team, as needed, including check-in meetings with the broader neighborhood, and periodic updates to the Mission Bay Citizens Advisor Committee, including opportunity for feedback, preceding formal approvals. Concept/Schematic design materials will be coordinated closely with FOCIL, MBDG, and public agencies, and are subject to review and approval of OCII, and consultation with other agencies with jurisdiction, such as San Francisco Public Works (SF PW), SF Recreation and Park Department (RPD), San Francisco Public Utilities Commission (SF PUC), SF Arts Commission (SFAC), San Francisco Fire Department (SFFD), California Department of Transportation (Caltrans), Caltrain / Joint Powers Board (JPB), among others.

PRELIMINARY TIMELINES (FOR BOTH PROJECTS):

<u>Task</u>	<u>Start (+/-)</u>
Combined Concept/Schematic Designs	Oct 2025
Final Const. Documents (90%; 100%; Permit)	Oct 2026
Contractor Bid and Award	Oct 2027
Construction	Dec 2027

PROJECT RESOURCES:

- Mission Bay South Design for Development (relevant sections)
- Mission Bay Future Parks Workshop Summary (select slides and summary findings)
- OCII Small Business Enterprise (SBE) Policy
- City and County of San Francisco Office of Community Investment and Infrastructure (website)

PROFESSIONAL SERVICES REQUESTED

Listed below are contracting opportunities with FOCIL-MB, LLC, the owner and master developer, or other major consultants retained by FOCIL-MB, LLC; the list is not exclusive.

Prime Design Consultant:

Landscape Architecture

Additional Related Professions, Disciplines and Skills:

Architecture	Lighting Design
Acoustical Engineering	Stormwater Treatment Specialist
Architectural Graphics / Illustration	Structural Engineering
Civil Engineering	Retail / F+B Operations Consulting
Electrical Engineering	Wayfinding / Graphic Design

SMALL BUSINESS ENTERPRISE (SBE) GOALS FOR PROFESSIONAL SERVICES

The Projects are being administered by the Office of Community Investment and Infrastructure (OCII), and the former Redevelopment Agency’s Small Business Enterprise program is applicable to the Project. There is a **50% SBE** participation goal for Professional Services contracts. 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 local SBEs are not available, qualified, or if their quoted fees solicited during the RFP phase are significantly higher than those of non San Francisco-based SBEs.

OCII will accept “micro” and “small” Local Business Enterprises (LBEs) certified by the City’s Contract Monitoring Division (CMD). OCII will also accept the information on documented, small, economically disadvantaged businesses (SBE, MBE and WBE) certifications from the following jurisdictions: State of California--Small Business Enterprises (SBE), Federal, and any other local jurisdiction. OCII staff will make the final determination on the consistency of the certification standards and acceptance or denial of certifications listed above.

Please contact Maria Pecot, Senior Contract Compliance Specialist with OCII, for additional information at Maria.Pecot@sfgov.org.

PHASE I RFQ PROCESS:

The purpose of this RFQ is to pre-screen qualified professional services consultants based on experience and credentials, and to meet the OCII contract compliance 50% SBE participation goals for local, small businesses. In conjunction with OCII, FOCIL intends to create a shortlist of potential consultants and subconsultants based on a review and evaluation of the information provided by respondents in their response to the RFQ. Shortlisted consultants may be contracted directly with FOCIL-MB, LLC (Master Developer), or retained as a subconsultant to the Prime Design Consultant (Landscape Architect).

KEY DATES FOR PRE-SCREENING AND SHORTLISTING OF CONSULTANTS

PHASE 1 RFQ TIMETABLE	
Issue Phase I RFQ	August 11, 2025
<u>Pre-Submittal Meeting (virtual)</u>	Monday, August 25, 2025, 2PM PDT
Questions Submittal Deadline	Wednesday, August 27, 2025
Responses to Questions Posted (online, as an addendum to the RFQ)	Friday, August 29, 2025
Qualifications Submittal Deadline (Qualifications received after the due date will not be accepted)	Wednesday, September 10, 4PM PDT
Prime Design Consultant (Landscape Architecture) firms will be shortlisted	Monday, September 22, 2025
Issue Phase 2 RFPs (for Prime Design Consultants)	Monday, September 22, 2025

To respond to this RFQ for any of the disciplines listed herein, **please submit your response by Wednesday, September 10, 2025, 4PM PDT**. Qualifications received after the due date and time will not be accepted.

Any questions regarding this RFQ, the content of your response, or clarifications shall be directed via email to: Luke Stewart, Mission Bay Development Group, lstewart@mbaydevelopment.com.

PHASE 1 RFQ; SUBMISSION REQUIREMENTS

We are requesting submittals from individual firms only. Please DO NOT include team submittals (e.g. including two or more firms, joint ventures, and/or associations with other firms) during the RFQ phase. Each firm will be required to submit one (1) electronic copy of their response (PDF format).

EMAIL ADDRESS FOR RFQ SUBMITTALS: submittals@mbaydevelopment.com

IN ADDITION TO THE REQUIRED PDF, A HARD COPY OF THE RESPONSE MAY ALSO BE SENT TO:

FOCIL-MB, LLC
c/o Mission Bay Development Group, LLC
Attention: Luke Stewart
401 Terry A. Francois Blvd, Suite 122
San Francisco, CA 94158

All submissions must include the following, or they will not be considered:

1. **Cover letter** that includes a contact person, firm introduction, service(s) offered, and years of experience. You may submit for only one Project, or both Projects. Please indicate in your cover letter which Project(s) for which you wish to have your qualifications considered. If you intend to provide professional services covering several disciplines, please clearly state all disciplines. Clearly list the primary contact information (one name, email address, phone) responsible for your firm's submittal (1-page maximum).
2. **Summary of your experiences** working on projects of similar size, scope, complexity, site, and program (2-page maximum).
3. **Summary of your experience working on projects** in the City and County of San Francisco, highlighting projects coordinated directly with local departments and agencies such as OCII, SF PUC, RPD, SFAC, SFMTA, SF DBI, SF PW -- including the PW Infrastructure Task Force (ITF) and Disability Access Coordinator (DAC). Include any relevant experience in Mission Bay. (3-page maximum).
4. **Provide documentation** of no more than five (5) comparable projects you have worked on (10-page maximum, including photos). For each project, please include:
 - Project name, location
 - Date completed
 - Client Name (and if subconsultant to another firm/s, also include name prime consultant/s)
 - Permitting public agency, and any other jurisdictional partners

- Total acreage, program, site features, site context, site plans, renderings, or images, and total construction cost
 - Brief narrative description of the project, your firm's role and specific scope of work
 - Key project team members from your firm, and their respective roles on the comparable past project.
 - References (contact name, title, company/organization, relation to project, phone number and email address)
5. **Resumes** from your proposed key project team members (3-page maximum)
 6. **Experience** with the permits and approvals process in the City and County of San Francisco.
 7. **Proof of insurance** coverage: General liability, workers' compensation and professional liability coverage commensurate with the project type. Please see Attachment B.
 8. **Confirmation** of current SBE/LBE status certification.

EVALUATION OF QUALIFICATIONS

FOCIL-MB, LLC will review, evaluate, and rank all completed, responsive, and qualified RFQ submittals (including SBE participation) and select a shortlist of Prime Design Consultants. Shortlisted firms will be invited to respond to the Phase 2 RFP.

Phase 1 RFQ and shortlisting process is anticipated to be completed by September 22, but may be extended or phased based on the Projects' schedule considerations. Evaluations will be based in part on the following criteria:

- Experience and demonstrated expertise with projects of similar size, scope, complexity, site, program, and/or construction type
- Relevant experience working successfully with both private developers and partner public agencies such as OCII, SF Public Works and/or Infrastructure Task Force, PW DAC, SFPUC, SF DBI, SFMTA, SF RPD, SFAC, Caltrans, Caltrain, and other applicable agencies
- Relevant experience and expertise of individual Project team member(s)
- Completeness of qualifications in response to the RFQ
- Experience and expertise in CAD, Revit, Sketch-up + V-Ray, Illustrator, Photoshop, InDesign, etc as appropriate for relevant disciplines
- Current SBE Certification and Insurance Coverage

PHASE 2 RFP; INTERVIEWS

FOCIL-MB, LLC and Mission Bay Development Group, LLC will invite qualified shortlisted firms to respond to a Phase 2 Request for Proposal (RFP) selection process for one or both Projects. Firms may be invited to participate in an oral interview as part of the selection process during Phase 2. Each selected Prime Design Consultant will lead a team of qualified pre-screened subconsultants. OCII is responsible for ensuring that the selection process is free of discriminatory practices which would exclude qualified SBE firms from contracts for OCII administered projects.

SELECTION OF PRIME DESIGN CONSULTANT AND SUBCONSULTANTS

Prime Design Consultant and Subconsultant selection process is anticipated to occur September - October 2025, as part of the Phase 2 RFP process. The Master Developer and/or Prime Design Consultant will be responsible for selecting a team of subconsultants, pursuant to OCII contract SBE participation goals, culled ONLY from the pool of pre-screened subconsultants identified through the Phase 1 RFQ process. **IMPORTANT: all potential subconsultant team members are required to have participated in the RFQ process.**

NO REIMBURSEMENTS FOR COSTS

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in the RFQ and RFP process shall be at their own risk and responsibility.

Attachments

Attachment A: Project Sites / Context Map
Attachment B: Insurance Requirements

ATTACHMENT A



ATTACHMENT B

INSURANCE REQUIREMENTS

1. Insurance.

1.1 Consultant's Insurance. During the performance of its Services, and for such additional periods as specified below, Consultant, at its sole cost and expense, shall secure and maintain, and shall cause its subconsultants to secure and maintain, policies of insurance acceptable to Owner in accordance with this Exhibit.

1.2 Professional Liability Insurance. Consultant shall secure and maintain, and shall cause its subconsultants to secure and maintain, a policy of Professional Liability Insurance covering liability arising out of the performance of Services under the Agreement with limits of not less than \$2,000,000 per claim and annual aggregate and otherwise acceptable to Owner. Such insurance shall cover all Services performed by Consultant and its subconsultants from the first date such Services are performed until a minimum of five (5) years after acceptance by Owner of the completed Project, and shall be non-cancelable by the insurance company except for non-payment of premium. Self-Insured retentions or deductibles for this coverage shall not exceed \$25,000.

1.3 Commercial General Liability Insurance. Consultant shall secure and maintain, and shall cause its subconsultants to secure and maintain, Commercial General Liability insurance with limits not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate. Such insurance shall provide coverage for all Consultant's operations and include independent contractors, products and completed operations, and shall extend, for five (5) years after acceptance by Owner of the completed Project, blanket contractual liability coverage including, to the maximum extent possible, coverage for the liability assumed by the indemnity provisions of this Agreement, broad form property damage coverage, coverage for explosion, collapse, and underground hazards, the deletion of any limitation on contractual liability for operations within fifty (50) feet of a railroad property, and personal and advertising injury liability coverage. Such insurance shall contain a separation of insured's provision. If necessary, Consultant shall provide for restoration of the aggregate limit and provide that the policy shall not contain any intra-insured exclusions as between insured persons or organizations. Any deductible or self-insured retention shall not exceed \$50,000.

1.4 Commercial Automobile Liability Insurance. Consultant shall secure and maintain, and shall cause its subconsultants to secure and maintain, liability insurance coverage for all owned, non-owned, borrowed, and hired automobiles, trucks and trailers utilized in connection with the Services performed under the Agreement. Such insurance shall provide coverage not less than the Standard Commercial Automobile Liability Policy provided on ISO Form No. CA00031293 or its equivalent, with limits of not less than \$1,000,000 combined single limit each accident for bodily injury and property damage. If the Consultant's Services under the Agreement involve transporting of hazardous or regulated substances, hazardous or regulated waste and/or hazardous or regulated materials, Consultant and/or its subconsultants shall provide coverage with a combined single limit of \$10,000,000 per accident covering transportation of such materials by amending the pollution exclusion of ISO Form CA0010692 (or its equivalent) to provide such coverage. Any deductible or self-insured retention shall not exceed \$5,000.

1.5 Workers' Compensation and Employer's Liability Insurance. Consultant shall secure and maintain, and shall cause its subconsultants to secure and maintain, workers' compensation insurance as required in the state(s) where any operations are being performed, and Employer's Liability Insurance with limits of not less than \$1,000,000 for bodily injury each accident, \$1,000,000 for bodily injury each employee by disease, and \$1,000,000 policy limit for injury by disease.

1.6 Waiver of Subrogation. The policies required by Sections 1.3, 1.4 and 1.5 shall contain a waiver of subrogation endorsement in favor of Owner, the contractor for the Project, any other contractors and subcontractors, consultants and subconsultants, as well as the agents and employees of such entities connected with the Project. Consultant shall require its subconsultants to provide similar waivers of subrogation in favor of the other parties enumerated herein. An actual endorsement to the foregoing policies signed by the underwriter shall be delivered to Owner prior to commencing the Services.

2. General Insurance Requirements.

2.1 Additional Insured's. The liability policies specified in Section 1.3 and 1.4 shall be endorsed to provide that Owner, FOCIL-MB, LLC, Mission Bay Development Group, LLC, and each of their subsidiaries, officers, agents, employees, consultants and representatives and all other Indemnified Parties as defined in Section 8.1 of the Agreement, are named as additional insured's.

2.2 Notice of Cancellation. All insurance policies required to be maintained by Consultant and its subconsultants pursuant to this Exhibit shall provide that written notice of cancellation or of any limit reduction of such policies except for the payment of claims, shall be mailed to Owner's Risk Manager at least sixty (60) days in advance of the effective date thereof except in the case of cancellation for nonpayment of premium in which case cancellation shall not take effect until at least ten (10) days prior written notice has been given to Owner's Risk Manager.

2.3 Primary Insurance. Each insurance policy required to be maintained by Consultant and its subconsultants pursuant to this Exhibit shall provide that the insurance is primary, and that no other insurance or self-insured retention carried or held by Owner shall be called upon to contribute to a loss covered by such insurance.

2.4 Proof of Coverage. Consultant and each of its subconsultants shall deliver to Owner's Risk Manager, prior to the commencement of the Services, a certificate of insurance evidencing such insurance coverage as required by this Exhibit on a standard ACORD Form, or other form as required by Owner. The commencement of Services by Consultant or any of its subconsultants without compliance with this or any other requirement of this Exhibit or the Agreement shall not constitute a waiver of any right of Owner under this Exhibit or the Agreement, nor a release or waiver of any duty or obligation owed by Consultant or its subconsultants. Upon Owner's request, Consultant and/or its subconsultants shall submit to Owner copies of the actual insurance policies or renewals or replacements thereof. All policies of insurance are required to be secured and maintained with A.M. Best-rated A-VII (or higher) insurance companies, shall be written by companies licensed to do business in California and otherwise be acceptable to Owner. Consultant and/or its subconsultants shall pay all insurance premiums for such insurance, including any charges for required waivers of subrogation or endorsements of

additional insured's. Consultant shall be responsible for obtaining satisfactory evidence of insurance coverage from each of its subconsultants and submitting same to Owner prior to commencement of such consultant's or subconsultant's performance of Services. Consultant's failure to deliver satisfactory evidence of coverage shall not be construed as a waiver of Consultant's obligation to provide the required insurance coverage. Owner reserves the right to increase or decrease the required limits of liability or require additional coverage based on the type and scope of work or services performed.

2.5 Failure to Maintain Insurance. Consultant shall indemnify, defend (with counsel reasonably acceptable to Owner), and hold harmless Owner and Owner from all claims and liabilities arising out of the failure of Consultant, or any of its subconsultants or any other entity or person for whom the Consultant may be responsible, to maintain the insurance coverage's as described in this Exhibit. Owner, in addition to its other remedies, may withhold Consultant's progress payments or Final Payment for any period in which (a) such insurance coverage's are not in full force and effect or (b) the Consultant has not supplied Owner with required evidence of such insurance coverage's.

2.6 Duty of Care. Nothing contained in this Exhibit or the Agreement shall relieve the Consultant or any of its subconsultants or their respective obligations to exercise due care in the performance of their duties in connection with the Services and to complete the Services in strict compliance with the Agreement. Nothing contained in the insurance requirements in this Exhibit or the Agreement is to be construed as limiting the type, quality or quantity of insurance Consultant or its subconsultants should maintain or the extent of such parties' responsibility or liability for payment of damages resulting from Services performed under the Agreement. The carrying of insurance as specified herein shall not be construed to be a limitation of liability on the part of Consultant and/or its subconsultants, nor shall it relieve Consultant and/or its subconsultants from any liability under the Agreement as a matter of law. Owner is not responsible for any loss or damage to property owned, rented or leased by Consultant and/or subconsultants or their employees or agents or any of them, unless such property is or would become a part of the permanent construction.

2.7 Consultant and Subconsultant Policies. Consultant shall require its subconsultants to provide the insurance as set forth in this Exhibit, except as otherwise approved in writing by Owner.

2.8 Umbrella/Excess Insurance. The insurance required by Subparagraphs 1.2, 1.3 and 1.4 and Paragraph 2.7 may be made a part of an umbrella or excess policy which contains all the provisions required herein and does not reduce the coverage, impair the rights of Owner or negate the insurance requirements of this Exhibit and the Agreement. Any umbrella or excess liability policy shall be in "following" form and shall provide that if the underlying aggregate is exhausted, the umbrella or excess coverage will drop down as primary insurance.

2.9 Compliance with Insurance Policies. Consultant agrees that Consultant shall comply with all of the terms of all insurance policies, and shall not Owner in any manner that impairs any coverage afforded thereunder. Without limitation, Consultant agrees to promptly notify any insurer of any claim or potential claim arising out of the Services under the Agreement that Consultant may become aware of consistent with the terms of the policy. Consultant agrees that Consultant shall be liable for the amount of any damages, costs or expenses, including reasonable attorneys' fees, that Owner incurs as a result of Consultant's failure to comply or perform as required by the terms of any insurance policy and the same shall not be reimbursable by Owner.

2.10 Deductibles and Self Insured Retentions. Consultant and its subconsultants shall be responsible for the payment of any and all deductibles and/or self insured retentions for all policies of insurance required to be carried by Consultant and its subconsultants pursuant to this Exhibit and under the Agreement. In no event will Owner be responsible for the payment of such deductibles and/or self insured retentions.

3. Owner's Insurance.

3.1 Owner's "All-Risk" Property Insurance. Owner shall purchase and maintain "all-risk" property insurance upon the entire Work of the Project to the full completed value thereof. The policy shall name as additional insureds Owner, Consultant, each of Consultant's approved subconsultants as their interests may appear, as well as any contractors and subcontractors as their interests may appear, and a waiver of subrogation against any insured. Coverage shall apply only to property that is or will become a part of the permanent construction, including property that is fabricated off-site or in transit.