

**Community Facilities District No. 1 (CFD 1) Request for Proposals (RFP)**  
**Responses to Questions-#1**  
**September 26, 2023**

**1. Will the responsibility of the maintenance areas transfer to another entity?**

There are no plans to transfer the responsibility for maintaining the CFD 1 maintenance areas. Please note, OCII does not own the properties on which the maintenance areas are situated. The City of San Francisco and San Francisco Port own the properties.

**2. What's the total budget allowed?**

A maximum budget has not been set. The annual special assessment on properties located in Community Facilities District No. 1 funds the Contract budget.

**3. Are the capital costs held out separate from the maintenance budget?**

Yes. The RFP establishes four distinct categories of expenditure, each with its own budget: (I) Recurring Maintenance Services; (II) Preparation of Reserve Budget Estimate; (III) As-Needed Services; and (IV) Administration of Capital Repairs. The RFP asks the responders to provide an estimate of the cost of item I (Recurring Maintenance). Item II is an estimate for the Contractor to prepare an estimated annual reserve budget. (Preparation of the reserve budget is a task under the Contract.)

For Items III.B. & IV, the Contractor will prepare a scope of work and not-to-exceed budget for the work to be performed, prepare and administer a bid, execute a contract, and oversee the work to completion. Thus, the RFP asks the responders to provide an estimate of their administrative costs to administer contracts for Items III.B. and IV (but not an estimate of the cost of actual work to be performed under Items III.B. and IV).

**4. What's the total tree count? The language regarding the empty wells is confusing**

The total tree count is approximately 350 trees.

**5. Does tree maintenance include large tree trimming? Would that fall under capital?**

The Contractor will be responsible for regular tree maintenance within the plazas and streetscapes, including recurring trimming. Non-recurring one-time trimming of trees needed, e.g., to address large limb breaks, storm damage and similar needs will be funded as an As-Needed Service.

**6. Are the lights LED?**

The Brannan/Beale Plaza lights were converted to LED in April 2023 and the lights in the bollards at First and Townsend Plazas were converted in July 2021. The remaining lights are not LED.

**7. Replacement of benches - who approves the bench choice? What if it's no longer manufactured?**

If a bench needs replacement, the Contractor will recommend to OCII the replacement model and OCII will make the final approval.

**REVISED Attachment 3A  
CFD 1 Budget Estimate for Services  
Proposed Monthly and Annual Budgets**

	Monthly	Contract Year 1
<b>I. RECURRING MAINTENANCE SERVICES AND ORDINARY REPAIRS*</b>		
A. Landscape Maintenance		
1. Plant Maintenance	\$ -	\$ -
2. Lawns and Ground Cover Maintenance	\$ -	\$ -
3. Tree Maintenance	\$ -	\$ -
4. Irrigation	\$ -	\$ -
5. Integrated Pest Management	\$ -	\$ -
B. Replacement of Plants, Lawns and Ground Cover (estimate amount based on anticipated natural plant loss over time)	\$ -	\$ -
C. Hardscape Maintenance	\$ -	\$ -
D. Site Furnishings Maintenance	\$ -	\$ -
E. Lighting Maintenance	\$ -	\$ -
F. Litter Control and Graffiti Abatement	\$ -	\$ -
<b>TOTAL RECURRING MAINTENANCE AND ORDINARY REPAIR SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>
* Assume personnel costs (labor costs, wages, benefits and taxes), administrative costs, and management fee are included in the monthly and annual budgets.		
<b>II. PREPARATION OF FACILITIES RESERVE BUDGET ESTIMATE</b>		
Prepare an estimate of long-term reserve necessary to replace Facilities		\$ -
<b>III.A. AS-NEEDED REPAIR/REPLACEMENT SERVICES \$5,000 OR UNDER</b>		
Assume 4 repairs or replacements of \$2,500 to be performed by Contractor.		\$ 10,000
<b>III.B. ADMINISTRATION OF AS-NEEDED REPAIRS/REPLACEMENTS OVER \$5,000</b>		
Estimate of typical administrative costs to Contractor of bidding/administering a sub-contract for \$5,000 or more ( Assume two \$10,000 contracts to administer)		
<b>IV. CAPITAL REPAIRS ADMINISTRATION</b>		
Estimate of administrative costs to Contractor of preparing a scope, bidding/administering a subcontract and managing to completion the Capital Repairs specified in the Scope of Services Section IV.		\$ -
<b>TOTAL</b>		<b>\$ 10,000</b>