

# REQUEST FOR PROPOSALS

## Pop Hicks Field Presidio of San Francisco

April 17, 2014



Presidio  
Trust

**REQUEST FOR PROPOSALS  
POP HICKS FIELD  
PRESIDIO OF SAN FRANCISCO**

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**EXECUTIVE SUMMARY**

Opportunity

The Presidio Trust is seeking proposals to develop and operate the former Pop Hicks Field as a community athletic facility. At a minimum, Proponents will construct a synthetic turf field and associated site fencing, furnishings, and appurtenances; a new asphalt parking area; a new restroom building; a new adjacent picnic area; and new landscaping. The athletic facility must accommodate a planned new section of the Ecology Trail, a multi-use trail (MUT) that will be compliant with the final Architectural Barriers Act Accessibility Guidelines; Outdoor Developed Areas (AGODA) within the License Area.

Alternatively, the Trust will consider other approaches to developing the community athletic facility, including the donation of improvements to the Trust in exchange for agreed upon usage rights, provided such use satisfies the selection criteria objectives and conforms to the Shared Use Requirements as described in this Request for Proposals (RFP).

Location

Pop Hicks Field is located in a residential area of the Tennessee Hollow Watershed, the Presidio's largest watershed. Pop Hicks Field is located northwest of Julius Kahn Playground and El Polin Spring and currently has access from Barnard Avenue and Quarry Road.

The field is located on a former Army-era landfill that contains municipal-type waste and construction debris. The field was closed in the 1990s pending assessment and final closure of the underlying Army landfill site. Remedial construction, which included construction of an engineered landfill cap and installation of site drainage features and monitoring systems for groundwater and landfill gas, was completed in 2011. The site is regulated by the California Department of Toxic Substances Control (DTSC).

Preferred Use

Youth-based active recreational sports are the preferred uses, with the goals of maximizing use among multiple shared users while ensuring human and ecologic health and safety. All proposed uses must accommodate the planned construction of the Ecology Trail and its connections within the License Area (See Section 3).

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Financial Requirements	Proponents must demonstrate financial ability to develop and operate the athletic facility.
Qualification Requirements	The proposed project engineer of record and construction contractor will be required to have relevant prior experience building projects on remediation sites. (See Section 5).
Shared Use Requirements	The Licensee will be required to share a minimum of 52 percent of scheduled use of facilities with shared users other than the Licensee, including Presidio-based schools and tenants. The Trust strongly encourages respondents to work collaboratively with other non-profit organizations, schools, and groups dedicated to youth sports in responding to this RFP.
Traffic and Parking Management	The Licensee will be required to submit and to implement a plan, acceptable to the Trust, to minimize traffic and parking by facility users, including shared users other than the Licensee.
Maximum License Agreement Term	License Agreement terms will be negotiated; a shorter term License Agreement is preferred, however.
Selection Process	Proposals will be evaluated according to the criteria in Section 5. Complete proposals received by <b>July 16, 2014</b> will be given first consideration. Proposals will be welcomed after that date until a Letter of Intent for the athletic facility is executed.
Initial Deposit Required	An earnest money deposit of \$2,500 is due at time of proposal submittal and will be returned to parties not selected.
Broker Commission	The Trust will not pay commissions.
Contact	Shemaiah Stanton, Project Assistant, Presidio Trust 103 Montgomery Street, P.O. Box 29052, San Francisco, CA 94129-0052, (415) 561-5343, <a href="mailto:sstanton@presidiotrust.gov">sstanton@presidiotrust.gov</a>

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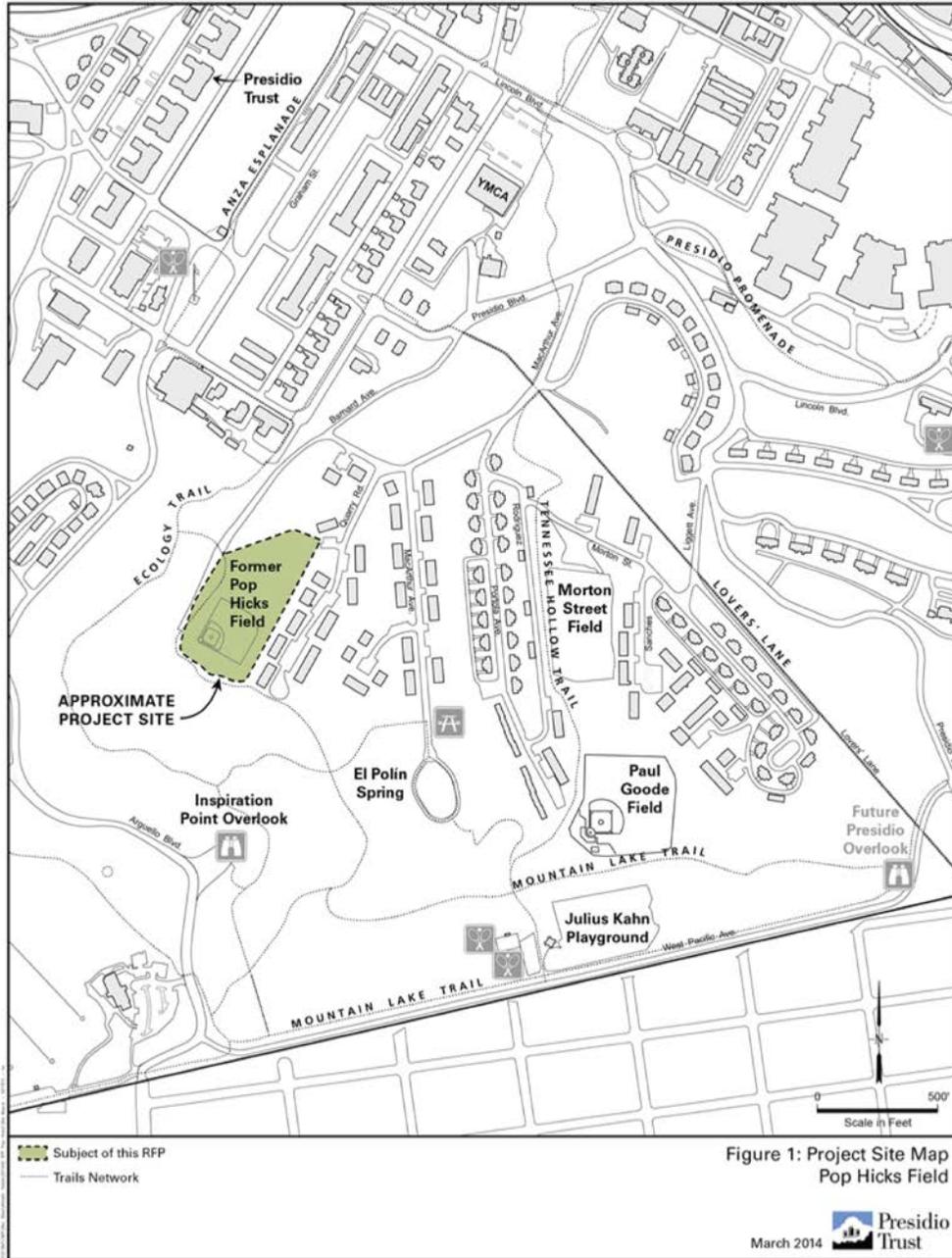


Figure 1: Project Site Map  
Pop Hicks Field

March 2014  Presidio Trust

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## **SECTION 1: INTRODUCTION**

### **THE OPPORTUNITY**

The Presidio Trust is offering the opportunity to develop and operate the former Pop Hicks Field as a community athletic facility under a License Agreement with the Trust. Alternatively, the Trust will consider other approaches to developing the community athletic facility, including the donation of improvements to the Trust in exchange for usage rights, provided such use satisfies the selection criteria objectives and conforms to the Shared Use Requirements as described in this Request for Proposals (RFP).

The Trust will select a proponent and development team that demonstrate strong capabilities to deliver and maintain the stated objectives and minimum business terms set forth in this Request for Proposals (RFP). Respondents are encouraged to collaborate with non-profit organizations, Presidio-based schools and other tenants, and groups dedicated to youth sports in responding to this RFP.

### **Pop Hicks Field**

The site is located in a residential area within the Presidio's Tennessee Hollow Watershed (**Figure 1**). Pop Hicks Field was first opened in 1955 as a Little League field and was named in honor of Master Sergeant Calus S. "Pop" Hicks, who served at Letterman Hospital and was instrumental in establishing youth recreation leagues in the Presidio.

The field was established near the headwaters of the western tributary of the Tennessee Hollow Watershed and was built atop an Army-era landfill known as Landfill E. Landfill E was created by filling a portion of the western drainage of Tennessee Hollow.

Landfill E is approximately 4.8 acres and contains soil mixed with building debris, municipal-type solid waste, and chemical waste. Landfill E is bounded by Barnard Avenue on the northwest and Quarry Road on the southwest. Fernandez Road is approximately 500 feet to the north. The landfill was constructed above a portion of a former Army-era firing range identified as the Barnard Avenue Protected Range (BAPR). A portion of the former BAPR extends north from the northern slope of Landfill E to Fernandez Road.

Pop Hicks Field was closed in the 1990s pending assessment and final closure of the underlying landfill. The landfill was closed in 2011 following construction of an engineered landfill cover that includes a landfill gas collection system. In addition, site drainage improvements to promote water runoff and prevent ponding were installed, along with a groundwater monitoring well network. Groundwater and landfill gas monitoring are ongoing as part of post-closure operation and maintenance (O&M) activities. Landfill closure and post-closure O&M is overseen by the Department of Toxic Substances Control (DTSC). Post-closure O&M requirements are outlined in the

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November 2012 Operations and Maintenance Plan for the Presidio of San Francisco, approved by DTSC in a letter dated December 6, 2012.

The portion of BAPR extending north from the face of the landfill to Fernandez Road was remediated under a separate action. BAPR was remediated by removing soil contaminated with residuals from Landfill E and debris fill placed by the Army.

Trust planning documents call for restoring Pop Hicks Field to active play, following remediation of Landfill E. Trust planning documents also direct the preservation of the adjacent creek corridor (western tributary), preservation of the upland historic forest, and establishment of an accessible multi-use (bicycle and pedestrian) trail through the site. The trail will be the final link in the Ecology Trail, which connects the upper Tennessee Hollow Watershed with the Main Post. All Pop Hicks Field development efforts must be coordinated with these Trust-led improvements.

**Remediation of Landfill E and Ongoing Management and Monitoring**

Landfill E was identified as a former waste release site by the Army and was remediated in conformance with the 1999 Consent Agreement executed by DTSC, the Presidio Trust, and the National Park Service. As required by the Consent Agreement, the Trust prepared a *Final Feasibility Study and Remedial Action Plan for Landfill E* (RAP) that was approved by DTSC on June 15, 2011. The RAP summarized remedial investigation activities, evaluated alternatives to remediate the site, and proposed a preferred alternative for site closure. The alternative selected and subsequently implemented included the construction of two-foot-thick engineered cover system (cap) over the landfill waste, the implementation of Land Use Controls (LUCs), and the installation of a landfill gas venting system and a surface water drainage system. The LUCs detail requirements and restrictions under current and future land uses to ensure that the site remains protective of human health and the environment.

The engineering and design details for the landfill cap are detailed in the *Final Remedial Design and Implementation Plan (RDIP)* prepared by Geosyntec Consultants and dated June 9, 2011. The cover system for Landfill E was designed with the intent of constructing the athletic field following site closure. The RDIP was approved by DTSC on June 21, 2011. Implementation of the final design is summarized in the *Construction Completion Report, Landfill E (CCR)* prepared by Geosyntec Consultants (August 2012), which includes final engineering drawings. DTSC approved the CCR on November 1, 2012 and certified that the site had been remediated in conformance with the Consent Agreement on December 5, 2012.

Post-closure monitoring of the landfill cap, groundwater, surface water, and landfill gas is required to verify that the closure system components retain their integrity. Post-closure requirements are outlined in the *Final Operation & Maintenance Plan, Landfill E* (2012). Annual reports documenting O&M activities are prepared and submitted to DTSC. The most recent annual report is dated August 15, 2013. DTSC approved the annual O&M report for Landfill E in a letter dated December 24, 2013.

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Future development at Landfill E associated with the restoration of Pop Hicks Field must conform to all regulatory requirements and the project requirements outlined in Section 3. Any disturbance or potential disturbance to the landfill material will be managed consistent with the DTSC-approved O&M plan and LUCs and will be coordinated with DTSC prior to construction. Qualifications of all project engineers and contractors must conform to the qualifications requirements outlined in Sections 3 and 5.

**Planning Context**

The Presidio Trust's leasing and management activities in Area B of the Presidio conform to the Presidio Trust Act (16 USC Section 460bb appendix) as well as the policies and guidelines presented in the *Presidio Trust Management Plan* (PTMP), the Trust's adopted master plan, both of which are available online at [www.presidio.gov](http://www.presidio.gov).

The PTMP directs the Trust to “[p]rovide for safe and enjoyable recreational use of the Presidio,” including a range of active and passive opportunities that are “...open, inviting, and accessible to visitors.” It also directs the Trust to consider future reorganization of the active recreational facilities in the Tennessee Hollow Watershed to improve the facilities as well as to accommodate creek restoration.

All lands and facilities identified in this RFP are under the jurisdiction of the Presidio Trust, which is the sole decision-maker for this offering. The Trust, in consultation with DTSC, is also the permitting authority for purposes of issuing site, building, and other permits and approvals related to land use and construction.

The PTMP and corresponding Environmental Impact Statement (EIS) affirm that Pop Hicks Field would be returned to active recreational use, contingent upon future remediation plans. (As described above, remediation has been completed.) One of the PTMP's cornerstone open space goals is the restoration of the Tennessee Hollow Watershed – springs to bay.

Tiering from the PTMP Environmental Impact Statement, the *Tennessee Hollow Upper Watershed Revitalization Project Environmental Assessment (EA) and Finding of No Significant Impact (FONSI)* of 2007-2008 evaluated and sought broad public feedback on a range of recreational alternatives for the site that effectively balanced the goal of creek and habitat restoration with active recreation. Alternative 2 was selected as the Trust's preferred alternative for the upper watershed area. At Pop Hicks, Alternative 2 identifies a combined multi-use (soccer/Little League) as the preferred field, contingent upon the outcome of the remediation process. In addition to restoring recreational use at Pop Hicks Field, the EA identified a number of natural resource and trail improvements for the surrounding area, which the Trust is implementing. While not part of the RFP project site, these improvements are immediately adjacent to the ball field site and the Trust is seeking proposals that, at a minimum, do not conflict with these plans and support and enhance these proximate efforts. Among these Trust-led improvements are the restoration of a riparian zone to the north, habitat enhancements along the western edge, preservation

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and enhancement of the western tributary west of the field, and preservation and enhancement of the upland historic forest.

The *Presidio Trails and Bikeways Master Plan & Environmental Assessment* (2003) calls for the re-opened Pop Hicks Field to be connected to the final section of the Ecology Trail, an AGODA-compliant multi-use trail (MUT), allowing a direct link for hikers and cyclists between the Arguello Gate and the Main Post. The Ecology Trail completion will include the provision of trail connections across the site and conversion of Barnard Avenue south of Fernandez Road into a MUT. While the construction of the Ecology Trail will be a Trust-led effort, designs for the proposed athletic facility must be coordinated with the design of the Ecology Trail and must accommodate the construction of the Ecology Trail, including any necessary grading, within the License Area. In addition, the Licensee must design and fund any connections of the facility to the Ecology Trail within the License Area.

The project site adjoins four forest stands of historic significance and a native plant zone, all of which have special standing within the park and are subject to special requirements and protections. Please refer to the *Vegetation Management Plan* for additional information (see Appendix B).

All proposed improvements and new construction associated with the development of Pop Hicks Field must be consistent with the above planning efforts, and be coordinated with all adjacent restoration activities. Please see Section 3 for more information.

**Preferred Use**

The preferred use for the facility is youth-based active recreational sports, including middle and high school and youth-league play and school-related athletic programming. Given the high demand for playing fields in the region and the Presidio's national park setting, the Trust seeks proposals and Licensees that will ensure that the broadest possible audience benefits. All proposed uses must accommodate the planned construction of the Ecology Trail and its connections with the license area (see Section 3).

Licensees will be required to share facility time with other organizations and Presidio-based tenants. Proponents must present a plan to maximize access to and use of the facility. Successful proposals will include a cross-section of organizations that serve diverse youth audiences. Preference will be given to proposals that accommodate Presidio-based schools and tenants as part of a broader consortium of users.

**BACKGROUND**

**Presidio of San Francisco**

The Presidio of San Francisco has been a military post under three flags: Spain, Mexico, and the United States. It was a U.S. Army post from 1846 to 1994 and was designated a National Historic Landmark District in 1962. Today, it is a national park site like no other. The Presidio's 1,491 acres include more than 400 historic buildings, a 300-acre

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historic forest, diverse landscapes and natural areas, important archaeological sites, 24 miles of trails, scenic overlooks, and other recreational facilities. The Presidio is home to 280 native plant species and more than 200 species of birds and other wildlife.

Approximately 4,000 people work in the Presidio for businesses, non-profit and cultural organizations, and government agencies; another 3,000 live in the Presidio.

**Presidio Trust**

The Presidio Trust was established by the United States Congress in 1996 through the Presidio Trust Act (16 USC Section 460bb) to save a historic American place and transform it to fulfill a new national purpose. The Presidio's transformation into a national park site is one of the most interesting and remarkable base realignments in the country – one that is bringing together funding and expertise from government, the private and non-profit sectors, and the philanthropic community.

The Presidio Trust, a federal agency, has jurisdiction over the interior portions of the Presidio, or Area B. The National Park Service oversees the Presidio's coastal areas, or Area A. The Pop Hicks Field site is wholly within Area B.

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**SECTION 2: OBJECTIVES**

The Presidio Trust seeks proposals that can best meet the following objectives:

**1. Ensuring Broad Community Access**

A key objective of the Presidio Trust is providing a program of long-term, consistent community access to the facility so that a broad range of groups and partners will benefit from its use. The Trust will work with respondents to develop a comprehensive and enforceable community access program to be included in the License Agreement.

**2. Consistency with Trust Plans and Policies**

Proposals must be consistent with Trust plans, policies, and applicable environmental documents including the *Presidio Trust Management Plan*, the *Vegetation Management Plan*, the *Tennessee Hollow Upper Watershed Revitalization Project EA and FONSI*, the *Presidio Trails and Bikeways Master Plan*, the *Operations and Maintenance Plan*, *Landfill E*, *The Presidio of San Francisco Construction Guidelines*, and other relevant documents. (Please refer to *Appendix B: List of Selected Reference Documents* for further references.)

**3. Enhancing the National Park Setting**

The Trust seeks Licensees who will actively implement programs to protect and enhance the watershed, including best management practices for site stewardship and integrated pest management, as well as effective parking and transportation demand management strategies to ensure that the site capacity is not exceeded and to encourage the use of alternative modes of transportation.

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**SECTION 3: PROJECT REQUIREMENTS**

All projects must comply with the development, maintenance, and management parameters set forth below. In addition, any required utility services and improvements or relocations, including modifications to existing systems and all necessary site storm drainage improvements, will be the responsibility of the Licensee. All improvements will be subject to Trust review and comment.

All upgrades and enhancements must comply with all guidelines described below, and with all Trust plans and policies as described under “General Requirements” and in the selected reference documents listed in Appendix B of this RFP.

**GENERAL REQUIREMENTS**

All development, maintenance, and management activities must comply with:

- *Trust policies and policy documents.*
- *Trust development guidelines and design standards, and Trust design, compliance, and permitting requirements.*
- *All applicable laws and regulations and all Trust adopted Codes and Regulations.*
- *Trust policy on sustainable development – A minimum Leadership in Energy and Environmental Design (LEED)™ certified “Gold” rating is required for any new structures; where structure size or other project constraints preclude certification, structures must comply with all applicable LEED prerequisites and credit requirements for a “Gold” level certification. Documentation of LEED equivalency is to be provided to the Trust project team and the permitting office.*
- *The Presidio Trust design review and permitting process.*
- *The Presidio of San Francisco Construction Guidelines and related Trust guidance governing soil management, tree protection, integrated pest management, and storm water management.*
- *Trust requirements set forth in the Trust’s Tenant Handbook.*

**REGULATORY REQUIREMENTS FOR CONSTRUCTION WITHIN LANDFILL E**

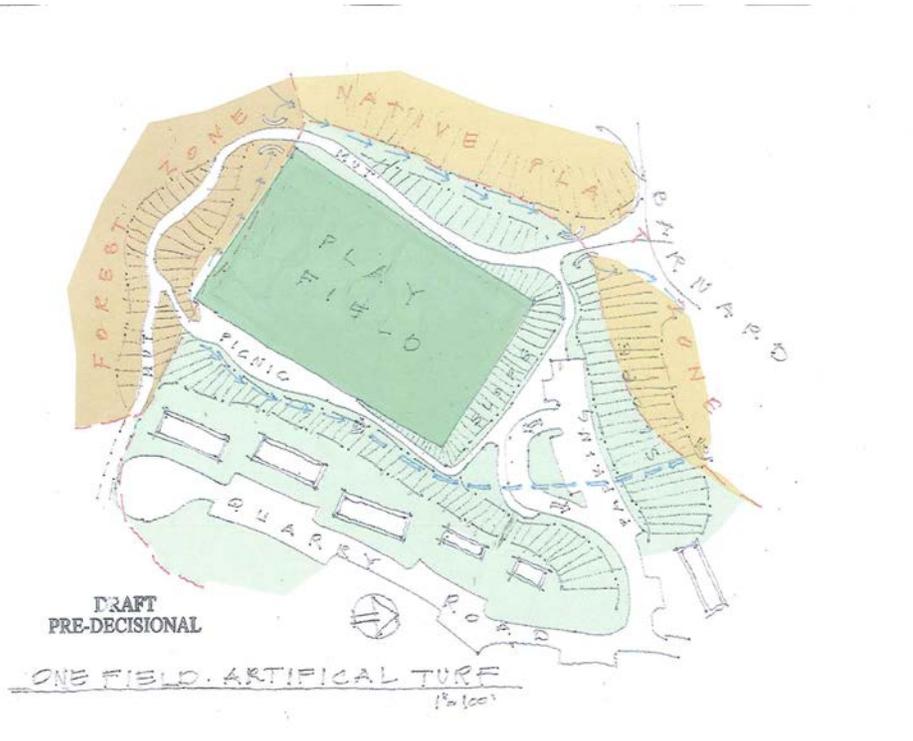
The design and construction of the Landfill E remedy assumed basic conceptual plan elements for the renovation of Pop Hicks Field (i.e., grading, field layout and fencing, location of parking, location and size of new restroom structure, trail connections, etc. – see **Figure 2** below). Projects must comply with the following requirements:

- *Adherence to the basic conceptual plan elements will allow for the most straightforward development process. Departure from the basic project assumptions will add complexity and time.*
- *Any proposed improvements, including work that affects the landfill cap system, the gas venting system, or drainage to or from the cap, will require review and approval by DTSC prior to implementation. Additionally, no improvements shall*

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*be permitted that could trigger changes to the Final Operation & Maintenance Plan, Landfill E (2011) and/or LUCs without prior approval from the Trust and DTSC. In addition to all costs incurred by the Trust and Trust consultants, costs for DTSC review, approval, or amendments to compliance documents will be borne by the Licensee.*

- *The Trust will coordinate all regulatory agency communications.*
- *If construction requires disturbing landfill material, hazardous material off-haul may be required. The Licensee will provide for clean fill corridors for future access to utility pipes by maintenance crews. Any clean fill brought on-site must comply with the Trust's Soil Management Guidelines (see Appendix B).*
- *The project Engineer of Record and construction contractor must have relevant prior experience working within a remediation site with similar land use controls.*
- *Design solutions and management practices shall not alter or unduly hinder remediation monitoring efforts without prior coordination with the Trust.*



**Figure 2: Conceptual Plan**

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**DEVELOPMENT PARAMETERS**

I. Ball Fields: In order to protect the integrity of the landfill cover system for Landfill E, any new playing field surface must consist of a synthetic turf product approved by the Trust. Ball field plans must comply with the following parameters:

- *New environmentally compatible synthetic turf field (with the lowest practicable concentrations of metals and volatile/semi-volatile constituents) and associated appurtenances (fencing, bleachers, etc.) for middle and high school youth-league play and school-related athletic programming shall be installed.*
- *Utility laterals and connections shall be installed.*

II. Structures:

- *A new Americans with Disabilities Act (ADA)-compliant restroom structure shall be constructed.*
- *A composting toilet facility is preferred*
- *Total square footage for all new structure(s), including restroom, shall not exceed 1,000 square feet*
- *Any required excavations into the 24-inch landfill cover system will require coordination by the Trust with the Department of Toxic Substances Control.*
- *The design shall be contemporary but compatible with the historic and national park context.*
- *Structures shall meet Trust standards for maintainability and sustainability.*
- *Structures shall be fully alarmed*
- *Utility laterals and connections shall be installed.*

III. Parking:

- *An asphalt paved surface shall be installed in the northeast part of the project site, with access from Quarry Road, as shown in Figure 2.*
- *No fewer than 35 stalls shall be constructed, of which at least two spaces shall be accessible as required by the Architectural Barriers Act Accessibility Standards.*
- *The parking area shall include facilities for passenger drop-off, bus loading and unloading, and adequate turn-around for buses and large vehicles. Fire truck access to the facilities shall be maintained at all times.*
- *The program shall include storm water best management practices (BMPs) for site water consistent with drainage design for the Landfill E cover system and regulatory requirements. The Trust reserves the right to review and approve all BMPs.*
- *The parking area shall be non-exclusive (shared use).*
- *The Trust shall maintain the right to regulate and charge a fee for all parking stalls and collect 100 percent of all parking revenues generated.*
- *The Trust reserves the right to implement parking time restrictions.*

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- *Vehicle and parking areas shall be designed and constructed consistent with best management practices as required by the Trust.*
- *Secure bike parking shall be provided for a minimum of 12 bicycles.*
- *Utility laterals and connections shall be installed.*

IV. Trails: The *Presidio Trails and Bikeways Master Plan & Environmental Assessment* of 2003 (see Appendix B) calls for new trails in the immediate vicinity of Pop Hicks Field, including a new multi-use (bicycle and pedestrian) trail (MUT). As described in Section 1, this trail is the final link in the Ecology Trail, which connects the upper Tennessee Hollow Watershed with the Presidio's Main Post. The Licensee's design and all proposed improvements and new construction associated with the development of Pop Hicks Field must not conflict with or encumber the construction of an AGODA-compliant MUT, or alter its planned alignment, without prior coordination with the Trust. While the construction of the Ecology Trail will be a Trust-led effort, designs for the proposed athletic facility must be coordinated with the design of the Ecology Trail and must accommodate the construction of the Ecology Trail within the License Area. In addition, the Licensee must design and fund any connections of the facility to the Ecology Trail within the License Area. The Trust may discuss the possibility that the Licensee construct those sections of planned trails that are within the proposed project site. Any new trail construction must comply with the following parameters:

- *Trails shall be designed and constructed consistent with design guidelines and standards set forth in the Presidio Trails and Bikeways Master Plan and Environmental Assessment and other industry standards for multi-use and accessible trails (e.g., American Association of State Highway and Transportation Officials [AASHTO], AGODA, etc.).*
- *The design shall include newly constructed and/or rehabilitated trails (those portions within the project site) as needed to conform to the general alignment of the Presidio Trails and Bikeways Master Plan and EA, consistent with design guidelines for the multi-use trails as described in the Presidio Trails and Bikeways Master Plan and other industry standards, including AGODA.*

V. Landscaping:

- *All non-field site areas within the project area (see Figure 1) shall be fully landscaped with drought-tolerant and low-maintenance plantings. All such planted areas shall be irrigated with a fully automatic sprinkler system (separate from the field system) conforming to all Trust requirements. The fully automatic sprinkler system shall conform to all regulatory requirements pertaining to landfill covers in addition to Trust requirements.*
- *Landscaping shall comply with the Presidio's Vegetation Management Plan requirements, including landscape plant selection protocol.*

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VI. Site Amenities:

- *Site amenities shall include but not be limited to site furnishings, protective barriers, drinking fountain, wildlife-proof trashcans, and the like. Informational way-finding, regulatory, and educational site signage, including replacement (fabrication and installation) of the former bronze dedication plaque (see front cover), shall be constructed either by the Licensee or the Trust, as set forth in the License Agreement.*
- *At a minimum, way-finding and directional signage shall be (a) located near the parking area and at the connection with Barnard Avenue, (b) consistent with Presidio Trust standards, and (c) coordinated with the Trust.*
- *Public gathering area(s) with picnic tables shall be installed at the southeast end of field, with connection to the Ecology Trail.*
- *All site amenities shall comply with design standards for similar amenities found elsewhere in the park as may be determined by the Trust.*

**MANAGEMENT AND MAINTENANCE PARAMETERS**

The Licensee shall manage and maintain facilities as set forth below.

I. Use and Management of the Facility:

- *The Licensee will be required to provide for and manage shared use of the facilities and parking area with other groups, schools, Presidio-based tenants and schools, and/or non-profit youth athletic organizations. A minimum of 52 percent of scheduled use of the field shall be for shared users other than the Licensee. The Trust retains the right to define the characteristics of other users (e.g., non-profit organizations or Presidio-based schools or tenants), as well as the right to approved specific shared users.*
- *Management duties will include scheduling concurrent activities so that parking demand does not exceed available supply.*
- *The Licensee will be required to submit a quarterly schedule to the Trust listing all scheduled activities, including those of shared users. Unscheduled time will be made available for use by other groups as approved by the Trust.*
- *No concession stands or sales of food, beverages, or other items will be permitted.*
- *Facility use is restricted to the hours between 8 am and dusk, Monday through Friday, and between 9 am and dusk on Saturday and Sunday.*
- *The new restroom facilities shall be non-exclusive and open to the public at all times during facility use hours.*

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- II. Compatibility with Surroundings, Outdoor Lighting and Night-Time Use:
- *Activities proposed for the facility must not have an adverse effect on the site's ecology or natural features or cause a nuisance to the surrounding neighborhoods. Due to sensitive bird nesting areas and adjacent residences, no night-time play or night lighting of the facility is allowed.*
  - *As stated above, night lighting of the athletic facility for the purposes of illuminating games, practices, events, or other nighttime uses, other than that minimally required for public safety as determined by the Trust, is prohibited.*
  - *Night-time use of facilities by the Licensee is prohibited.*
- III. Parking, Circulation, and Transit:
- *The Trust is committed to improving mobility within the park, minimizing private automobile use, increasing the use of public transit, and encouraging pedestrian and bicycle travel. As such, the Trust requires all Presidio tenants and Licensees to participate in this effort, and Proponents will be required to provide detailed information on projected parking needs and to participate in the Presidio's Transportation Demand Management Program (see pages 46-51 in the PTMP for additional detail).*
  - *Parking associated with the facility is non-exclusive and may be subject to a parking management program, which will likely involve time restrictions and/or parking fees collected and retained by the Trust.*
  - *Given the site setting within a residential neighborhood, proposals including sustainable transportation strategies (e.g., encouraging users to arrive on foot or bike and use of buses, vanpools, or alternative remote parking areas within walking distance) will be favorably viewed.*
- IV. General Maintenance:
- *The Licensee will be responsible for facilities maintenance and trash collection, utilities, standard landscape irrigation repairs, and scheduled cleaning and maintenance of the new restroom facilities. All maintenance and repairs must be consistent with the Presidio's Integrated Pest Management Plan. Licensees will have the right to stripe or otherwise mark the fields for athletic activities using substances that the Trust has pre-approved in writing. Permanent or affixed team or school logos and any installed advertising are not permitted.*
  - *The Licensee and/or any partner organizations using the facility shall not cause the release of hazardous materials or substances upon or about the fields or remainder of the Presidio. The use of any hazardous substances or materials in the construction or maintenance of the field and appurtenances and restroom by the Licensee must be approved by the Trust in writing.*
  - *The field and appurtenances and restroom shall be maintained and repaired by the Licensee at its cost, in a manner consistent with the national park setting, the Presidio's Integrated Pest Management Plan, and performance and inspection standards to be included in the License Agreement.*

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- *The Licensee maintenance obligation shall also include regular janitorial service of the restroom, and trash pick-up and collection within the project area.*
  - *Maintenance and repair of roadways, parking lot, plantings and associated irrigation system, and other public amenities will be performed by the Trust.*
- V. **Special Remedial Operation and Maintenance Requirements for Landfill E:**
- *Post-closure O&M of the landfill will be a joint responsibility of the Trust and the Licensee. At minimum, the Trust will continue to conduct routine inspection of the landfill and monitor groundwater and soil gas in conformance with the approved O&M plan. Post-closure maintenance of the cover system will become the responsibility of the Licensee, who will work closely with and in coordination with the Trust and respond to maintenance issues identified by the Trust. Specific responsibilities will be outlined in an O&M agreement between the Trust and Licensee.*
  - *The Licensee's grounds operation and maintenance activities shall not alter or unduly hinder remediation monitoring efforts without prior coordination with the Trust and DTSC.*
- VI. **Hazardous Materials Removal and Remediation:**
- *The Presidio Trust manages a Presidio-wide environmental remediation program to clean up sites identified by the Army as having contamination. The Army retains specific clean-up responsibilities (e.g., unexploded ordnance, chemical and biological warfare) and responsibility for newly discovered contamination. While a portion of the project area in this offering is a known, closed remediation site, the Trust does not warrant that all contaminated sites within the Presidio are presently known or identified.*
  - *Unexploded Ordnance (UXO): Since the Presidio was operated for many decades by the Army, the project area may contain UXOs. The Licensee and the Licensee's contractors will be required to participate in an UXO awareness and safety training session with the Trust's Safety & Occupational Health Manager, or his designee, prior to any work in the project area.*
  - *Unknown Substances: In addition to the material within Landfill E, soils within the project area may contain debris or other substances that could require special handling or disposal if disturbed during grading or other site work. The Trust will work with Licensee to develop a soil management plan that will be implemented during site construction activities to prevent inappropriate handling of soil during construction. The soil management plan will also address the sourcing and use of import soils for construction.*

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**SECTION 4: MINIMUM BUSINESS TERMS**

The Proponent will enter into an agreement that will include or conform to the following requirements. In submittals, Proponents are required to indicate that they accept these basic business terms, or suggest alternate terms if different terms are proposed. Please provide an explanation of any proposed term that differs from those outlined below.

Responses should use the headings and numbering provided below. If a specific term is not addressed, the number should still be listed with the words “no response” inserted. Note: business terms outlined below assume Proponents will enter into a License Agreement with the Trust. If other development approaches and agreement types are proposed, please describe these in detail.

I. License Area:

- *The License Area is the former athletic facility commonly known as Pop Hicks Field, together with other approved improvements located thereon. While within the License Area, the new restroom facilities shall be non-exclusive and open to the public. The License Area shall not include the parking area or the drive aisle.*

II. Trust Labor and Expense Reimbursement:

- *The following costs shall be borne by the Licensee and reimbursed to the Trust: costs for Trust labor and/or any other expenses incurred by the Trust associated with negotiations, design/compliance, construction oversight, or additional regulatory oversight, and any costs to the Trust to perform additional post-construction maintenance and monitoring for compliance with the Final Operation and Maintenance Plan, Landfill E, that is triggered by the Licensee’s project, operations, or maintenance. Costs eligible for reimbursement by Licensee to Trust shall commence upon the Trust’s selection of a proposal, which shall initiate the preparation of a Letter of Intent.*

III. Development Costs:

- *All development costs, including costs incurred by the Trust and Trust consultants, and regulatory process costs will be borne by the Licensee, including construction period inspections for compliance with the Landfill E remedy.*

IV. Rent:

- *The Licensee will pay market rent.*

V. Term:

- *A shorter term is preferred, although the Trust recognizes the need for the Licensee to amortize its capital improvements.*

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**VI. Insurance:**

- *The Licensee will be required to maintain the following policies:*
  - *Commercial General Liability Insurance, on an occurrence basis, including coverage for bodily injury, death, or property damage claims, and covering license area and operations, owners' and contractors' protective, products and completed operations, personal and advertising injury (with contractual liability exclusion removed) and contractual liability, which (subject to standard ISO form terms, conditions and exclusions) insures the indemnity in this Agreement, naming the Presidio Trust, its Directors, Officers, Employees and the United States of America as additional insured, with minimum limits of \$3,000,000 per occurrence and \$4,000,000 in the aggregate.*
  - *Commercial Automobile Liability Insurance on an occurrence basis insuring against liability arising out of the ownership, maintenance, or use of any owned, hired, borrowed, and non-owned vehicle with a minimum \$1,000,000 combined single limit.*
  - *Contractor's Pollution Liability with a limit of not less than \$5,000,000 per occurrence and aggregate and maximum \$100,000 self-insured retention. Coverage shall extend to hazardous materials transport and treatment/disposal facilities.*
- *Shared users will be required to provide Commercial General Liability with the same scope as the Licensee's policy but with a limit of not less than \$1 million per occurrence. The Licensee shall be responsible for collecting insurance certificates from shared users, ensuring that the certificates comply with Trust requirements, and delivering the certificates to the Trust.*
- *The Licensee shall indemnify, defend, and hold harmless the Trust, its directors, employees, and agents from and against all claims associated with the Licensee's use of the License Area.*

**VII. Service District Charge and Utilities:**

- *The Licensee shall pay the monthly Service District Charge and utility charges. The "Service District Charge" is a means of recovering costs and expenses incurred by the Trust in furnishing labor, materials, and supplies and equipment, payroll costs, insurance costs, administrative overhead and maintenance, repair and replacement of buildings, roadways, and other improvements and facilities in the Presidio. The Service District Charge is based on (a) the square footage of the new restroom facilities multiplied by 100 percent of the annual Service District Charge rate, and (b) the square footage of the playing field facility multiplied by 7 percent of the annual Service District Charge rate. The current rate for Fiscal Year 2014 is \$4.78 per square foot.*

**VIII. Operating Costs:**

- *Fields and structures shall be maintained by the Licensee at its cost.*

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- *The Licensee shall also pay all janitorial, administrative, and other management costs.*
  -
- IX. Community Access Program:
- *The Trust will work with Proponents to develop a comprehensive and enforceable community access program with multiple shared users. Compliance with the community access program will be a condition of the License Agreement and non-compliance will trigger escalating Trust rights, including an ultimate right to terminate the License Agreement.*
- X. Stewardship and Community Service Program:
- *Volunteerism is a key component of programs in the Presidio. Proponents are encouraged to include volunteer activities in their proposals that enhance the surrounding natural resources and unique watershed, such as creek clean-up days or invasive plant removal. Respondents are encouraged to be creative in their proposals.*
- XI. Broker Policy:
- *The Trust will not pay brokerage commissions.*
- XII. Assignment:
- *The Trust will not allow assignment or subleasing of the License Agreement, other than as provided for in the Licensee's community access program as set forth herein.*
- XIII. No Encumbrances:
- *The Licensee may not encumber its leasehold interest.*

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**SECTION 5: SELECTION PROCESS**

The Trust is the sole decision-maker regarding this selection and will evaluate all proposals against the selection criteria presented in this RFP. The Trust reserves the right to reject any proposal, as well as to terminate negotiations at any time.

**SELECTION CRITERIA**

Proposals will be evaluated based on the following selection criteria:

- I. Relevant Project Team Qualifications:
  - *Relevant prior experience of the proposed project Engineer of Record and proposed construction contractor in successfully completing construction projects located on similar remediation sites with comparable land use controls in place*
- II. Technical Approach:
  - *Proposed Technical Approach to design and construction within the boundary of Landfill E, including description of known conditions, strategy for all excavations and trenching within or below 24-inch landfill soil cover. If landfill material disturbance is required, describe strategy for handling and off-haul of landfill material, and restoration of disturbed cover system and drainage system.*
- III. Community Access:
  - *Availability and level of use by community youth sports organizations*
  - *Level of participation by Presidio-based schools and tenants*
  - *Partnering opportunities for Presidio-based schools and tenants and/or Presidio partner organizations*
- IV. Consistency with Trust Policies and Policy Documents:
  - *PTMP, Vegetation Management Plan, Tennessee Hollow Upper Watershed Revitalization Project EA and FONSI, and Presidio Trails and Bikeways Master Plan and EA, etc.*
  - *Trust guidelines governing construction, soil management, tree protection, sustainability, storm water management, integrated pest management, and the like*
  - *Consistency with the Trust's donor-recognition policy*
- V. Consistency of Any Proposed Facilities with Project Requirements:
  - *Square footage of new structures*
  - *Roadway and parking improvements (including stall count)*
  - *Recreation facilities and associated public amenities*
  - *Accessible pedestrian and bicycle circulation*
  - *Construction type(s) and useful life of improvements*
  - *Resource conservation and sustainability*

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- *Durability and maintainability*
  - *Public health and safety*
  - *Landfill E cover system operation and management requirements*
- VI. Enhancement of the National Park Setting:
- *Avoidance of parking and traffic impacts*
  - *Avoidance of impacts on water resources, natural resources, and cultural resources*
  - *Avoidance of noise and light pollution*
  - *Implementation of integrated pest management strategies to maintain fields and enhance the watershed*
  - *Volunteer activities proposed*
  - *Resource conservation and implementation of sustainable practices*
- VII. Financial and Programmatic Capability:
- *Financial track record and qualifications of Proponents*
  - *Demonstrated experience in the development and successful operation of a playing field, providing athletic programs, and community service*
  - *Comprehensive maintenance program*
  - *Comprehensive management program*
- VIII. Competitiveness of Business Terms:
- *Length of License Agreement term (shorter terms preferred)*
  - *Reimbursement of Trust labor/non-labor costs*
  - *Rental rate, or other income to the Trust, if applicable, including escalations and proposed rent commencement date*
  - *Anticipated residual value of improvements to the Trust at the end of the term*
  - *Policy limits and types of insurance coverage*

**LICENSEE SELECTION**

The Trust will conduct the selection process. Proponents(s) may be selected to enter into negotiations leading to a non-binding Letter of Intent. One or more respondents may be selected for negotiations. Provided that negotiations proceed satisfactorily, they will culminate in a License Agreement with the Trust.

Step 1: Proposals. Interested parties will submit proposals, including an earnest money deposit of \$2,500 that will be returned to parties not selected. Proposals received by 5 pm Pacific Standard Time on July 16, 2014 will receive first consideration. Proposals will be welcomed after that date, however, until a Letter of Intent is executed.

Step 2: Site Walk. Interested parties are encouraged to attend a site walk, scheduled for Friday, May 30, 2014, time to be announced.

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Step 3: Proposal Evaluation. Proposals that the Trust determines to be responsive will be evaluated against the objectives and selection criteria presented in this RFP. Additional information or clarifications may be requested. Interviews may also be conducted as part of the proposal evaluation.

Step 4: Letter of Intent. The Presidio Trust will undertake negotiations with the selected proponents(s) leading to a non-binding Letter of Intent. Upon execution of the Letter of Intent, the selected proponents' initial deposit will become non-refundable, and the selected proponents will make an additional non-refundable deposit of \$5,000. Total deposited funds shall be applied against future rent or security deposit in the event a License Agreement is executed.

Step 5: License Agreement Negotiations. The Letter of Intent will provide for a limited period (not to exceed 120 days) for the negotiation and execution of a License Agreement. It is the Trust's goal for the License Agreement to be effective no later than March 17, 2015.

**ANTICIPATED TIMELINE**

April 17, 2014	RFP issued
May 30, 2014	Site walk
July 16, 2014	Proposals due
September 16, 2014	Selection of party or parties for negotiation
November 17, 2014	Execute Letter of Intent
March 17, 2015	Execute License Agreement

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**SECTION 6: SUBMITTAL REQUIREMENTS**

Proponents are encouraged to be thoughtful in their responses and demonstrate how their proposed programs and facilities will achieve the objectives set forth in this RFP. Respondents may wish to review relevant background materials available at the Presidio Trust Public Reading Room located at the reception area of 103 Montgomery Street in the Presidio and open Monday through Friday, 9 am to 5 pm. A selected list of relevant documents is provided in Appendix B. If special assistance is needed, proponents are encouraged, but not required, to call the Trust librarian, Barbara Janis, at (415) 561-5343.

**SUBMITTAL CONTENTS**

Please submit clear and concise responses. Proposals that do not comply with all submittal requirements may be disqualified. Responses should use the headings and numbering provided below. If a specific term is not addressed, the number should still be listed with the words “no response” inserted. Please refer to Appendix A for information about the federal Freedom of Information Act, and use and disclosure of submittal contents.

The basic submittal requirements are:

- 1. Transmittal Letter** (including \$2,500 earnest money deposit)
- 2. Proposal**
- 3. Financial Disclosure Documents**
  - a. Demonstration of financial capability
  - b. Litigation and bankruptcy information
  - c. W-9 form, taxpayer identification number

**1. Transmittal Letter**

The transmittal letter should be accompanied by a \$2,500 earnest money deposit made payable to the Presidio Trust, refundable to parties not selected for negotiation. The transmittal letter should include:

- a. Name of submitting company or organization(s)
- b. Legal structure of submitting company or organization(s) (e.g., 501(c)(3), corporation, joint venture, limited partnership) and date(s) of organization
- c. Name, signature, title, address, telephone number, and fax number of the person(s) authorized to negotiate on behalf of the submitting company or organization
- d. Name and relationship to all partners included in the proposal
- e. Taxpayer identification number (TIN) and corresponding payee name

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**2. Proposal**

Please include the following in all proposals:

- a. Licensee and Partner Summary
  - i. Description of core activities and organizational mission
  - ii. Number of years in operation
  - iii. Descriptions of principals of the proposing organization(s) or company and that of all shared facility users including names, addresses, and title or position
  - iv. If the entity is a joint venture, information on each partner and a description of current and prior working relationships
  - v. Describe prior experience of proposed project Engineer of Record and proposed construction contractor in successfully completing construction projects located on similar remediation sites with comparable land use controls in place
- b. Project Proposal
  - i. Describe all proposed improvements, uses, and community access and stewardship programs.
    - a. Provide an itemized description explaining how each development, management and maintenance parameter from Section 3 will be addressed
    - b. Provide a detailed cost estimate of upgrades and enhancements, and an estimate of the forecast annual maintenance expenditures
    - c. Provide an itemized description explaining how each selection criteria from Section 4 will be met
    - d. Provide a descriptive Technical Approach to design and construction within the boundary of Landfill E. The proposed Technical Approach must include the following:
      - i. Description of known site conditions, including how the Technical Approach will be consistent with the basic elements of the landfill remedy and land use controls
      - ii. Proposed strategy for all excavations and trenching within or below 24-inch landfill soil cover. If landfill material disturbance is required, describe strategy for handling and off-haul of landfill material, and restoration of disturbed cover system and drainage system
    - e. Provide conceptual drawings describing the proposed overall site master plan, any new structures proposed, and any other proposed new site features, fixtures or furnishings
    - f. Provide a detailed description of the proposed community access program
    - g. Provide a detailed description of the proposed maintenance and facilities management program
    - h. Provide a detailed description of the proposed stewardship program(s)
  - ii. Provide a budget showing a breakdown of all estimated construction and development costs, including any reimbursement of Trust labor/non-labor costs and other Trust financial contribution
  - iii. Provide amount and type of sources of all capital (debt and equity) and guaranties

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- iv. Provide estimated number of people and organizations that would be served
  - v. To the extent possible, provide a proposed schedule for facility hours showing activity, name of organization, estimated number of players and age ranges, number of coaches/staff present, number of anticipated visitors per activity; and anticipated hours when the facility will be available for other users as approved by the Trust
- c. Transportation and Parking
- i. Provide estimated number of parking spaces needed for each proposed activity (parking space demand should account for players, coaches, *and* spectators), and include corresponding scheduling information (e.g., a total of 45 parking spaces needed for soccer practice every weekday in September through November from 3 to 5pm). Note: This information may be provided in table format and combined with required “Facility Use” information above.
  - ii. Identify proposed use of buses or vans, including description of activity, time of day used, type of vehicle (i.e., school bus, van, etc.), and total number of buses or vans per activity.
  - iii. Describe strategies that will be employed by the Licensee (and all shared users) to reduce personal automobile trips including carpooling and use of alternative modes of transportation (transit, walking and biking).
- d. Detailed Business Terms
- i. Proposed License Agreement term
  - ii. Proposed annual rent, including escalations and commencement date
  - iii. Concurrence with all other Minimum Business Terms listed in Section 4

**3. Financial Disclosure Documents**

**Attachment 1: Demonstration of Financial Capability**

Please provide audited financial statements for the previous three fiscal years and any other additional relevant information to demonstrate the financial capability to support the proposed use of the facility. If you are unable to provide any part of the information requested, please indicate why the information is not available and provide substitute evidence of financial capability. Such financial information must be acceptable to the Trust in its sole and absolute discretion. See Appendix A (Freedom of Information Act) for information about use and disclosure of submittal contents.

**Attachment 2: Litigation and Bankruptcy Information**

Address whether the proponents and/or any shared users named in the proposal has been involved in any litigation or other legal dispute regarding real estate during the past five years. In the explanation, include information regarding the outcome of any material litigation or dispute. Also, indicate if the respondent and/or any partner named in the proposal have ever filed for bankruptcy, or had projects that have been foreclosed or transferred by deed in lieu of foreclosure.

**Attachment 3: W-9 Form**

Complete and return Form W-9, Request for Taxpayer Identification Number and Certification. A copy of the form is provided in Appendix C.

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**SUBMITTAL DELIVERY**

Proponents must submit five (5) originals: one (1) unbound, three (3) bound, and one (1) bound redacted copy. The redacted copy should be marked “Redacted Copy” on the cover of the proposal in compliance with the requirements of the Freedom of Information Act (see Appendix A). In addition, proponents are encouraged, but not required, to submit an electronic copy of their proposal in any format. Facsimile reproductions will not be accepted. Proposals received by the Presidio Trust by 5 pm Pacific Standard Time on July 16, 2014 will be given first consideration. All submittals become the property of the Trust.

Proposals should be delivered to:

The Presidio Trust  
Attn: Shemaiah Stanton  
103 Montgomery Street  
P.O. Box 29052  
San Francisco, CA 94129-0052

All copies of the submittal must be enclosed in a sealed box or envelope showing the title of the submittal and the name and address of the submitting organizations(s). The Trust will retain all proposals for the official record. The Trust will not release any pre-selection information other than to acknowledge receipt of a submittal.

**APPENDIX A: USE AND DISCLOSURE INFORMATION**

Your submittal in response to this RFP may be subject to the federal Freedom of Information Act (FOIA), 5 USC Section 552. Under the FOIA, only certain categories of information submitted to and in possession of the federal government are exempt from disclosure to the public upon request. In your submittal, you must properly identify all information that you believe is exempt from disclosure under the FOIA. Information that is not properly identified may be released by the Presidio Trust (Trust) without further review or consultation with you. Information that is properly identified may be released to a public requester under the FOIA only upon a finding by the Trust or by a court that it is not, in fact, exempt from disclosure.

Among the FOIA exemptions that may apply to information you submit is one that exempts “trade secrets and commercial or financial information obtained from a person and privileged or confidential.” 5 USC Section 552(b)(4). Courts have further defined these terms in specific situations. You may wish to seek legal advice on this and other FOIA issues, including other exemptions that may apply to the information you submit.

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If your proposal does not contain information that you believe is exempt from disclosure under the FOIA, you must submit a letter to the Trust along with your proposal indicating that nothing in the proposal is exempt from disclosure.

If your submittal contains information that you believe is exempt from disclosure under the FOIA, you must mark the cover of each document submitted as part of your proposal with the following legend:

*The information specifically identified on pages \_\_\_\_ of this document constitutes information which the submitter believes to be exempt from disclosure under the federal Freedom of Information Act. The submitter requests that this information not be disclosed to the public, except as may be required by law.*

You must also specifically identify the information on each page of the proposal on which exempt material appears, and must prominently mark each such page as follows:

***CONTAINS INFORMATION THAT IS EXEMPT FROM DISCLOSURE UNDER THE FOIA***

You must also submit to the Trust an additional complete copy of your proposal marked prominently on the cover as a “REDACTED COPY” with the information that you believe is exempt from disclosure permanently redacted such that this public copy may be released to the public without further review.

Failure to identify information in your submittal and/or failure to redact information from the public copy you submit will be treated by the Trust as a waiver of your claim to exemption from public disclosure under the FOIA for such information.

The Trust shall use the information that you identify in your submittal only for the evaluation of your submittal. Please note, however, that if the Trust enters into a contract with you as a result of or in connection with the submittal, the Trust shall have the right to use the information as provided in the contract. In addition, if the same information is obtained from you or from another source, it may be used in accordance with such restrictions, if any, as may be placed on it by that source.

If a request of the Trust under the FOIA seeks access to information in the submittal that you have identified as exempt from disclosure under the FOIA, the Trust will notify you at your current address on file with the Trust in accordance with Executive Order 12600, and the Trust will provide you with an opportunity, on an expedited basis, to submit additional evidence and written argument in support of your position. If the Trust determines that some or all of the information claimed by you to be exempt from the FOIA is, in fact, subject to disclosure by the Trust under the FOIA, the Trust will notify you of this determination before the information is released. In order to receive notice in such situations, you must ensure that the Trust at all times has your current mailing address, phone number, facsimile number (if any), and electronic mail address (if any).

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Questions concerning these FOIA procedures only and related policies should be directed to:

The Presidio Trust  
Attn: Steve Carp, FOIA Officer  
Building 103, Montgomery Street  
P.O. Box 29052  
San Francisco, CA 94129-0052  
Voice: (415) 561-5339 / Fax: (415) 561-5308

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**APPENDIX B: LIST OF SELECTED REFERENCE DOCUMENTS**

The following is a partial list of background documents available for review at the Presidio Trust Public Reading Room located at the reception area of 103 Montgomery Street in the Presidio (Monday through Friday, 9 am to 5 pm) Proponents are encouraged, but not required, to call the Trust Librarian at (415) 561-5343 in advance of their visit. Most materials are also available for review on the Trust's website at [www.presidio.gov](http://www.presidio.gov) and/or on the FTP site for the Pop Hicks Field RFP at <ftp://ftp.presidio.gov>,

Username: *poprfp*

Password: *phfieldrfp14!*

1. The Presidio Trust Act, Public Law 104-333
2. The Presidio Trust Management Plan (May 2002)
3. The Presidio Trust Management Plan Final Environmental Impact Statement, Presidio of San Francisco (May 2002) and corresponding Record of Decision (August 2002)
4. Presidio National Register of Historic Places Updated Registration Forms (October 1993)
5. The Programmatic Agreement regarding the PTMP and various operations and maintenance activities for Area B of the Presidio
6. Defender of the Gate: The Presidio of San Francisco, a History from 1846 to 1995, 2 volumes, Thompson, Erwin N. (July 1997)
7. Final Remedial Design and Implementation Plan, Landfill E (RDIP), Geosyntec Consultants, Inc. (2011)
8. Final Feasibility Study and Remedial Action Plan for Landfill E, Geosyntec Consultants, Inc. (2011)
9. Construction Completion Report, Landfill E, Geosyntec Consultants, Inc. (2011)
10. Final Operation & Maintenance Plan, Landfill E, Geosyntec Consultants, Inc. (2012)
11. Tennessee Hollow Upper Watershed Revitalization Project Environmental Assessment (August 2007) and Finding of No Significant Impact (January 2008)
12. Presidio Trails and Bikeways Master Plan & Environmental Assessment (July 2003)

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13. Presidio Vegetation Management Plan (2001)
14. Presidio of San Francisco Construction Guidelines (2009)
15. DRAFT Presidio Trust Design Review and Permitting Process (2010)
16. DRAFT Presidio of San Francisco Tenant Handbook (2007)
17. Conceptual drawings for Redevelopment of Pop Hicks Field (2009-11)
18. As-Built Drawings of Landfill E Remedy (2012)

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**APPENDIX C: W-9 Request for Taxpayer Identification Number and Certification**

<p><b>Form W-9</b> (Rev. January 2003) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p>	<p><b>Give form to the requester. Do not send to the IRS.</b></p>					
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Print or type See Specific Instructions on page 2.</p>	<p>Name _____</p> <p>Business name, if different from above _____</p> <p>Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor    <input type="checkbox"/> Corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Other ▶ _____    <input type="checkbox"/> Exempt from backup withholding</p> <p>Address (number, street, and apt. or suite no.) _____ Requester's name and address (optional) _____</p> <p>City, state, and ZIP code _____</p> <p>List account number(s) here (optional) _____</p>						
<b>Part I Taxpayer Identification Number (TIN)</b>							
<p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). <b>However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.</b> For other entities, it is your employer identification number (EIN). If you do not have a number, see <b>How to get a TIN</b> on page 3.</p> <p><b>Note:</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">          +          </td> </tr> <tr> <td style="text-align: center;">OR</td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">+                    </td> </tr> </table>			Social security number	+	OR	Employer identification number	+
Social security number							
+							
OR							
Employer identification number							
+							
<b>Part II Certification</b>							
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), <b>and</b></li> <li>I am not subject to backup withholding because: <b>(a)</b> I am exempt from backup withholding, or <b>(b)</b> I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or <b>(c)</b> the IRS has notified me that I am no longer subject to backup withholding, <b>and</b></li> <li>I am a U.S. person (including a U.S. resident alien).</li> </ol> <p><b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)</p>							
<p><b>Sign Here</b></p>	<p>Signature of U.S. person ▶ _____</p>	<p>Date ▶ _____</p>					
<p><b>Purpose of Form</b></p> <p>A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p><b>U.S. person.</b> Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> <li>Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).</li> <li>Certify that you are not subject to backup withholding, or</li> <li>Claim exemption from backup withholding if you are a U.S. exempt payee.</li> </ol> <p><b>Note:</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p> <p><b>Foreign person.</b> If you are a foreign person, use the appropriate Form W-8 (see <b>Pub. 515</b>, Withholding of Tax on Nonresident Aliens and Foreign Entities).</p>							
<p><b>Nonresident alien who becomes a resident alien.</b> Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.</p> <p>If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:</p> <ol style="list-style-type: none"> <li>The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.</li> <li>The treaty article addressing the income.</li> <li>The article number (or location) in the tax treaty that contains the saving clause and its exceptions.</li> <li>The type and amount of income that qualifies for the exemption from tax.</li> <li>Sufficient facts to justify the exemption from tax under the terms of the treaty article.</li> </ol>							

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**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a **nonresident alien or a foreign entity** not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments (29% after December 31, 2003; 28% after December 31, 2005). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate **Instructions for the Requester of Form W-9.**

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

**Specific Instructions**

**Name**

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Note:** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

**Exempt From Backup Withholding**

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note:** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

**Exempt payees.** Backup withholding is **not required** on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2);
2. The United States or any of its agencies or instrumentalities;
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities;
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities; or
5. An international organization or any of its agencies or instrumentalities.

Other payees that **may be exempt** from backup withholding include:

6. A corporation;
7. A foreign central bank of issue;
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States;

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- 9. A futures commission merchant registered with the Commodity Futures Trading Commission;
- 10. A real estate investment trust;
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940;
- 12. A common trust fund operated by a bank under section 584(a);
- 13. A financial institution;
- 14. A middleman known in the investment community as a nominee or custodian; or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, **1** through **15**.

If the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for <b>9</b>
Broker transactions	Exempt recipients <b>1</b> through <b>13</b> . Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients <b>1</b> through <b>5</b>
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt recipients <b>1</b> through <b>7</b> <sup>2</sup>

<sup>1</sup> See **Form 1099-MISC**, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are **not exempt** from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a **resident alien** and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a **sole proprietor** and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner **LLC** that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

**Note:** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get **Form SS-5**, Application for a Social Security Card, from your local Social Security Administration office or get this form on-line at [www.ssa.gov/online/ss5.html](http://www.ssa.gov/online/ss5.html). You may also get this form by calling 1-800-772-1213. Use **Form W-7**, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or **Form SS-4**, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

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**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to Federal and state agencies to enforce Federal nontax criminal laws and to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

