




MEMORANDUM

October 3, 2025

TO: MEMBERS, PORT COMMISSION
Hon. Gail Gilman, President
Hon. Stephen Engblom, Vice President
Hon. Willie Adams
Hon. Steven Lee
Hon. Ken McNeely

FROM: Elaine Forbes
Executive Director 

SUBJECT: Request authorization to advertise a Request for Proposals (RFP) for Parking Facilities Management Services for up to three (3) contracts, each for a three (3) year term with two (2) three-year options to renew.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 25-69

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Proposals ("RFP") for parking facilities management services for up to thirteen (13) Port on-site parking locations (Illustrated on **Exhibit A**). The facilities range from reserved parking supporting Port tenants to monthly parking for fishermen and truckers. These areas have operated as interim expansion parking operations under lease agreements that have expired or are areas currently being managed by Port staff.

To better manage and enforce the use of these areas, Port staff is seeking to hire a parking facilities management provider. While some parking areas are currently overseen by internal staff, transitioning to a professional firm whose core business is parking operations will bring specialized expertise, improve operational efficiency, and ensure consistent enforcement of parking-only use requirements. This approach will also support a more cohesive and standardized management strategy for parking areas Port-wide. Advertising the RFP would be the first step in this process.

STRATEGIC OBJECTIVE

Economic Recovery:

A professionally managed parking management company would help stabilize the Port's financial position by increasing operational efficiency and improving customer satisfaction. By outsourcing to experienced parking management firm(s), the Port can ensure consistent enforcement, streamlined operations, and better use of its parking assets.

Economic Growth:

Well-managed parking enhances the value and functionality of adjacent properties, making them more attractive to tenants.

Equity:

The RFP process will be structured to encourage participation from Local Business Enterprises (LBEs) and BIPOC-owned firms. By expanding outreach and lowering barriers to entry, the Port can potentially diversify its vendor pool and create more equitable opportunities.

BACKGROUND

The Port of San Francisco operates multiple on-site parking facilities that serve a specific customer base, which includes Port tenants, their employees, members of recreational organizations, and businesses that rent monthly parking for commercial fleets such as trucks, buses, and shuttles. These facilities are not open to the general public and are located across the Port's jurisdiction, from Fisherman's Wharf in the north to Pier 96 in the Southern Waterfront. These facilities are shown for reference in **Exhibit A**.

Historically, these parking areas have been managed through a combination of lease agreements and by Port staff. In response to operational inefficiencies and the need for consistent enforcement and maintenance, the Port issued a Request for Information (RFI) in September 2024 to better understand the capabilities and qualifications of parking management firms. The RFI responses helped inform the development of the proposed Request for Proposals (RFP), which seeks to engage professional parking management services to improve the performance, safety, and customer experience of these facilities.

Port staff now proposes to enter into up to three (3) contracts, each including a three-year term and two (2) additional three-year options to renew. The selected contractors will be responsible for managing tenant-specific parking operations, enforcing compliance with Port regulations, maintaining facility conditions, and supporting the Port's goals of operational efficiency, equity, and economic growth. Port staff is currently working with SFMTA to develop a cost estimate for the anticipated contract(s).

POTENTIAL SCOPE OF WORK

This RFP solicitation is to enter up to three (3) separate contracts with the scope of work to cover the following types of uses:

Group A – Parking areas which are restricted to tenants leasing adjacent or nearby Port-owned property and not meant to be used by the general public. Parking management services for these areas include daily inspection of the spaces during hours of operation of the tenant businesses, a 24-hour point of contact to address use violations, and the provision of vehicle towing and other enforcement services to address these violations, as well as the coordination of maintenance and repair services of the parking facility to ensure the safety and comfort of the tenants.

Group B – Parking areas primarily used by Port maritime tenants. These spaces are not open to the general public. Parking management services for these areas include daily inspection of the area, a 24-hour point of contact to address use violations, and the provision of vehicle towing and other enforcement services to address these violations, as well as the coordination of maintenance and repair services of the parking facility to ensure the safety and comfort of the parking facility clients.

Group C – Parking spaces rented from the Port for the monthly parking of commercial and industrial vehicle fleets (e.g., trucks, buses, and shuttles). These spaces are not open to the general public or available for daily use. Management of these spaces will include security, regular inspection, a 24-hour point of contact to address compliance enforcement within the terms of the parking lease, maintenance and upkeep of the site and support infrastructure, and brokering/managing the waiting lists for potential customers on behalf of the Port.

LOCAL BUSINESS ENTERPRISE (LBE) INCLUSION

In solicitation of these parking management services, the Port will work with the Contract Monitoring Division (CMD) to maximize the opportunities available to Local Business Enterprise (LBE) firms. The Port is working with the City's Municipal Transit Authority (MTA) for a more accurate cost estimate for the scope(s) of services related to this RFP. After the scope and expected contract value are finalized, the Port will engage CMD to determine an LBE subcontracting requirement and application of the bid discount/rating bonus for LBE primes and joint ventures. The Port will include LBEs in the outreach strategy to contractors, including emailed announcements, invitations to site visits, and pre-proposal(s).

SELECTION PROCESS

Port staff proposes to issue a Request for Proposals (RFP) to procure the requested services through a fair and competitive process. A diverse evaluation panel comprised of subject matter experts and a representative from the City's Contract Monitoring Division (CMD) will convene to review and assess the proposals. The evaluation process is expected to follow the steps outlined below to review and rank the RFP responses:

1. *Written Proposal Evaluation* – After Port and CMD staff review proposals for responsiveness, the panel will score each written proposal based on criteria included in the RFP. Expected evaluation criteria include:

- Approach and experience
 - Technical experience
 - Respondent qualifications
 - Personnel experience and availability
2. *Contract Negotiation and Award* – Port staff will seek Port Commission authorization to negotiate and enter into up to three contracts, each with an initial three-year term and two (2) three-year renewal options. The Port may award fewer than three contracts, including the option to proceed with a single contract awarded to the highest-ranking respondent. If negotiations with a selected respondent are unsuccessful, staff may initiate negotiations with the next highest-ranked firm.

OUTREACH EFFORTS

Subject to Port Commission authorization, Port staff will advertise the RFP opportunity on the Port and the City-wide Supplier Portal. The Port will advertise this RFP to interested parties identified through industry market research and include regional chambers of commerce and other trade organizations developed under the Port's Racial Equity Action Plan Action Item 8.1.1.¹ and companies that have previously contacted Port regarding this potential opportunity through a previous issued Request for Information (RFI).

SCHEDULE

In accordance with the following timeline, Port staff expects to return to the Port Commission in early 2026 to request approval to award the contract(s).

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	October 2025
Commence RFP Advertisement	November 2025
Submission Due Date	December 2025
Port Commission Request to Award Contract	January 2026
New Contract(s) Commence	February 2026

FUNDING

The expense to pay fees related to these management agreements is supported by the Real Estate and Development Division's annual operating budget. These fees will be directly offset by parking revenues, generating a net profit for the Port.

SUMMARY AND RECOMMENDATION

Port staff recommends that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Proposals for parking facilities management

¹ Racial Equity Action Plan Item 8.1.1. is to advertise all contracting events to racially diverse businesses, LBE, DBE and non-certified minority-owned businesses.

services for up to three (3) contracts, each for a three (3) year term with two (2) three-year options to renew.

Prepared by: Kimberley Beal
Assistant Deputy Director
Real Estate and Development

Alysabeth Alexander-Tut
Contracts and Procurement Manager
Finance and Administration Division

For: Scott Landsittel
Deputy Director
Real Estate and Development

Meghan Wallace
Interim Deputy Director
Finance and Administration Division

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 25-69

WHEREAS, Charter Section B3.581 empowers the Port Commission with the power and duty to use, conduct, operate, maintain, manage, regulate, and control the Port area of the City and County of San Francisco; and

WHEREAS, Pursuant to Section 21.1 of the Administrative Code, and under City and Port policy, all City contracts for commodities and services must be procured through competitive solicitation, except as authorized by the Code; and

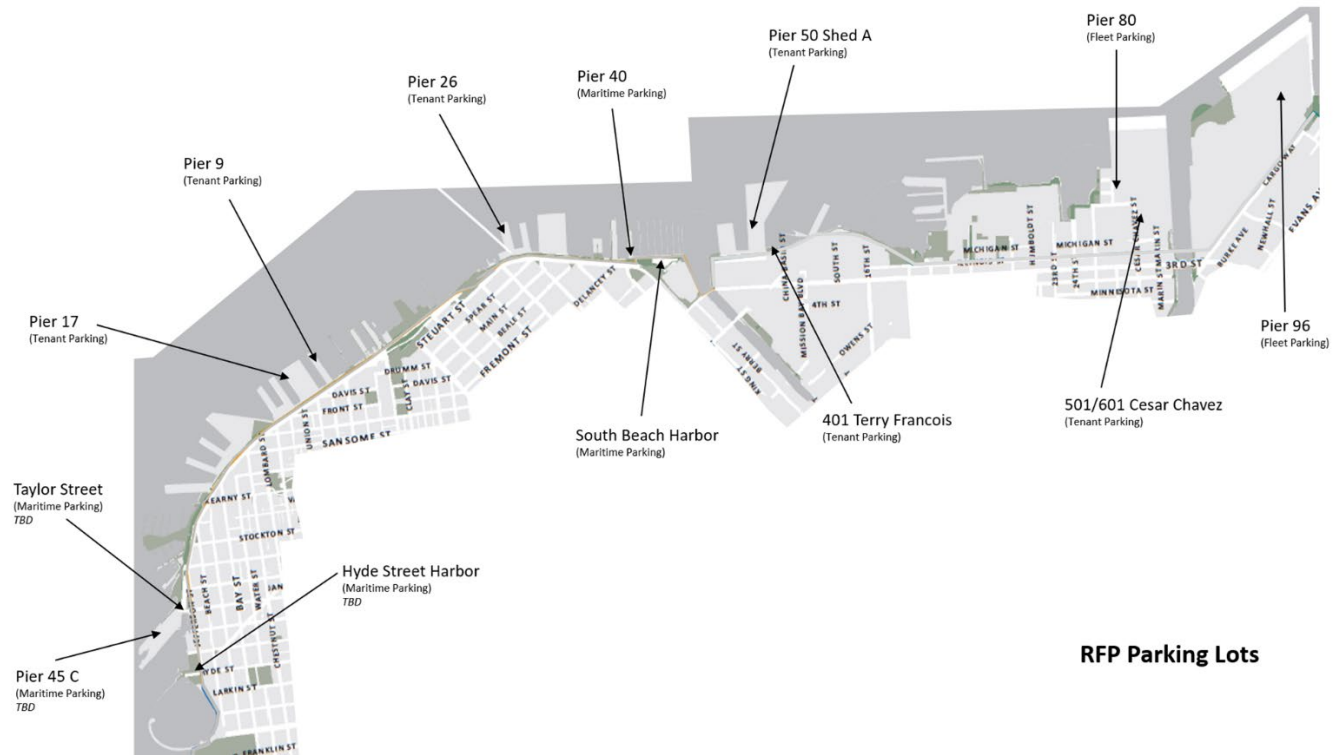
WHEREAS, In order to improve the management and enforcement of designated parking areas, Port staff is seeking to initiate a competitive solicitation process to engage a qualified parking facilities management provider; now, therefore be it

RESOLVED, That the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals for parking facilities management services for up to three (3) contracts for a three (3) year term with two (2) three-year options to renew as described in the staff report accompanying this Resolution.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of October 7, 2025.

Secretary

Exhibit A (RFP Subject Lot Locations)



RFP Parking Lots