

RESOLUTION NO. R-251511 (R.80-1558)

MAR 31 1980

RESOLUTION ESTABLISHING COUNCIL POLICY  
NO. 700-41 REGARDING USE OF THE REQUEST  
FOR PROPOSAL PROCESS FOR LEASE OF CITY-  
OWNED LAND

BE IT RESOLVED, by the Council of The City of San Diego,  
as follows:

That Council Policy 700-41 regarding use of the Request  
for Proposal process for lease of City-owned land be, and the  
same is hereby established as set forth in the form of Council  
Policy filed in the office of the City Clerk as Document  
No. RR- 251511.

BE IT FURTHER RESOLVED, that the City Clerk be and he is  
hereby instructed to add the aforesaid to the Council Policy  
Manual.

APPROVED: JOHN W. WITT, City Attorney

By   
Harold O. Valderhaug, Deputy

HOV:ps:011.1, 710.5  
2/28/80  
Or.Dept. Property

02121

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Use of the RFP Process for Lease of  
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BACKGROUND

The City of San Diego disposes of its surplus real estate holdings through public auction sales, negotiated sales transactions, and leasing, in accordance with Council Policy 700-10, Disposition of Surplus City-Owned Real Properties. In many cases, land is made available for development through a competitive process and a Request for Proposal (RFP) is used to advertise the availability of the property and the responses of interested candidates are used to select lessees.

PURPOSE

It is the purpose of this policy to insure that the use of the RFP process for lease of City-owned land is open, competitive, and consistent with the best interests of the City. It is further intended that the use of the RFP process will be both objective and efficient.

POLICY

It is the policy of the City of San Diego that the use of the RFP process for the lease of City-owned land shall be as follows:

1. Utilization. The Request for Proposal process will be used in all cases unless an exception is granted by the Committee on Public Facilities and Recreation, or the City Council. When particularly complex or sensitive issues are involved, the RFP should be brought to the appropriate Council Committee for review and approval prior to its issuance.
2. Advertisement. RFPs shall be widely advertised to insure maximum exposure of the property and reasonable efforts shall be made to make the local real estate brokerage community aware of the property's availability. For

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FILED APR 3 1980

OFFICE OF THE CITY CLERK  
SAN DIEGO, CALIFORNIA

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particularly significant opportunities, advertisements shall also be placed in regional and/or national media.

3. Criteria. The criteria that will be used for the selection of the purchaser or lessee shall be included in the RFP. Particular emphasis shall be given to making the criteria as objective as possible.
4. Nominating Committees. The City Manager may establish an advisory committee to assist in formulating a recommendation to the Council, or where it is desirable to obtain expertise not available within the Staff. In the selection of persons to participate on the nominating committee, staff shall be careful to insure that no potential conflict of interest exists. It will generally be sufficient if potential participants are asked to verify that such a situation does not exist.
5. Interviews of Respondents. The City Manager shall determine whether any or all of the respondents are to be interviewed as a part of the selection process.
6. Report. The report transmitting recommendations concerning prospective lessees acquired through the RFP process would normally include the following information:
  - a. Background information on the subject property.
  - b. A description of the selection process which was used.
  - c. The identities of persons who participated on the nominating committee if one was used.
  - d. Identification of criteria used in the selection.
  - e. Identity of all proposers.
  - f. Ranking of the top proposers.
  - g. An evaluation matrix to show the overall ranking results, if appropriate.

A copy of the Manager's report shall be sent to all parties who submitted proposals.

DRAFT COUNCIL POLICY

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References:

Council Policy 700-9, Leases to Non-Commercial, Non-Profit Organizations in Mission Bay Park.

Council Policy 700-10, Disposition of Surplus City-Owned Real Property.

Council Policy 700-11, Political Activities on Certain Properties Leased to Non-Commercial, Non-Profit Organizations.

(Assigned Responsibility - Property Department)

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02125

Passed and adopted by the Council of The City of San Diego on MAR 3 1980  
by the following vote:

Councilmen	Yeas	Nays	Not Present	Ineligible
Bill Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Cleator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Lowery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Schnaubelt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Gotch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Stirling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Killea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON

Mayor of The City of San Diego, California.

CHARLES G. ABDELNOUR

City Clerk of The City of San Diego, California.

(Seal)

By Ellen Bovard, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number R-251511 Adopted MAR 3 1980

CC-1276 (REV. 11-79)

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