



# Mission Trails Golf Course

REQUEST FOR PROPOSALS



[sandiego.gov/cityrealestateopportunities](https://sandiego.gov/cityrealestateopportunities)

**REQUEST FOR PROPOSALS (RFP)**

**RFP 2025-0224A**

**OPPORTUNITY TO OPERATE, LEASE AND MAINTAIN THE  
MISSION TRAILS GOLF COURSE  
7380 GOLFCREST PLACE  
SAN DIEGO, CALIFORNIA 92119**



City of San Diego  
Economic Development Department – Real Estate Division  
1200 Third Avenue, Suite 1700  
San Diego, CA 92101

**ALL INQUIRIES REGARDING THIS RFP SHALL BE DIRECTED TO:**

[MissionTrailsGolfCourseRFP@sandiego.gov](mailto:MissionTrailsGolfCourseRFP@sandiego.gov)

**KEY RFP DATES**

Solicitation Issued: February 24, 2025

Site Visit: March 6, 2025, and March 11, 2025

Submit Questions By: March 18, 2025

Submit Proposals By: April 11, 2025



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**REQUEST FOR PROPOSALS (RFP) SIGNATURE PAGE**

**Duration of Offer:** By submitting a proposal, the proposer guarantees that the offer is firm for one hundred and eighty (180) calendar days commencing the day following the RFP closing date. Proposer agrees to accept the resulting contract subject to the terms and conditions stated herein. If an award is not made during that period, proposer’s offer shall automatically extend for ninety (90) calendar days unless the proposer indicates otherwise in writing thirty (30) calendar days prior to the end of the one hundred and eighty (180) calendar day period to the City’s contact e-mail address listed above.

Proposer: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**PROPOSER’S AUTHORIZED REPRESENTATIVE.** Proposer is required to sign this document and include it in their proposal submission.

Proposer agrees to furnish and deliver all goods and/or provide all services set forth or otherwise identified above subject to the terms and conditions specified herein.

**An original signature below is required.** If the RFP is being submitted by more than one entity/individual, each entity/individual must sign and submit this page separately along with the proposal. By signing below, the signer declares under penalty of perjury that signer is authorized to submit and sign this proposal.

Signature of Proposer’s Authorized Representative

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



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**I. INTRODUCTION**

**A. PURPOSE AND SCOPE OF SOLICITATION**

The City of San Diego (City) is requesting proposals from well qualified organizations or individuals (hereinafter referred to as Proposer(s)) to enter into a Lease Agreement to maintain, operate, and lease the Mission Trails Golf Course located at 7380 Golfcrest Place, San Diego, California 92119 (Property) to oversee the day-to-day operations of the golf course. The City’s objectives for the Property are as follows:

- Rehabilitation of the exterior and interior of the clubhouse, including the approximately 1,100 square foot banquet room, kitchen, and adjacent bar.
- Rehabilitation of the exterior and interior of the maintenance facility to properly maintain the golf course and the equipment.
- Rehabilitation of the driving range, including the netting along Navajo Road.
- Make the venue a community asset by providing the public access to the banquet room, kitchen, and adjacent bar for special events.
- Maintain the picturesque scenery and natural surroundings of the golf course for San Diego residents and visitors.
- Activate the Clubhouse and banquet room by providing food options and concessions for sale to the public.
- Maintain the scenic and ecological integrity of the Mission Trails Golf Course in a way that aligns with the conservation goals of the surrounding Multi-Habitat Planning Area (MHPA), ensuring that any developments or activities are compatible with the preservation of native habitats and species.
- Implement a quarterly plan for the removal of errant golf balls in Lake Murray to prevent safety and environmental hazards within the area.
- Assess drainage throughout the Property.

All proposals shall provide at a minimum the following primary uses, activities, and services (collectively, Primary Uses):

- Renovation, Rehabilitation, Operation and Leasing of the Property
- Revitalization of the Clubhouse for Community and Special Events
- Maintenance Responsibilities of the Property and Appurtenant Service Buildings and Facilities
- Pro Shop Operations
- Golf Tournaments
- Golf Instruction, Training and Coaching Programs



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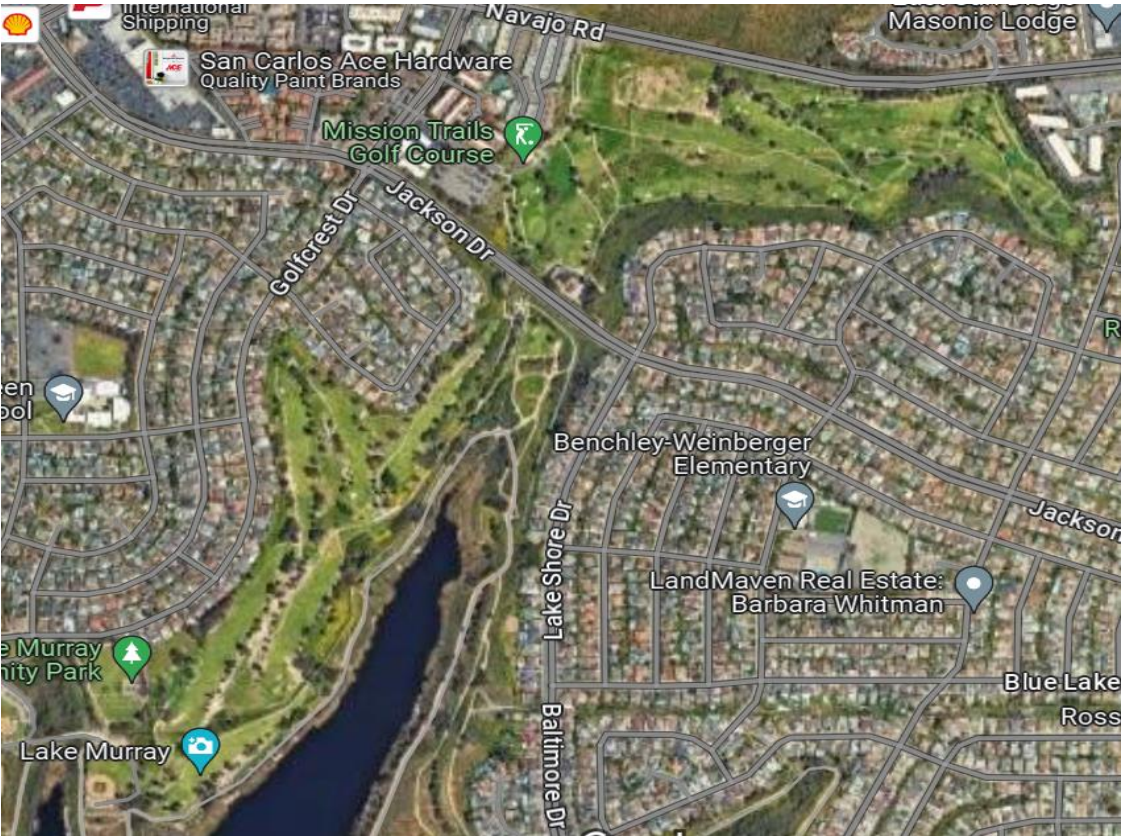
- Food and Beverage Services

Proposers may also include uses, activities, and services directly related or incidental to the primary uses (collectively, Ancillary Uses).

The City desires to have an operator who provides a high level of service to the local and regional community, while operating the Property in a fiscally responsible manner. The City is also seeking proposals that include innovative ideas to renovate and rehabilitate the Property to better incorporate the physical structures that comprise the Property. Renovation, rehabilitation, operation, leasing and maintenance of the Property shall be in accordance with the terms and conditions contained in the draft lease, subject to approval by the San Diego City Council.

**B. BACKGROUND**

Mission Trails Golf Course is located 10 miles northeast of downtown San Diego and consists of approximately 147 acres. It is bounded by Navajo Road on the North, the shores of Lake Murray on the South, and Golfcrest Place on the West. The golf course is a picturesque destination with natural surroundings of the San Carlos neighborhood of San Diego.





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The golf course is strategically positioned just minutes away from major freeways, making it easily accessible for residents of San Diego and visitors from neighboring communities. This accessibility, combined with its picturesque setting, makes Mission Trails Golf Course an attractive destination for golf enthusiasts and tourists alike.

Mission Trails Golf Course was designed by renowned architect William P. Bell in 1964. The golf course has become a staple in the local community, admired for its rolling landscapes and offering stunning views of Cowles Mountain and Lake Murray making it a favorite among both residents and visitors.

Throughout the year, the course hosts a series of local tournaments and clinics that promote a sense of camaraderie and friendly rivalry among attendees. Historical moments at Mission trails include hosting a young Tiger Woods in 1990, marking an early chapter in his career. With its inviting atmosphere and inclusiveness, Mission Trails Golf Course remains a treasured locale for both the local community and visitors, providing a dynamic setting for social engagement, leisure, and athletic pursuits.





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Mission Trails Golf Course goes beyond being simply a sports facility; it serves as a central community gathering spot that truly embodies the outdoor spirit of San Diego. Designed to enhance community involvement and interaction, the course features facilities like a practice putting green and driving range where you can sharpen your skills, and seasoned golfers can get in a few practice swings.

**C. PROPERTY DESCRIPTION**

The portion of the Property pertaining to this RFP is located on approximately 147 acres that includes an 18-hole, par 71 golf course, driving range, and clubhouse. The clubhouse includes a pro shop, an approximately 1,100 square foot banquet room for special events and tournaments, a kitchen, and adjacent bar. There is also an outdoor patio overseeing a portion of the course.

The course emphasizes shot placement on the front nine holes, then spreads to a more traditional layout on the back nine as it moves towards the shores of Lake Murray. The signature seventeenth hole is a 215-yard, par 3, which plays downhill through a narrow opening and is guarded by a hazard and out of bounds zone.

The property has been maintained and operated by American Golf Corporation since 1986. Their lease agreement expired in February 2021. American Golf has been in holdover and is the current lessee overseeing the property's operations.

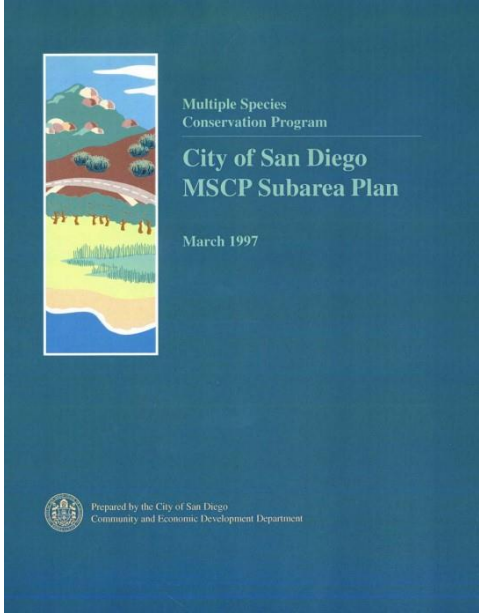
The golf course is owned by the City's Parks and Recreation Department (P&R). P&R has requested a Request for Proposals be issued for the renovation and rehabilitation of the exterior and interior of the clubhouse, the maintenance facility, and an operator for the management, operation, and leasing of the golf course.





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**D. LAND USE INFORMATION**



The City of San Diego MSCP Subarea Plan, adopted in 1997, serves as a comprehensive guide for the conservation and management of natural habitats across the City, including the protection of multiple species. Developed in coordination with the U.S. Fish and Wildlife Service and the California Department of Fish and Game, this plan establishes the Multi-Habitat Planning Area (MHPA), targeting core biological resource areas for conservation. The plan emphasizes minimal development within designated areas to preserve critical habitats, such as coastal sage scrub, riparian zones, and chaparral. It also highlights the importance of maintaining wildlife corridors, ensuring habitat connectivity for species movement. For more detailed guidance on managing these lands, refer to the Multiple Species Conservation Program (MSCP) and the specific MHPA guidelines.

[https://www.sandiego.gov/sites/default/files/ldc\\_biology\\_guidelines\\_vphcp\\_wildlife-city\\_draft\\_july\\_2016.pdf](https://www.sandiego.gov/sites/default/files/ldc_biology_guidelines_vphcp_wildlife-city_draft_july_2016.pdf) .

<https://www.sandiego.gov/planning/work/mscp/summary/plan>

<https://www.sandiego.gov/sites/default/files/legacy/planning/programs/mscp/pdf/subareafullversion.pdf>

**E. ZERO EMISSIONS POLICY**

The design and renovation of the facility will be required to comply with Council Policy 900-03 – The Zero Emissions Municipal Buildings & Operations Policy (ZEMBOP) lease requirements which became effective on January 1, 2024. The City of San Diego conducted four webinars during October 2023 to discuss those requirements with lessee and interested parties. Links to the webinars are below:

<https://www.sandiego.gov/sustainability-mobility/energy/muni-energy/me-policies-plans/zembop-lease> .

For more information on the City’s Municipal Energy Policies and Plans please visit the following link:

<https://www.sandiego.gov/sustainability-mobility/energy/muni-energy/me-policies-plans>





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## II. INSTRUCTIONS TO PROPOSERS AND SUBMITTAL REQUIREMENTS

### A. RESPONSIBILITIES OF PROPOSER

1. Proposer is responsible for carefully examining this RFP and all documents incorporated into this RFP by reference before submitting a proposal.

Proposer is responsible for making all investigations and examinations necessary for formulating proposals and operating the Property. Submission of a proposal will be considered evidence that Proposer has familiarized themselves with the nature and extent of the requirements and have made such investigations and examinations.

2. The selected Proposer shall be responsible for obtaining all necessary approval and permits, as required.

### B. PROPOSAL CONTENTS

**ALL PROPOSALS MUST INCLUDE, AT A MINIMUM, THE INFORMATION SPECIFIED BELOW.**

Failure to include the information specified below may be cause for the City to deem the proposal non-responsive and result in its complete rejection. The inclusion of any additional information that will assist the City in the evaluation is encouraged. The adequacy, depth and clarity of the proposal will influence its evaluation as stated in Section III.

The proposal submitted must be complete and evaluation and selection of proposals shall be strictly based on the material contained in the proposals alone. Proposers are advised to submit thorough, complete proposals, since the City reserves the right to make a selection based solely on the information contained in submitted proposals and presented in the interview.

Each proposal **MUST** include the following items:

1. Response Cover Letter. Proposer shall submit a cover letter that summarizes why Proposer believes they should be selected by the City to enter into a Lease Agreement for the operation and maintenance of the Property.
2. Request for Proposals (RFP) Signature Page. Proposer must submit with its proposal the signed Request for Proposals (RFP) Signature Page(s) located on Page 2.
3. Summary of Experience.
  - a) A resume or summary of each Proposer's direct experience and qualifications



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to operate a golf course and operations similar to those presented in the proposal and requested in this RFP.

- b) The names and contact information from a minimum of three (3) references who can provide a referral of Proposer's experience in coordinating the renovation, rehabilitation, operation, leasing, and maintenance of a golf course during the past three (3) years.
  - c) For proposals with multiple Proposers, if a Proposer is not going to be involved in the day-to-day operations of the Property, then that Proposer must include qualifications and verification that all persons to be employed in a management capacity at the Property are sufficiently qualified to satisfy the requirements of this RFP.
  - d) If the Proposer has ever been investigated or cited by a municipality for any reason in the past ten (10) years: the nature and outcome of the investigation or citation, as well as any resulting fines, penalties, suspensions or any other restitution shall be identified. This includes the Proposer as an individual as well as the Proposer as an entity. Failure to disclose this may be grounds for a Proposer to be disqualified from the selection process.
3. Financial Statements. Each Proposer must include in their proposal:
- a) Financial statements for the preceding three (3) years that were audited or prepared by a certified public accountant; **or**,
  - b) Tax returns for the preceding three (3) years; **or**,
  - c) Substantial justification as to why three (3) years of financial statements or tax returns cannot be provided.

Each Proposer shall submit a full and detailed statement of their true financial condition as of January 1, 2024, or as recent as possible if that date is not available. The statement shall include the Proposer's assets, liabilities, and net worth, including the availability of operational capital (equity and debt) and its source. If the Proposer plans to use debt capital, then the amount of debt capital proposed for the improvements and operation of the Property, and its source and terms of repayment, must be included.

4. Operating Plan. Each Proposer must submit their proposed Operating Plan, which shall include a detailed plan highlighting how the Property will be operated if the Lease Agreement is awarded. The Operating Plan must include the following, at a minimum:
- a) A detailed description of the proposed Ancillary Uses and Primary Uses of the Property (collectively, Proposed Uses) and how the Property will be operated.
  - b) A detailed proposed lease term and how the term was determined and justified. Please note, any lease term will need to be in compliance or seek exemption



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from the Surplus Land Act, of which requirements can be found [here](#).

- c) A detailed plan, including a timeline, demonstrating how the Proposer intends to secure the necessary services, goods and contracts to ensure the continuity of operations at the Property, without interruption, upon commencement of the lease.
- d) Proposer's required qualifications, including qualifications for the on-site personnel in charge of conducting and operating the facilities.
- e) A detailed description of the Proposer's organizational structure; a list of the leadership/management team, the responsibilities of the leadership/management team, staff and any other personnel/members who are proposed to be involved in the operations under the lease.
- f) A detailed plan for any proposed renovations of existing structures, repairs and/or maintenance of the Property. The plan must include, but is not limited to: project description, location, impact to operations, cost estimates and timing for construction. All renovations of existing structures, repairs and/or maintenance are subject to City approval and will be negotiated with the Selected Proposer.
- g) Proposer shall pay fair market rent acceptable to City and as determined by an appraisal to be completed during the lease negotiation process. Rent charged will be the greater of an established minimum rent or a percentage of gross revenue. The Proposer must provide a minimum rent and percentage rent figure.

All aspects of the Operating Plan, including proposed uses, fees, and improvements, are subject to approval and/or modification by the City.

Proposals shall consider all applicable laws and available industry guidelines as they apply to liability, public health standards, Americans with Disabilities Act (ADA) access and the highest standards of maintenance of all facilities and equipment. Proposals must address any required off-site improvements, including but not limited to, drainage, gutters, walkways, utilities, landscaping, and ADA compliance for the Property.

5. Work Force Report. Each Proposer shall submit a completed Work Force Report (RFP Exhibit B).
6. Lessee's Questionnaire. Each Proposer shall submit a completed Lessee's Questionnaire (RFP Exhibit C).
7. Certification. By submission of a proposal, the Proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local departments or agencies. Proposer shall submit with its proposal a completed Contractor Standards Pledge of Compliance (RFP Exhibit D).



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8. Business Tax Certificate. Proposers shall submit with its proposal a copy of their business tax certificate or a copy of their application receipt.

C. PROPOSAL SUBMISSION

1. Due Date. Proposals must be received via e-mail, or delivered to the address listed below, timestamped no later than 5:00 p.m. P.S.T. on April 11, 2025. Proposals that are time stamped after 5:00 p.m. P.S.T. will be deemed non-responsive, so please allow time for your e-mail to upload and download, confirmation of receipt will be provided via e-mail. For flash drive deliveries, please allow time to park, be processed through security and call for a staff member to accept and time stamp your submittal. The City will have no responsibility for proposals that are not time stamped, or are time stamped after 5:00 p.m. P.S.T. on April 11, 2025 no matter what the reason.
2. Electronic Submission of Proposals. All Proposers are required to submit their proposals electronically to:

[MissionTrailsGolfCourseRFP@sandiego.gov](mailto:MissionTrailsGolfCourseRFP@sandiego.gov)

As an alternative to e-mail, the City will accept proposals on a USB flash drive which can be hand delivered to:

City of San Diego  
Economic Development Department - Real Estate Division  
1200 Third Avenue, Suite 1700  
San Diego, CA 92101  
Attn: MISSION TRAILS GOLF COURSE RFP

If hand delivering a flash drive, you must receive a time stamped receipt, signed by a staff member in the Economic Development Department – Real Estate Division. If you deliver your flash drive to another City department, or do not receive a receipt signed by a staff member in the Economic Development Department - Real Estate Division, the City will not be responsible for Proposer's failure to obtain a timestamped receipt as directed.

The City will not accept hard copies of proposals.

3. Questions. Written questions must be e-mailed to [MissionTrailsGolfCourseRFP@sandiego.gov](mailto:MissionTrailsGolfCourseRFP@sandiego.gov) no later than 5:00 p.m. P.S.T. on March 18, 2025. Questions received after 5:00 p.m. P.S.T. on March 18, 2025, received in a format other than email and/or that are not directly related to the RFP will not be answered. An email confirming receipt of a question, will be provided to Proposers for their records. All responses to questions will be posted on the City's website as an Addendum on March 25, 2025, no later than 5:00 p.m. P.S.T. at:



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<https://www.sandiego.gov/economic-development/real-estate/about-us/properties-for-sale>.

No oral communications can be relied upon for this RFP.

**D. NONCONFORMING PROPOSALS**

Proposers requesting deviations from the provisions of this RFP should specifically identify the requirements being deviated from and address the requested deviation in their proposals. The City is not obligated to accept any proposal, whether conforming or nonconforming.

**E. SITE VISITS**

To give Proposers an opportunity to view the Property, pre-proposal Site Visits of the Property have been scheduled for March 6, 2025, and March 11, 2025, from 9:00 a.m. to 11:00 a.m. It is strongly suggested that all Proposers attend the Site Visits, although attendance is not mandatory. It is the sole responsibility of the Proposer to become familiar with the Property and the scope of the City's requirements prior to submitting a proposal.

Please plan to arrive at the site and meet at the entrance of the property adjacent to the parking lot. A member of the Economic Development Department - Real Estate Division will guide the visit beginning promptly at 9:00 a.m. Attendees must stay with staff during the site visit. No questions should be asked to the tour guide or users of the property. Questions should be submitted in accordance with Section II.C.3. Photos of the property may be taken during this time. When the site walk is complete, Proposers should respectfully return to their vehicles and leave the Property.

**III. EVALUATION AND SELECTION CRITERIA**

The City reserves the right to select the proposal and Proposer that best demonstrate the responsibilities sought under the requirements of this RFP. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals at any time, including any proposals that have been scored or been the subject of oral presentations and/or interviews. The City also reserves the right to waive minor irregularities or variations to the specifications stated herein and in the solicitation process provided that such a waiver does not provide an unfair competitive advantage to the Selected Proposer.

The City has the right to accept the proposal that serves the best interest of the City, as submitted, without discussion or negotiation. Proposers should, therefore, not rely on having a chance to discuss, negotiate and/or adjust their proposals. The City may



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negotiate the terms of a lease with the Selected Proposer based on the RFP and the Proposer’s proposal or award the lease without further negotiation.

The City reserves the right to inspect the Proposer’s equipment and facilities (if applicable) to determine if the Proposer is capable of fulfilling the obligations of the lease. Inspection may include, but may not be limited to, survey of Proposer’s physical assets and financial capability. Proposer, by signing the RFP and submitting a proposal agrees to the City’s right of access to physical assets and financial records for the sole purpose of determining proposer’s capability to perform. Should the City conduct this inspection, the City reserves the right to disqualify a Proposer who does not, in the City’s judgment, exhibit sufficient physical and financial resources to fulfil its obligations under the lease.

**A. EVALUATION CRITERIA**

The selection of the proposal to be recommended to City Council for award of the lease will be based on the evaluation criteria listed below:

**1. Responsiveness to RFP (Maximum 10 points):**

The proposal clearly demonstrates an understanding of the City’s needs and requirements as specified in this RFP for the operation and maintenance of the Property. The extent to which the proposal is well organized and presented in a clear, concise, and logical manner and includes all the minimum requirements described in the RFP.

**2. Renovation, Rehabilitation and Operating Plan (Maximum 35 points):**

The extent to which the Operating Plan demonstrates the ability to address the City’s requirements for the renovation, rehabilitation, operation, and maintenance of the Property, and clearly identifies:

- How the facility will be renovated, rehabilitated and financed;
- How the facility will be operated and maintained;
- The types of Primary and Ancillary Uses, activities and services proposed to be offered at the Property;
- How the Proposer will ensure continuity of operations at the Property without interruption upon commencement of the lease;
- The organizational structure and sufficiently defines roles and responsibilities of facility staff; and,
- Services that will be accessible to a variety of income and skill levels.

**3. Professional Experience and Qualifications (Maximum 30 points):**

The extent to which the proposal demonstrates the experience and qualifications of the Proposer, and its proposed staff, in successfully managing, financing, overseeing renovations and rehabilitations, and maintaining the golf



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course, including experience with the types of services specified in this RFP. The Proposer should include: the level of training, licensing and/or certifications, if applicable, to demonstrate that their employees are well qualified to conduct the operations contemplated in this RFP and should demonstrate the Proposer's ability to implement the requested components of the proposal. Unsatisfactory past performance with the City may be considered by the City in its sole and absolute discretion.

**4. Financial Capability (Maximum 25 points):**

The extent to which a Proposer demonstrates the necessary financial capability to successfully operate and maintain the Property in accordance with the proposal and the lease, including the possibility of obtaining bonding, ability to adequately staff the proposed operation on the Property, and possession of, or ability to obtain, additional financing to address unexpected or emergency circumstances at the Property.

**Maximum Subtotal Points: 100**

Proposals shall be evaluated by a Selection Review Panel, generally made up of City staff and, if necessary, other people selected by the City. The Selection Review Panel will review the proposals to score and rank based on the Evaluation Criteria listed above.

After the Proposer's submissions have been reviewed and scored by the Selection Review Panel, a short list of finalists will be established.

- To be selected as a finalist, a Proposer's score will need to be a minimum of seventy-five (75) out of the one hundred (100) points.
- The top three highest scoring Proposers meeting the seventy-five (75) point threshold will then move forward as finalists.
- If no proposal meets the seventy-five (75) point threshold the Selection Review Panel may move forward with the top three highest scoring Proposers as finalists or may move forward with less than three Proposers as finalists based on their scores.
- The Selection Review Panel reserves the right to consider alternatives if all scores are less than seventy-five (75) points.
- If selected as a finalist, the Proposer will then be required to attend an interview presentation as outlined in section 5 below.

**5. Interview/Presentation (Maximum 50 points)**

The Selection Review Panel will conduct an interview of the selected finalists. Proposers should prepare to spend ninety (90) minutes with the Selection Review Panel. The tentative run of show, which will be confirmed with finalists when interviews are scheduled, is as follows:



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- 15-minute Team set up
- 5-minute Selection Review Panel Introduction and Opening Remarks
- 15-minute Proposer presentation
- 45-minute Interview by Selection Review Panel
- 10-minute Proposer questions and Closing Remarks

**Interviews will be conducted after full review of all submitted proposals. Selected Proposer(s) will be contacted for an interview date. Interviews shall not exceed 90 minutes. No other interview dates will be provided.**

The Proposer's 15-minute presentation should, at a minimum, include the following:

- An introduction of the team members and organizational structure.
- An overview of the Proposer's ability to best implement the Evaluation Criteria listed in III.A:
  - Responsiveness to RFP;
  - Renovation, Rehabilitation and Operating Plan;
  - Professional Experience and Qualifications;
  - Financial Capability; and,
- Any other pertinent information that expounds on the Proposer's ability to satisfy the requirements of this RFP.
- Presentations shall not exceed 15 minutes. The Selection Review Panel Chair will provide Proposers with a time warning when five (5) minutes and one (1) minute are left.

The Selection Review Panel will be evaluating the Proposers based on the criteria above and allocating up to fifty (50) additional points to the total score.

The names of the members of the Selection Review Panel will not be revealed prior to interviews.

**Maximum Total Points: 150**

**B. ANNOUNCEMENT OF INTENT TO AWARD**

The City will inform all proposers of its intent to award a Lease Agreement, subject to negotiation and approval by City Council, via e-mail.





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**IV. ADDITIONAL REQUIREMENTS**

**A. INFORMATION FROM PROPOSERS**

The City reserves the right to request supplemental information from Proposers to clarify information pursuant to this RFP.

**B. INCURRED COSTS**

Each Proposer is solely and fully responsible for all costs associated with submitting a response to this RFP. The City will not be responsible for any costs incurred by Proposers in the preparation and submission of proposals, whether they are ultimately selected or not.

**C. PROHIBITION OF CONTACT WITH CITY STAFF**

Unless otherwise authorized herein, Proposers who are considering submitting a proposal in response to this RFP, or who submit a proposal in response to this RFP, are **prohibited from communicating with City staff** until final passage of the City Council approval of the lease to the Selected Proposer. If it is determined that a Proposer is communicating with City staff (other than through this process or a public records request) regarding the Property, the current agreement or the RFP, it may be grounds for disqualification of the Proposal and/or disqualification of City staff from the Selection Panel.

**D. ADDENDA**

If changes to the RFP are required, the City will issue an addendum to this RFP, which will be posted to the City's website at: <https://www.sandiego.gov/economic-development/real-estate/about-us/properties-for-sale>. as necessary. All addenda are incorporated into the RFP. The Proposer is responsible for determining whether addenda were issued prior to proposal submission. Failure to respond to or properly address addenda may result in rejection of a proposal.

**E. PUBLIC RECORDS**

All proposals, and all contents thereof, received shall be considered confidential until the City's Economic Development Department – Real Estate Division recommends a proposal to the City Council. By signing this RFP and submitting a proposal, the Proposer acknowledges that any information submitted in response to this RFP is a public record subject to disclosure unless the City determines that a specific exemption in the California Public Records Act (CPRA) applies. If the Proposer submits information clearly marked confidential or proprietary, the City may protect such information and treat it with confidentiality to the extent permitted by law. However, it will be the responsibility of the Proposer to provide to the City the specific legal grounds on which



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the City can rely in withholding information requested under the CPRA should the City choose to withhold such information. General references to sections of the CPRA will not suffice. The Proposer must provide a specific and detailed legal basis, including applicable case law, which clearly establishes the requested information is exempt from the disclosure under the CPRA. If the Proposer does not provide a specific and detailed legal basis for requesting the City to withhold Proposer's confidential or proprietary information at the time of proposal submittal, the City will release the information as required by the CPRA and Proposer will hold the City, its elected officials, officers and employees harmless for release of this information. It will be the Proposer's obligation to defend, at Proposer's expense, any legal actions or challenges seeking to obtain from the City any information requested under the CPRA withheld by the City at the Proposer's request. Furthermore, the Proposer shall indemnify and hold harmless the City, its elected officials, officers and employees from and against any claim or liability and defend any action brought against the City, resulting from the City's refusal to release information requested under the CPRA which was withheld at Proposer's request. Nothing in the lease resulting from the proposal creates any obligation on the part of the City to notify the Proposer or obtain the Proposer's approval or consent before releasing information subject to disclosure under the CPRA.

F. CITY'S RIGHT TO REJECT ALL PROPOSALS

The City reserves the right to reject all offers and proposals regarding this RFP and the Property, including those submitted by Proposers who have outstanding debt with the City. The City reserves the right to determine which proposal it deems in the best interest of the City to accept. The City also reserves the right to waive any informality not material to cost or performance in any proposal provided that any such waiver is deemed to be inconsequential and does not provide an unfair competitive advantage to any Proposer.

G. QUALIFICATION OF PROPOSAL

This is not a bid solicitation, and the City is not obligated to accept any proposal or to negotiate with any Proposer. The City Council reserves the right to reject any lease presented as a result of a Proposal without cause or liability. All transactions discussed, referenced, or implied herein are subject to final approval by the City Council.

H. NON-DISCRIMINATION NOTICE

It is the policy of the City not to discriminate against the disabled in employment or provision of services. The information contained in this RFP will be made available in alternative formats to disabled persons upon request. It is the policy of the City to encourage equal opportunity in its contracts and leases. The City endeavors to do business with firms sharing the City's commitment to equal opportunity and will not do business with any firm that discriminates based on race, religion, color, ancestry,



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age, gender, gender expression, gender identity, sexual orientation, disability, medical condition, or place of birth.

I. COMPLIANCE WITH CITY'S EQUAL OPPORTUNITY CONTRACTING PROGRAM

Proposer understands that failure to comply with the following requirements and/or submitting false information in response to these requirements may result in rejection of the proposal by the City and debarment of the Proposer from participating in City contracts for a period of not less than one (1) year:

1. Equal Opportunity Contracting. Proposer acknowledges and agrees that it is aware of, and will comply with, City Council Ordinance No. 18173 (Sections 22.2701 through 22.2708 of the San Diego Municipal Code, as amended), Equal Employment Opportunity Outreach Program, a copy of which is on file in the Office of the City Clerk and by this reference is incorporated herein. Proposer and all its subcontractors are individually responsible to abide by its contents.

Proposer shall comply with Title VII of the Civil Rights Act of 1964, as amended; Executive Orders 11246, 11375 and 12086; the California Fair Employment Practices Act; and any other applicable federal and state laws and regulations hereafter enacted. Proposer will not discriminate against any employee or applicant for employment on any basis prohibited by law.

Proposer shall insert the foregoing provisions in all contracts and subcontracts for any work covered by the proposal so that such provisions will be binding upon each contractor and subcontractor. Proposer agrees that compliance with Equal Employment Opportunity (EEO) provisions flowing from the authority of both parties will be implemented, monitored and reviewed by the City's Equal Opportunity Contracting Program staff.

Proposer shall submit a current Work Force Report (RFP Exhibit D) or a current EEO Plan, as required by Section 22.2705 of the San Diego Municipal Code, which sets forth the actions that Proposer will take to achieve the City's commitment to equal employment opportunities.

2. Equal Benefits. Proposer shall comply with Sections 22.4301-22.4308 of the San Diego Municipal Code, which require lessees of City-owned property to offer the same employment benefits to employees with spouses and employees with domestic partners. Proposer shall certify that it will maintain such equal benefits throughout the term of the lease.



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3. Local Business and Employment. Proposer acknowledges that the City seeks to promote employment and business opportunities for local residents and firms in all City contracts. Proposer shall, to the extent legally possible, solicit applications for employment and bids and proposals for subcontracts, for work associated with the proposal from local residents and firms as opportunities occur. Proposer shall hire qualified local residents and firms whenever feasible.

J. ASBESTOS DISCLOSURE

Portions of certain structures on the Property may contain asbestos. By virtue of its submission of a proposal, Proposer acknowledges having received notice from the City of the presence of such asbestos in accordance with Health and Safety Code Section 25915. Proposer shall indemnify and hold City harmless from any loss or claim which may result from existence of asbestos on the Property.

K. REAL ESTATE BROKER'S COMMISSION

The City will not pay a brokerage commission.

L. SCHEDULE OF RFP EXHIBITS

- RFP Exhibit A-1: Site Plan – North Side of Property (outlined in RED)
- RFP Exhibit A-2: Site Plan – South Side of Property (outlined in RED)
- RFP Exhibit A-3: Aerial of Clubhouse and Parking Lot
- RFP Exhibit B: Work Force Report
- RFP Exhibit C: Lessee’s Questionnaire
- RFP Exhibit D: Contractor’s Standards Pledge of Compliance
- RFP Exhibit E: References

The foregoing forms attached to the RFP as RFP Exhibits B, C, and D are required to be completed and submitted with the proposal. Failure to submit any of the forms listed as RFP Exhibits B, C and D will result in the City deeming the proposal incomplete and non-responsive.



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**RFP Exhibit A-1      Site Plan - North Side of Property**

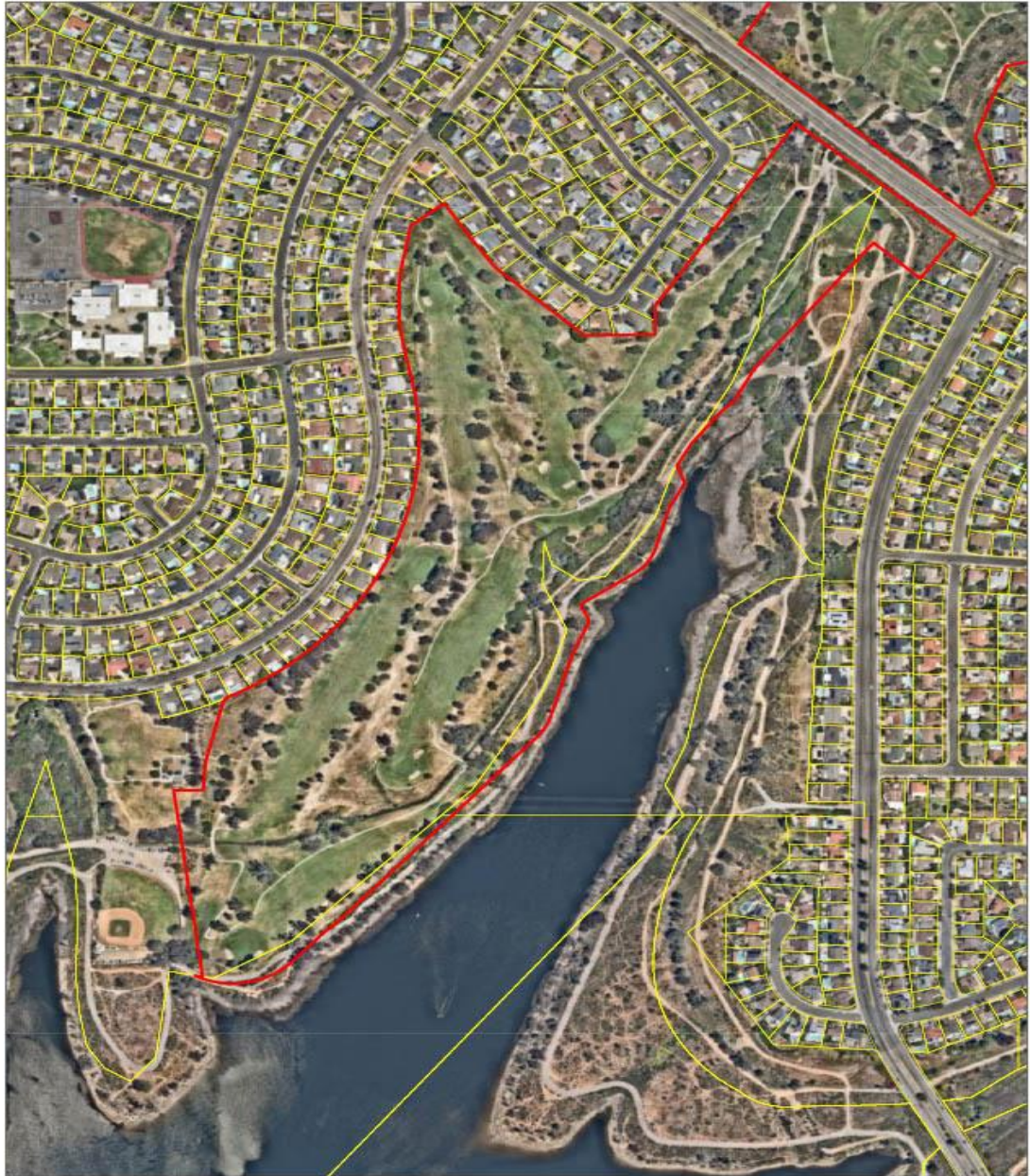




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 MISSION TRAILS GOLF COURSE

RFP Exhibit A-2 Site Plan - South Side of Property

MISSION TRAILS GOLF COURSE



0 0.13 0.25 Miles



- Mission Trails Golf Course Parcel Boundary
- Adjacent Parcels

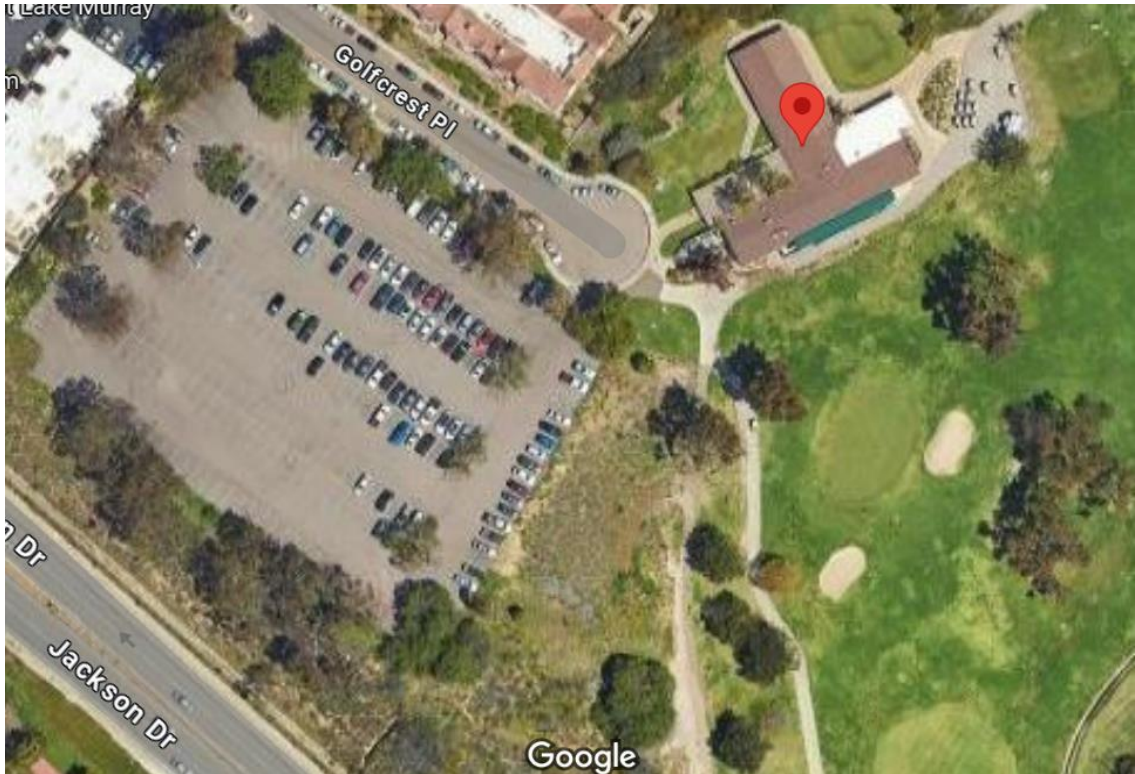
IS DATA RETRIEVED, DERIVED, PROCESSED AND/OR MODIFIED FROM:  
 SANGIS/SANDAG DOWNLOADS. MAP PREPARED BY THE CITY OF SAN DIEGO  
 DEPARTMENT OF PARKS & RECREATION OPEN SPACE DIVISION.  
 LAST UPDATED 8-29-2024 BY ALEX ELLIOTT.





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RFP Exhibit A-3 Aerial of Clubhouse and Parking Lot



**EQUAL OPPORTUNITY CONTRACTING (EOC)**

1200 Third Avenue, Suite 200 • San Diego, CA 92101  
 Phone: (619) 236-6000 • Fax: (619) 236-5904

**WORK FORCE REPORT**

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED  
 CONTRACTOR IDENTIFICATION**

Type of Contractor:    Construction    Vendor/Supplier    Financial Institution    Lessee/Lessor  
                                   Consultant    Grant Recipient    Insurance Company    Other

Name of Company: \_\_\_\_\_

ADA/DBA: \_\_\_\_\_

Address (Corporate Headquarters, where applicable): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Company CEO: \_\_\_\_\_

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Type of License: \_\_\_\_\_

The Company has appointed: \_\_\_\_\_

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force \*
- Managing Office Work Force

*Check the box above that applies to this WFR.*

*\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

I, the undersigned representative of \_\_\_\_\_

(Firm Name)

\_\_\_\_\_, \_\_\_\_\_ hereby certify that information provided  
 (County) (State)

herein is true and correct. This document was executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20. \_\_\_\_\_

(Authorized Signature)

(Print Authorized Signature Name)



**WORK FORCE REPORT – Page 2**

NAME OF FIRM: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE(S) or BRANCH(ES): \_\_\_\_\_ COUNTY: \_\_\_\_\_

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Management & Financial														
Professional														
A&E, Science, Computer														
Technical														
Sales														
Administrative Support														
Services														
Crafts														
Operative Workers														
Transportation														
Laborers*														

\*Construction laborers and other field employees are not to be included on this page

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Grand Total All Employees**

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors														
Volunteers														
Artists														

**WORK FORCE REPORT – Page 3**

NAME OF FIRM: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE(S) or BRANCH(ES): \_\_\_\_\_ COUNTY: \_\_\_\_\_

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

TRADE OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Brick, Block or Stone Masons														
Carpenters														
Carpet, Floor & Tile Installers Finishers														
Cement Masons, Concrete Finishers														
Construction Laborers														
Drywall Installers, Ceiling Tile Inst														
Electricians														
Elevator Installers														
First-Line Supervisors/Managers														
Glaziers														
Helpers; Construction Trade														
Millwrights														
Misc. Const. Equipment Operators														
Painters, Const. & Maintenance														
Pipelayers, Plumbers, Pipe & Steam Fitters														
Plasterers & Stucco Masons														
Roofers														
Security Guards & Surveillance Officers														
Sheet Metal Workers														
Structural Metal Fabricators & Fitters														
Welding, Soldering & Brazing Workers														
Workers, Extractive Crafts, Miners														

Totals Each Column														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Grand Total All Employees**

Indicate By Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled														
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Work Force Report

### HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Pacific Islander, White, and Other) for each occupation. Currently, our CLFA data is taken from the 2010 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

### WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report<sup>1</sup>. By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county<sup>2</sup>. If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.

### MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report<sup>1,3</sup>. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.<sup>3</sup>

### TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one <sup>1</sup>, two <sup>2</sup> & three <sup>3</sup>. These numbers coincide with the types of work force report required in the example. See below:

- <sup>1</sup> One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- <sup>2</sup> Branch Work Force \*
- <sup>3</sup> Managing Office Work Force

*\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

### RACE/ETHNICITY CATEGORIES

**American Indian or Alaska Native** – A person having origins in any of the peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**Asian** – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** – A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian or Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

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## Exhibit A: Work Force Report Job Categories – Administration

Refer to this table when completing your firm's Work Force Report form(s).

### Management & Financial

Advertising, Marketing, Promotions, Public Relations, and Sales Managers  
Business Operations Specialists  
Financial Specialists  
Operations Specialties Managers  
Other Management Occupations  
Top Executives

### Professional

Art and Design Workers  
Counselors, Social Workers, and Other Community and Social Service Specialists  
Entertainers and Performers, Sports and Related Workers  
Health Diagnosing and Treating Practitioners  
Lawyers, Judges, and Related Workers  
Librarians, Curators, and Archivists  
Life Scientists  
Media and Communication Workers  
Other Teachers and Instructors  
Postsecondary Teachers  
Primary, Secondary, and Special Education School Teachers  
Religious Workers  
Social Scientists and Related Workers

### Architecture & Engineering, Science, Computer

Architects, Surveyors, and Cartographers  
Computer Specialists  
Engineers  
Mathematical Science Occupations  
Physical Scientists

### Technical

Drafters, Engineering, and Mapping Technicians  
Health Technologists and Technicians  
Life, Physical, and Social Science Technicians  
Media and Communication Equipment Workers

### Sales

Other Sales and Related Workers  
Retail Sales Workers  
Sales Representatives, Services  
Sales Representatives, Wholesale and Manufacturing  
Supervisors, Sales Workers

### Administrative Support

Financial Clerks  
Information and Record Clerks  
Legal Support Workers

Material Recording, Scheduling, Dispatching, and Distributing Workers  
Other Education, Training, and Library Occupations  
Other Office and Administrative Support Workers  
Secretaries and Administrative Assistants  
Supervisors, Office and Administrative Support Workers

### Services

Building Cleaning and Pest Control Workers  
Cooks and Food Preparation Workers  
Entertainment Attendants and Related Workers  
Fire Fighting and Prevention Workers  
First-Line Supervisors/Managers, Protective Service Workers  
Food and Beverage Serving Workers  
Funeral Service Workers  
Law Enforcement Workers  
Nursing, Psychiatric, and Home Health Aides  
Occupational and Physical Therapist Assistants and Aides  
Other Food Preparation and Serving Related Workers  
Other Healthcare Support Occupations  
Other Personal Care and Service Workers  
Other Protective Service Workers  
Personal Appearance Workers  
Supervisors, Food Preparation and Serving Workers  
Supervisors, Personal Care and Service Workers  
Transportation, Tourism, and Lodging Attendants

### Crafts

Construction Trades Workers  
Electrical and Electronic Equipment Mechanics, Installers, and Repairers  
Extraction Workers  
Material Moving Workers  
Other Construction and Related Workers  
Other Installation, Maintenance, and Repair Occupations  
Plant and System Operators  
Supervisors of Installation, Maintenance, and Repair Workers  
Supervisors, Construction and Extraction Workers  
Vehicle and Mobile Equipment Mechanics,

Installers, and Repairers  
Woodworkers

**Operative Workers**

Assemblers and Fabricators  
Communications Equipment Operators  
Food Processing Workers  
Metal Workers and Plastic Workers  
Motor Vehicle Operators  
Other Production Occupations  
Printing Workers  
Supervisors, Production Workers  
Textile, Apparel, and Furnishings Workers

**Transportation**

Air Transportation Workers  
Other Transportation Workers  
Rail Transportation Workers  
Supervisors, Transportation and Material  
Moving Workers  
Water Transportation Workers

**Laborers**

Agricultural Workers  
Animal Care and Service Workers  
Fishing and Hunting Workers  
Forest, Conservation, and Logging Workers  
Grounds Maintenance Workers  
Helpers, Construction Trades  
Supervisors, Building and Grounds Cleaning  
and Maintenance Workers  
Supervisors, Farming, Fishing, and Forestry  
Workers

**Exhibit B: Work Force Report Job Categories-Trade**

**Brick, Block or Stone Masons**

Brickmasons and Blockmasons  
Stonemasons

**Carpenters**

**Carpet, floor and Tile Installers and Finishers**

Carpet Installers  
Floor Layers, except Carpet, Wood and Hard  
Tiles  
Floor Sanders and Finishers  
Tile and Marble Setters

**Cement Masons, Concrete Finishers**

Cement Masons and Concrete Finishers  
Terrazzo Workers and Finishers

**Construction Laborers**

**Drywall Installers, Ceiling Tile Inst**

Drywall and Ceiling Tile Installers  
Tapers

**Electricians**

**Elevator Installers and Repairers**

**First-Line Supervisors/Managers**

First-line Supervisors/Managers of  
Construction Trades and Extraction Workers

**Glaziers**

**Helpers, Construction Trade**

Brickmasons, Blockmasons, and Tile and  
Marble Setters  
Carpenters  
Electricians  
Painters, Paperhangers, Plasterers and Stucco  
Pipelayers, Plumbers, Pipefitters and  
Steamfitters  
Roofers  
All other Construction Trades

**Millwrights**

Heating, Air Conditioning and Refrigeration  
Mechanics and Installers  
Mechanical Door Repairers  
Control and Valve Installers and Repairers  
Other Installation, Maintenance and Repair  
Occupations

**Misc. Const. Equipment Operators**

Paving, Surfacing and Tamping Equipment  
Operators  
Pile-Driver Operators  
Operating Engineers and Other Construction  
Equipment Operators

**Painters, Const. Maintenance**

Painters, Construction and Maintenance  
Paperhangers

**Pipelayers and Plumbers**

Pipelayers  
Plumbers, Pipefitters and Steamfitters

**Plasterers and Stucco Masons****Roofers****Security Guards & Surveillance Officers****Sheet Metal Workers****Structural Iron and Steel Workers****Welding, Soldering and Brazing Workers**

Welders, Cutter, Solderers and Brazers  
Welding, Soldering and Brazing Machine  
Setter, Operators and Tenders

**Workers, Extractive Crafts, Miners**

# CITY OF SAN DIEGO

## LESSEE'S AND SUBLESSEE'S QUESTIONNAIRE FOR ALL LEASES, ASSIGNMENTS AND SUBLEASES

Pursuant to the City of San Diego City Charter Section 225: "Mandatory Disclosure of Business Interests," before the City will process requests to (Sub)Lease, all information requested in this Questionnaire must be completed by the proposed (Sub)Lessee. Even though a proposed Sublessee may complete the Questionnaire, the Questionnaire must be delivered or mailed to the City with a cover letter signed by the City Lessee or proposed Lessee. **THE CITY WILL NOT ACCEPT THE QUESTIONNAIRE, DOCUMENTS, OR OTHER INFORMATION DIRECTLY FROM A SUBLESSEE.**

All information furnished in this Questionnaire must be complete and accurate. Omissions, inaccuracies, or misstatements may cause the rejection and/or subsequent revocation of the City's Lease, consent to Sublease, or consent to Assignment of (Sub)Lease.

In submitting this Questionnaire, the proposed (Sub) Lessee completing the Questionnaire authorizes the City to make any inquiry or investigation it believes necessary to substantiate or supplement the information furnished in the Questionnaire and authorizes others to release such information to the City.

Exact name of existing Lessee (always complete):

\_\_\_\_\_

Exact name of proposed Lessee (complete only if applicable):

\_\_\_\_\_

Exact name of existing Sublessee (complete only if applicable):

\_\_\_\_\_

Exact name of proposed Sublessee (complete only if applicable):

\_\_\_\_\_

Date this Questionnaire completed: \_\_\_\_\_, \_\_\_\_\_.

The information furnished in and with this Questionnaire is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Thank you for taking the time to complete the Questionnaire. Lessees may contact the Department of Real Estate and Airport Management if they have any questions. Please return the completed Questionnaire, with any additional information or documents to:

ECONOMIC DEVELOPMENT DEPARTMENT - REAL ESTATE DIVISION  
1200 THIRD AVENUE STE. 1700  
SAN DIEGO, CA 92101  
TEL.: (619) 236-6020 FAX: (619) 236-6706

**This Questionnaire contains 15 pages.**

**PROPOSED (SUB)LESSEE**

1. Name of proposed (Sub)Lessee exactly as it will appear on the actual tenancy document:
  
  
  
  
  
  
  
  
  
  
2. Mailing Address of proposed (Sub)Lessee for purposes of notice or other communication relating to the proposed tenancy:

Telephone No.: \_\_\_\_\_ Fax. No.: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

3. Billing Address (***only if different from Mailing Address***);

Telephone No.: \_\_\_\_\_ Fax. No.: \_\_\_\_\_

4. Proposed (Sub)Lessee intends to operate as a:  
Sole Proprietorship (    );          Partnership (    );          Corporation (    );  
Limited Liability Company (    );    Other \_\_\_\_\_

Explain if necessary:

5. Effective date of assignment (complete only if applicable): \_\_\_\_\_



**PARTNERSHIP STATEMENT**

If proposed (Sub)Lessee is a partnership, please answer the following:

1. Date of Organization: \_\_\_\_\_
  
2. General Partnership (  )  
 Limited Partnership (  )  
 Other (  ) Explain \_\_\_\_\_  
 \_\_\_\_\_
  
3. Statement of Partnership recorded: Yes (  ) No (  )  
 \_\_\_\_\_  

Date	Book	Page	County
------	------	------	--------
  
4. Has the partnership conducted business in San Diego County?  
 Yes (  ) No (  ) If so, when? \_\_\_\_\_  
 If so, where? \_\_\_\_\_
  
5. Name, address, and partnership share of each general and limited partner. If a general partner is another partnership, a corporation, or a limited liability company (LLC), please complete separate pages 3; or 4 and 5; or 6, as appropriate for such entity (type proposed [Sub]Lessee name [from page 2] on the top of each page for identification purposes). If a limited partner holding a 10% or greater interest is another partnership, a corporation, or an LLC, pages 3; or 4 and 5; or 6 must also be completed for such entity (type proposed [Sub]Lessee name [from page 2] on the top of each page).

General/Limited	Name	Address	Share %

6. Attach a complete copy of the Partnership Agreement. If a Partnership Agreement has been previously submitted, a new Partnership Agreement need be submitted only if the Partnership Agreement on file with the City is no longer current.

**CORPORATION STATEMENT**

If proposed (Sub)Lessee is a corporation, please answer the following:

- 1. Type of corporation: C ( ) Subchapter S ( )
- 2. When incorporated? \_\_\_\_\_
- 3. Where incorporated? \_\_\_\_\_
- 4. Is the corporation authorized to do business in California? Yes ( ) No ( )  
If so, as of what date? \_\_\_\_\_
- 5. The corporation is held:
  - a. Publicly ( ) Privately ( )
  - b. If publicly held, how and where is the stock traded?  
\_\_\_\_\_

6. Please list the following:	<u>Authorized</u>	<u>Issued</u>	<u>Outstanding</u>
a. Number of voting shares:	_____	_____	_____
b. Number of nonvoting shares:	_____	_____	_____
c. Number of shareholders:			_____
d. Value per share of Common Stock:		Par	\$ _____
		Book	\$ _____
		Market	\$ _____

- 7. Please furnish the name, title, address, and the number of voting and nonvoting shares of stock owned by each officer and, in addition, the same information for each stockholder owning more than 10% of any class of stock.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

No. of Shares: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 No. of Shares: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 No. of Shares: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 No. of Shares: \_\_\_\_\_

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 No. of Shares: \_\_\_\_\_

(Additional page(s) may be added if needed to complete list of stockholders [type proposed (Sub)Lessee name (from page 2) on the top of each page].)

8. Attach complete copies of the Articles of Incorporation (and any Certificate(s) of Amendment there to, as the case may be) of the Corporation, and the Bylaws of the Corporation (and any Amended and Restated Bylaws, as the case may be), and any other applicable Corporate documents.

Any partnership, corporation, or LLC owning more than a 10% ownership interest must also complete separate pages 3; or 4 and 5; or 6, as appropriate for each entity (type proposed [Sub]Lessee name [from page 2] on the top of each page for identification purposes). Also, furnish the financial data for such partnership, corporation, or LLC, as required on page 7. If there is an ownership chain of additional partnerships, corporations, or LLCs, the above requirements extend to each such entity having either: (1) a 10% or greater direct, indirect, beneficial ownership, or membership interest in the proposed (Sub)Lessee; or (2) effective control of the proposed (Sub)Lessee, regardless of the percentage of ownership or membership interest.

**LIMITED LIABILITY COMPANY STATEMENT**

If the proposed (Sub)Lessee is an LLC, please answer the following:

1. Date of Organization: \_\_\_\_\_
2. Where Organized: \_\_\_\_\_
3. Is the Company authorized to do business in California?
  - a. Yes ( ) No ( )
  - b. If so, as of what date? \_\_\_\_\_
4. Has the Company conducted business in San Diego County?
  - a. Yes ( ) No ( )
  - b. If so, when? \_\_\_\_\_
  - c. If so, where? \_\_\_\_\_
5. Please furnish the name, address, and membership share held by each manager and officer, and each member owning more than a 10% membership interest. If a member is a partnership, corporation, or another LLC, please complete separate pages 3; or 4 and 5; or 6, as appropriate for such entity (type proposed [Sub]Lessee name [from page 2] on the top of each page).

Manager/Officer/ Member	Name	Address	Share %

6. Attach a complete copy of the Operating Agreement. If an Operating Agreement has been previously submitted, a new Operating Agreement need be submitted only if the Operating Agreement on file with the City is no longer current.

## FINANCIAL AND OTHER BACKGROUND INFORMATION

### FINANCIAL STATEMENT

(Sub)Lessee, general partners of (Sub)Lessee, owner-corporations of (Sub)Lessee, members of (Sub)Lessee owning more than a 10% membership interest, and any person or business entity guaranteeing the performance of (Sub)Lessee **must attach a complete report, prepared in accordance with good accounting practice, reflecting current financial condition.** The report **must** include a balance sheet **and** annual income statement. The person or entity covered by the report must be prepared to substantiate all information provided.

### OTHER INFORMATION

Each (Sub)Lessee, each general partner of (Sub)Lessee, each owner-corporation of (Sub)Lessee, each member of (Sub)Lessee owning more than a 10% membership interest, any person or business entity guaranteeing the performance of (Sub)Lessee, any person or entity owning more than a 10% interest of (Sub)Lessee, and any guarantor of (Sub)Lessee must answer the following questions:

1. **Surety Information** - Has a surety or bonding company ever been required to perform on the default of any of the individuals or entities?
  - a. Yes (  ) No (  )
  - b. If yes, please attach a statement naming the surety or bonding company, date, amount of bond, and the circumstances surrounding said default and performance.
  
2. **Bankruptcy Information** - Have any of the individuals or entities ever been adjudicated bankrupt or are any presently a debtor in a pending bankruptcy action?
  - a. Yes (  ) No (  )
  - b. If yes, please give dates, court jurisdiction, and amount of liabilities and assets.
  
3. **Pending Litigation** - Are any of the individuals or entities presently a party to ANY pending litigation?
  - a. Yes (  ) No (  )
  - b. If yes, please provide detailed information for each action.
  
4. **Claims, Liens, or Judgments** - Are any of the individuals or entities now subject to any outstanding claims, liens, or judgments?
  - a. Yes (  ) No (  )
  - b. If yes, please provide detailed information for each claim, lien, or judgment.

**REFERENCES FOR PROPOSED (SUB)LESSEE**

Please list four persons or firms with whom you have conducted business transactions during the past three years. Two of the references must have knowledge of your debt payment history, with at least one being a financial institution. Two of the references must have knowledge of your business experience.

**REFERENCE NO. 1**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business, association, etc.:

**REFERENCE NO. 2**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business, association, etc.:

**REFERENCE NO. 3**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business, association, etc.:

**REFERENCE NO. 4**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business, association, etc.:

**CITY OF SAN DIEGO PERSONAL DESCRIPTION AND RELEASE**

PLEASE NOTE: All partners, both general and limited; all stockholders owning more than 10% of any class of stock of corporations; all members of a limited liability company; and sole proprietors requesting to (sub)lease, must each complete this page before the tenancy request can be processed. (You may reproduce and use copies of this page, if necessary.)

The following personal information is required to initiate a credit investigation. The business and personal reputation of principals, partners, and members will be considered in qualifying Lessees or in consenting to Sublessees.

First, Middle, & Last Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Place of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Driver' s License Number/State \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Previous Address \_\_\_\_\_  
\_\_\_\_\_  
Home Telephone No. \_\_\_\_\_  
Employer \_\_\_\_\_  
Occupation \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Telephone No. \_\_\_\_\_  
Business Fax No. \_\_\_\_\_

The City is hereby authorized to request a credit report and other information covering my financial and business history.

Date \_\_\_\_\_ Signed \_\_\_\_\_

**Print or type exact name of proposed (Sub)Lessee from page 2 of Questionnaire:**

\_\_\_\_\_



## **METHOD OF OPERATION**

Please describe your proposed business operation on the property to be (Sub)Leased.  
Discuss any optional services and uses which you propose to provide.

**PROPOSED METHOD OF FINANCING  
DEVELOPMENT OR LEASEHOLD PURCHASE**

Describe the method of financing for the Leasehold purchase or any new or additional development on the Leasehold. Include a schedule of approximate dates when construction of each significant improvement is expected to be commenced and completed.

**ESTIMATE OF GROSS RECEIPTS**

If this Questionnaire is being completed by a prospective Lessee, please show the best estimate of the average annual gross sales for each significant use or service, and for each significant optional use or service which the Lessee and its Sublessees (if any) plan to conduct on or from the property. (If the Questionnaire is being completed by a Sublessee, only the estimate of the Sublessee's gross sales is required.) This data will be used by the City to analyze the proposed Lease or Sublease Consent application. The time periods shown should not be assumed to necessarily represent the term of a (Sub)Lease that may be granted or consented to by the City.

Average annual gross sales for each proposed significant use during each of the first five operating years:

Year of Operation	Uses (Identify Each Use)				
1	\$	\$	\$	\$	\$
2					
3					
4					
5					

## **EXPERIENCE STATEMENT**

Please describe in detail the duration and extent of your business experience, with special emphasis upon experience with the type of business which you propose to conduct on City property. Also state in detail the pertinent experience of the persons who will be directly involved in development and management of the business.

**TERMS AND CONDITIONS OF PURCHASE, SALE,  
OR TRANSFER OF (SUB)LEASEHOLD INTEREST**

(NOTE: Complete this page only if the transaction involves a Lease assignment.)

Please summarize the terms and conditions of the purchase, sale, or transfer of Leasehold interest(s) which requires City consent, as specified in the Assignment- Sublease provisions of the City Lease. Please attach copies of the applicable sales agreement(s), escrow instructions, assignment agreement(s), or other documents in conjunction with the sale, purchase, or transfer of the (Sub)Leasehold interest(s).

**City of San Diego**  
**CONTRACTOR STANDARDS**  
**Pledge of Compliance**

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a contractor (bidder or proposer) has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Pledge of Compliance signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Contractors must provide responses on Attachment A to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render a bid or proposal non-responsive. In the case of an informal solicitation or cooperative procurement, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

By signing and submitting this form, the contractor is certifying, to the best of their knowledge, that the contractor and any of its Principals have not within a five (5) year period – preceding this offer, been convicted of or had a civil judgement rendered against them for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) contract or subcontract.

“Principal” means an officer, director, owner, partner or a person having primary management or supervisory responsibilities within the firm. The Contractor shall provide immediate written notice to the Procurement Contracting Officer handling the solicitation, at any time prior to award should they learn that this Representations and Certifications was inaccurate or incomplete.

**This form contains 10 pages, additional information may be submitted as part of *Attachment A*.**

**A. BID/PROPOSAL/SOLICITATION TITLE:**

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**B. BIDDER/PROPOSER INFORMATION:**

Legal Name	DBA		
Street Address	City	State	Zip
Contact Person, Title	Phone	Fax	

Provide the name, identity, and precise nature of the interest\* of all persons who are directly or indirectly involved\*\* in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

\* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
- the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
- the value of any financial interest in the transaction,
- any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
- any philanthropic, scientific, artistic, or property interest in the transaction.

\*\* Directly or indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
- submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
- directing or supervising the actions of persons engaged in the above activity.

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Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

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Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

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Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

---

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

---

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

---

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	
Name	Title/Position
City and State of Residence	Employer (if different than Bidder/Proposer)
Interest in the transaction	

**C. OWNERSHIP AND NAME CHANGES:**

1. In the past five (5) years, has your firm changed its name?  
**Yes**                      **No**

If **Yes**, use Attachment A to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. Is your firm a non-profit?  
**Yes**                       **No**

If **Yes**, attach proof of status to this submission.

3. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?  
**Yes**                      **No**

If **Yes**, use Attachment A to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

**D. BUSINESS ORGANIZATION/STRUCTURE:**

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment A if more space is required.

**Corporation** Date incorporated: \_\_\_\_\_ State of incorporation: \_\_\_\_\_

List corporation's current officers: President: \_\_\_\_\_  
Vice Pres: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

Type of corporation:    C                      Subchapter S

Is the corporation authorized to do business in California:    **Yes**                      **No**

If **Yes**, after what date: \_\_\_\_\_



Is your firm a publicly traded corporation? **Yes** **No**

If **Yes**, how and where is the stock traded? \_\_\_\_\_

If **Yes**, list the name, title and address of those who own ten percent (10 %) or more of the corporation's stocks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do the President, Vice President, Secretary and/or Treasurer of your corporation have a third party interest or other financial interests in a business/enterprise that performs similar work, services or provides similar goods? **Yes** **No**

If **Yes**, please use Attachment A to disclose.

Please list the following:	Authorized	Issued	Outstanding
a. Number of voting shares:	_____	_____	_____
b. Number of nonvoting shares:	_____	_____	_____
c. Number of shareholders:			_____
d. Value per share of common stock:		Par	\$ _____
		Book	\$ _____
		Market	\$ _____

**Limited Liability Company** Date formed: \_\_\_\_\_ State of formation: \_\_\_\_\_

List the name, title and address of members who own ten percent (10%) or more of the company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Partnership** Date formed: \_\_\_\_\_ State of formation: \_\_\_\_\_

List names of all firm partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sole Proprietorship** Date started: \_\_\_\_\_

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Joint Venture** Date formed: \_\_\_\_\_

List each firm in the joint venture and its percentage of ownership:

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**Note:** To be responsive, each member of a Joint Venture or Partnership must complete a separate *Contractor Standards form*.

**E. FINANCIAL RESOURCES AND RESPONSIBILITY:**

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?

**Yes                  No**

If **Yes**, use Attachment A to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances.

5. Within the last five years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances.

6. Are there any claims, liens or judgements that are outstanding against your firm?

**Yes                  No**

If **Yes**, please use Attachment A to provide detailed information on the action.

7. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

8. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City

a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

9. In order to do business in the City of San Diego, a current Business Tax Certificate is required. Business Tax Certificates are issued by the City Treasurer's Office. If you do not have one at the time of submission, one must be obtained prior to award.

Business Tax Certificate No.: \_\_\_\_\_ Year Issued: \_\_\_\_\_

**F. PERFORMANCE HISTORY:**

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances.

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances.

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?

**Yes                  No**

If **Yes**, use *Attachment A* to explain specific circumstances.

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

**Yes                  No**

If **Yes**, use Attachment A to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Please note that any references required as part of your bid/proposal submittal are in addition to those references required as part of this form.

Company Name: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Requirements of Contract: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Requirements of Contract: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Requirements of Contract: \_\_\_\_\_

**G. COMPLIANCE:**

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?  
**Yes                      No**

If **Yes**, use Attachment A to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?  
**Yes                      No**

If **Yes**, use Attachment A to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

**H. BUSINESS INTEGRITY:**

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?

**Yes**                      **No**

If **Yes**, use Attachment A to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?

**Yes**                      **No**

If **Yes**, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?

**Yes**                      **No**

If **Yes**, use Attachment A to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

4. Do any of the Principals of your firm have relatives that are either currently employed by the City or were employed by the City in the past five (5) years?

**Yes**                      **No**

If **Yes**, please disclose the names of those relatives in Attachment A.

**I. BUSINESS REPRESENTATION:**

1. Are you a local business with a physical address within the County of San Diego?

**Yes**                      **No**

2. Are you a certified Small and Local Business Enterprise certified by the City of San Diego?

**Yes**                      **No**

Certification # \_\_\_\_\_

3. Are you certified as any of the following:

- a. Disabled Veteran Business Enterprise Certification # \_\_\_\_\_
- b. Woman or Minority Owned Business Enterprise Certification # \_\_\_\_\_
- c. Disadvantaged Business Enterprise Certification # \_\_\_\_\_

**J. WAGE COMPLIANCE:**

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local **prevailing, minimum, or living wage laws**?    **Yes**                      **No**                      If **Yes**, use Attachment A to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

By signing this Pledge of Compliance, your firm is certifying to the City that you will comply with the requirements of the Equal Pay Ordinance set forth in SDMC sections 22.4801 through 22.4809.

**K. STATEMENT OF SUBCONTRACTORS & SUPPLIERS:**

Please provide the names and information for all subcontractors and suppliers used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment A if additional pages are necessary. If no subcontractors or suppliers will be used, please write "Not Applicable."

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor License No.: \_\_\_\_\_ DIR Registration No.: \_\_\_\_\_

Sub-Contract Dollar Amount: \$\_\_\_\_\_ (per year) \$\_\_\_\_\_ (total contract term)

Scope of work subcontractor will perform: \_\_\_\_\_

Identify whether company is a subcontractor or supplier: \_\_\_\_\_

Certification type (check all that apply): DBE DVBE ELBE MBE SLBE WBE Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor License No.: \_\_\_\_\_ DIR Registration No.: \_\_\_\_\_

Sub-Contract Dollar Amount: \$\_\_\_\_\_ (per year) \$\_\_\_\_\_ (total contract term)

Scope of work subcontractor will perform: \_\_\_\_\_

Identify whether company is a subcontractor or supplier: \_\_\_\_\_

Certification type (check all that apply): DBE DVBE ELBE MBE SLBE WBE Not Certified

Contractor must provide valid proof of certification with the response to the bid or proposal to receive participation credit.

**L. STATEMENT OF AVAILABLE EQUIPMENT:**

A full inventoried list of all necessary equipment to complete the work specified may be a requirement of the bid/proposal submission.

By signing and submitting this form, the Contractor certifies that all required equipment included in this bid or proposal will be made available one week (7 days) before work shall commence. In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San

Diego reserves the right to reject any response, in its opinion, if the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective matter for the duration of the contract period.

**M. TYPE OF SUBMISSION:** This document is submitted as:

Initial submission of *Contractor Standards Pledge of Compliance*

Initial submission of *Contractor Standards Pledge of Compliance* as part of a Cooperative agreement

Initial submission of *Contractor Standards Pledge of Compliance* as part of a Sole Source agreement

Update of prior *Contractor Standards Pledge of Compliance* dated \_\_\_\_\_.

**Complete all questions and sign below.**

Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance is inaccurate. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

(a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.

(b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).

(c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).

(d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).

(e) I and my firm will cooperate fully with the City during any investigation and to respond to a request for information within ten (10) working days.

**Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed *Pledge of Compliance* is submitted.**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



City of San Diego  
CONTRACTOR STANDARDS  
Attachment "A"

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed.  
Print in ink or type responses and indicate question being answered.

I have read the matters and statements made in this Contractor Standards Pledge of Compliance and attachments thereto and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Print Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**RFP 2025-0224A**  
**OPPORTUNITY TO OPERATE, LEASE AND MAINTAIN THE**  
**MISSION TRAILS GOLF COURSE**

**RFP Exhibit E      References**

Reference 1: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference 2: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference 3: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference 4: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reference 5: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_