



City and County of San Francisco  
Edwin M. Lee, Mayor



**San Francisco**  
**Department of Public Health**  
Barbara A. Garcia, MPA  
Director of Health

October 5, 2012

Re: Seeking Letters of Interest to Lease Space at the 1099 Sunnydale Community Facility

Dear Prospective 1099 Sunnydale Community Facility Tenant:

The City and County of San Francisco, through its Real Estate Division and in conjunction with the Department of Public Health, is seeking letters of interest from community-serving organizations or entities to lease space at 1099 Sunnydale Avenue, a neighborhood community facility located in and serving the Visitacion Valley neighborhood of San Francisco.

#### Property Description

1099 Sunnydale is an approximately 15,000 square foot, modern three-story building designed to specifically meet the needs of community-service providers. The facility offers individual and open office spaces, meeting rooms, large multi-purpose or recreational rooms, classrooms, child care facility space, a dedicated health care facility space, multiple reception areas, as well as a large ground floor community room for program-related events and/or general community meetings. The ground floor community room includes a kitchen, dedicated bathroom and has direct access to an off-street parking garage that houses six parking spaces.

#### Tenancing Criteria

The City is seeking individual tenants with demonstrated experience in providing one or more supportive services to the Visitacion Valley neighborhood - or similar neighborhoods - with an emphasis on services supporting families and youth. Support services should include but are not limited to social, cultural, educational, vocational, recreational, and physical and mental health.

Specific types or examples of desired services include but are not limited to: childcare, after-school programs, family and youth therapy, fitness classes, cultural activities, cooking programs, wellness center, senior/youth activities, mental health and trauma support, and programs and services that support young women.

The facility, also known as “The Village”, has historically housed like-minded, cooperative and complementary community-services and support programs. In keeping with that spirit, the City is looking for organizations and entities that are expressly interested and able to function within a cooperative and complementary tenant environment.

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**The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.**

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~  
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~  
barbara.garcia@sfdph.org ♦ (415) 554-2526 ♦ 101 Grove Street, Room 308, San Francisco, CA 94102

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## Lease Rates and Terms

- \$1.00 - 1.25 per sq. ft. per month
- Annual and multi-year leases available. Multi-year leases subject to San Francisco Board of Supervisors approval.

## Facility Tour

A tour of the facility is scheduled for Wednesday October 24, 2012 at 1:00 p.m. Meet in front of 1099 Sunnydale Avenue, San Francisco, CA, 94134.

## Tenancing Process

The City has developed a five-step tenancing process in order to facilitate a collaborative and supportive community of service providers:

- 1) City staff will review the Letters of Interest submitted and initiate follow up discussions with prospective tenants if necessary to clarify or better understand the information submitted.
- 2) City staff will develop a short-list of prospective tenants that meet the criteria outlined and have the financial ability to meet lease commitments.
- 3) Prospective tenants will be asked to participate in a space needs assessment and the development of a cooperative space utilization strategy.
- 4) Prospective tenants will be asked to commit to the space and enter into lease negotiations with Real Estate staff.
- 5) City staff will conduct additional outreach on an ongoing basis to specifically fill any vacant spaces in keeping with the space utilization strategy.

## Letters of Interest

The City encourages community organizations and entities that are interested in leasing space to send a letter of interest by Friday November 9, 2012 describing the information requested below, which will be evaluated as shown.

Letters of interest should be limited to three (3) pages and should be signed by your organization's authorized representative.

1. (70 Points) Briefly describe your organization's mission and work. Include the following information:
  - Relevant organizational and/or program mission
  - Connection to the Visitacion Valley neighborhood
  - Years of operation
  - Number of clients served with relevant performance measurement data
  - Legal status (Non-profit, LLC, etc.), board composition and background
  - Annual budget for past three (3) years

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2. (30 points) Describe why you are interested in leasing space at 1099 Sunnydale, how your location at 1099 Sunnydale would enhance your mission and benefit the residents of Visitacion Valley.
  3. (Required but not scored) Please include the following information about your space needs:
    - Current address(es), square footage and types of spaces (i.e. office, meeting space, etc.)
    - Anticipated square footage and types of space needs at 1099 Sunnydale

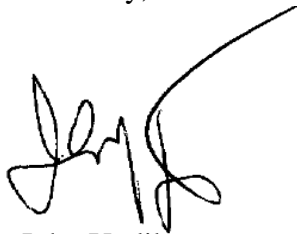
Please mail, fax or e-mail letters to:

Lisa Zayas-Chien  
San Francisco Department of Public Health  
101 Grove Street  
San Francisco, CA 94102  
fax: 415-554-2552  
[lisa.zayas-chien@sfdph.org](mailto:lisa.zayas-chien@sfdph.org)

Please note: By submitting a Letter of Interest, an applicant acquires no rights to a future tenancy at 1099 Sunnydale. By accepting an applicant's Letter of Interest, the City makes no promise that it will actually enter into a landlord-tenant relationship with the applicant. San Francisco's Real Estate Division in conjunction with the Department of Public Health will administer the development of an initial short list of prospective tenants and San Francisco's Real Estate Division will administer lease negotiations and agreements.

If you have any questions, please contact Lisa Zayas-Chien at (415) 554-2889, or email [lisa.zayas-chien@sfdph.org](mailto:lisa.zayas-chien@sfdph.org). Thank you for your interest in the 1099 Sunnydale Avenue.

Sincerely,



John Updike  
Acting Director of Real Estate



Barbara Garcia  
Director of Health