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# REQUEST FOR INFORMATION AND QUALIFICATIONS SAN DIEGO STATE UNIVERSITY MISSION VALLEY INNOVATION DISTRICT PROJECT # 1

Date: March 10, 2022

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Email: mvinnovation@sdsu.edu

# **DEADLINE FOR QUESTIONS**

Thursday, March 24, 2022 at 2:00 PDT. Please submit all questions in writing by submitting them to mvinnovation@sdsu.edu.

## SUBMITTAL DUE DATE AND TIME

Submittals are due Thursday April 28, 2022 at 2:00 PM PDT. Submit one original submittal prior to the date and time specified via email to mvinnovation@sdsu.edu. Firms shall respond by email. Any questions, about the submittal process can be directed to mvinnovation@sdsu.edu.

San Diego State University (SDSU) assumes no responsibility for delay in submission of the response to this Request for Information and Qualifications (RFIQ) electronically. Submittal of responses by mail, personal delivery, courier service, or fax is not acceptable.

## **RFIQ REQUIREMENTS**

Submissions that do not meet minimum requirements, content, and quality standards of this RFIQ, or take exceptions, may be eliminated from further consideration.

San Diego State University encourages the participation of Disadvantaged, Minority-owned, and Womanowned Business Enterprises (D/M/W/BE) and is committed to promoting a diverse pool of firms.

Every effort will be made to ensure that all persons have equal access to future business opportunities with SDSU within the limits imposed by law or SDSU policy. During the future Request for Proposal (RFP) process, each proposer shall be required to provide a project specific equal employment opportunity policy as an appendix to its Technical Proposal submission.

## This RFIQ does not constitute a call for bids, a final contract, or a legal commitment.



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### **SECTION 100: INTRODUCTION**

## **101. PRE-QUALIFICATION CONFERENCE:**

SDSU will hold an initial informational pre-submission conference with potential development teams via a Zoom meeting on Thursday, March 17 at 10:30am local San Diego time. The pre-submission conference is not a mandatory requirement. Potential development teams are invited to request the Zoom meeting link by emailing mvinnovation@sdsu.edu with the following information:

- Name
- Title
- Company name
- Mailing address
- Phone number
- Email address

SDSU may hold additional informational meetings with development teams at any time prior to the RFIQ submittal due date. At this time, all informational meetings are anticipated to be held virtually, the specifics of which will be emailed to all known recipients of this RFIQ. See Section 200 for more details on the schedule for the RFIQ.

The following represents the current schedule for the RFIQ for Project #1 (see Section 200 for more details).

Release of RFIQ	Thursday, March 10, 2022
Pre-qualifications Conference (10:30am)	Thursday, March 17, 2022
Deadline for Receipt of Questions (2:00pm)	Thursday, March 24, 2022
Deadline for Receipt of Information and Qualifications Packages	Thursday, April 28, 2022 (2:00pm)

## **102. INTENT:**

SDSU requests information and qualifications from interested entities as a first step toward identifying qualified development teams to plan, finance, construct, maintain, and operate the first of several anticipated private Innovation District development projects on property owned by the Trustees of the California State University (the CSU or "CSU Board of Trustees") located within the SDSU Mission Valley site (the "Mission Valley Site") in San Diego, California.



## A. Goals of SDSU Mission Valley

As envisioned in SDSU's Master Plan for the Mission Valley Site (the "Master Plan"), SDSU seeks to transform 166 acres into a vibrant, mixed-use, medium-density, walkable development consisting of multiple public and private projects, including up to 4,600 residential units, 95,000 square feet of retail, a 35,000 capacity multi-use stadium (under construction), a conference hotel with up to 400 hotel rooms, more than 80 acres of community parks and open space, and up to 1.6 million square feet of office/lab space for innovation, research and entrepreneurship, the latter of which is the focus of this RFIQ and is shown in Figure 1.



Figure 1: SDSU Mission Valley Innovation District



The SDSU Mission Valley Innovation District (the "Innovation District"), which comprises roughly 15 development parcels on 29 acres at the SDSU Mission Valley site, has the potential to advance multiple goals, including: (1) positioning SDSU to enhance its research profile through research infrastructure and program development; (2) creating opportunities for collaboration between private and public employers, faculty and student research, and provide pipelines for SDSU's diverse talent; (3) serving the community through applied research. In addition to these mission-driven objectives, the Innovation District will constitute a regional job center, providing SDSU's diverse talent and local residents with opportunities for research fellowships, internships, and alumni employment by attracting first-rate employers to Mission Valley. The Innovation District will provide an urban environment designed to promote innovation; employees, residents, and visitors will benefit from direct bus and trolley access with an adjacent transit hub.

The Innovation District will be home to several "hubs," or clusters of users that have direct engagement and alignment with University research. To that end, it is anticipated that the Innovation District will converge around several core strengths of SDSU and the region. Programmatic focus areas are likely to include: Health Innovation; Climate Resilience & Sustainable Energy; Transportation, Aerospace & Security; Media; Global Futures; and Entrepreneurship, Cyber & Digital. The multiple-hub Innovation District model is described further in Section 104. SDSU has advanced conversations with several, public, private, and non-profit sector tenants of future space within the Innovation District and is advancing non-binding Letters of Interest with several users, who could occupy approximately 100,000 square feet of space. SDSU also intends to occupy an additional 50,000 square feet of laboratory space for academic and research uses. It is expected that SDSU will continue to identify additional private-sector partners over the coming months and years.

The intent of this RFIQ is to secure a development partner for the first Innovation District project ("Project #1"), which will include space for SDSU and tenants currently identified by SDSU (anchor tenants), as well as other future tenants who are not yet identified (speculative tenants). SDSU, the pre-identified anchor tenants, and speculative tenants will require a mix of facilities including office, laboratories (including one or more Biosafety Level 3 (BSL3) laboratories), clinical space, classrooms and incubator/co-working space.

SDSU anticipates that its early commitment to occupy space as well as interest from several anchor tenants will significantly reduce developer risk and can unlock the development of additional speculative space in Project #1 for future tenants. SDSU acknowledges that depending on tenant types, ultimately there may be different approaches to implementing Project #1 or future projects in the Innovation District, including (1) privately-financed development of multi-tenant buildings, to be occupied by SDSU, currently identified anchor tenants, and future speculative tenants through conventional lease agreements (preferred for Project #1); (2) build-to-suit development of single-user buildings for one or more of SDSU's partners under a long-term lease arrangement, potentially leveraging public financing opportunities, if appropriate (potentially for subsequent projects); or (3) other creative approaches to development that achieve the Project #1 objectives.



Responses to the RFIQ must demonstrate that the development team has a track record of delivering such space for private sector, government, and institutional users. A development team would be expected to negotiate and enter into lease or equivalent commercial agreements with the pre-identified partners after selection, and to secure additional tenants aligned with SDSU's goals, for speculative space built as part of Project #1.

SDSU anticipates ground lease revenues from the various private developments will reimburse all public funds used for infrastructure and other public improvements benefitting each private development and help ensure the overall long-term viability of the Mission Valley Site. As such, evidence of the development team's ability to finance, undertake, and complete the proposed Project #1 is crucial to a successful submission.

# **B.** Project #1 Overview

In total, the Mission Valley Innovation District will consist of up to 1.6 million square feet of research, technology and related office space, located immediately south and east of the new stadium. Project #1 will be a minimum of 291,000 SF of development, with optionality to be larger within certain parameters. Project #1 is the third of many private development opportunities<sup>1</sup> to be offered at SDSU Mission Valley whereby the selected development team will enter into a fair market value non-subordinated long-term ground lease for individual parcels and assume responsibility for designing, constructing, financing, maintaining, and operating private development projects consistent with the use(s) envisioned at SDSU Mission Valley and in the Master Plan. As described in more detail in Section 103 below, the land is owned by the CSU, and Project #1 development rights will be conveyed to the selected development team in the form of a fair market value ground lease, and related documents. See Section 300 Development Requirements for further details.

After completion of the RFIQ, the most qualified development teams, as determined by SDSU, will be invited to respond to a future RFP that will seek specific proposals for programming, design, financing, construction, as well as marketing, maintenance, and operation of Project #1. The RFP will also provide additional information regarding the determination of the fair market value ground lease costs for Project #1. A sample ground lease agreement will also be provided with the future RFP (or as an addendum), and development teams will have the opportunity to provide comments about the sample ground lease terms and conditions.

<sup>&</sup>lt;sup>1</sup> Developer Requests for Information and Qualifications were issued for Residential and Retail Development #1 and Affordable Housing Project #1 on September 14, 2021 and January 18, 2022, respectively.



As a part of this RFIQ, SDSU may select development teams to participate in an interview to discuss their qualifications and Project #1 implementation approach.

## **103. BACKGROUND:**

#### A. SDSU Background

SDSU is one of 23 campuses within the California State University system, which is governed by the CSU Board of Trustees. SDSU's existing campus is in the College Area in the City of San Diego, approximately 2.5 miles from the Mission Valley Site. Since its founding in 1897, SDSU has grown to become a leading public research university and a federally designated Hispanic-serving institution. It is the oldest university in San Diego with a 124-year history of education and service. The SDSU alumni community of more than 400,000 includes leaders at the national, regional, state, and local level. With an enrollment of nearly 36,000 students and 203 degree programs, SDSU's student body ranks in the top 30 for racial and ethnic diversity, according to U.S. News and World Report, and the student body is made up of more than 57 percent students of color.

### **B.** Mission Valley Background

On August 13, 2020, the CSU purchased the Mission Valley Site from the City of San Diego. The Final Environmental Impact Report (EIR) for the Master Plan was certified by the CSU Board of Trustees in January 2020.

On November 18, 2020 the CSU Board of Trustees approved the concept of public/private partnerships allowing for the release of RFIQs and future RFPs, as applicable, for the following projects, shown in Figure 2:

1. A 1.6 million gross square foot research and innovation district, consisting of up to 15 public and private projects, containing commercial, technology, life sciences, laboratory, and office space. These projects will allow for new partnerships between SDSU, public entities, and private companies utilizing the newly developed facilities, and will provide opportunities for student internships, create an incubator for new and innovative business and academic uses, and enhance regional economic development. Thirteen of these buildings will be located south of the new multi-purpose stadium and two of these projects will be located to the east of the new multi-purpose stadium and across the street from the residential district. Approximately 5,000 parking spaces are anticipated to serve the Innovation District projects, and be shared with the stadium, in a mix of below-building (largely built at the level of the existing grade, but with fill expected to conceal parking from plazas and open spaces) and structured parking; interim uncovered parking will also be provided on the rough-graded parcels awaiting development.



- 2. Up to 4,600 private residential units, consisting of up to 18 private development parcels, located on the east side of the Mission Valley Site. In accordance with the Purchase and Sale Agreement (PSA) with the City of San Diego, 10 percent of the units (or up to 460 units) will be income-qualified affordable housing leased to individuals or families at an average household income level of 60 percent of Area Median Income (AMI). The private residential projects will provide much-needed market rate and affordable housing for the larger San Diego community.
- 3. A private hotel project with up to 400-rooms, approximately 40,000 square feet of conference space, up to 70 residential units above the hotel, and approximately 425 parking stalls.
- 4. Up to 95,000 square feet of retail space, located within the various public and private projects. These retail uses will serve stadium events and the daily needs of those living, working, and studying on the site, in addition to the greater Mission Valley community.



Figure 2: SDSU Mission Valley



The following projects from the Master Plan are being financed and constructed by SDSU as Public Works projects:

- 1. Parks and open space, including a 34- acre River Park which is located on City-owned land along the southern boundary of the Mission Valley Site. The park will include active and passive recreation areas to be operated and maintained by SDSU.
- 2. Demolition of the existing stadium, grading to address 100-year flood plain requirements, and installation/relocation of site infrastructure, including roads and utilities necessary to support the stadium.
- 3. A new multi-purpose Stadium to accommodate 35,000 attendees and support collegiate football and bowl games, professional and collegiate soccer, concerts, and other university, community, and corporate events.
- 4. Construction of a multi-modal transit plaza adjacent to the existing on-site Metropolitan Transit System (MTS) trolley station, including space for at least four bus bays.

Initial construction on the above-referenced SDSU-financed projects started in August 2020. The stadium is expected to be completed in September 2022, all rough-graded individual development parcels completed by fall 2022, with River Park and other related site improvements completed by 2023. All pro-rata costs related to any such improvements benefiting the Project will be reimbursed to the University by the selected developer as part of the fair market value ground lease consideration.

# **104. SDSU MISSION VALLEY AND PROJECT #1:**

## A. Overview of the Mission Valley Site and Real Estate Market

The Mission Valley Site is located in a developed area surrounded by major freeways, roadways, existing development, and the San Diego River, and is served by the MTS's Stadium Station on the Green Line trolley, as well as an adjacent bus transfer center. The Green Line trolley provides access to Downtown San Diego from the Mission Valley Site in less than 20 minutes. It also connects to the Blue Line trolley at the Old Town station providing access to UC San Diego and University Town Center. Higher density multifamily residential land uses are located to the northwest, southwest, and east, across Interstate 15. To the north are undeveloped hillsides and single-family residences. To the west are office and large commercial retail uses. Additional office uses and Interstate 8 are located south of the San Diego River.



Generally, San Diego County is a highly competitive office and laboratory market, with high rents and very low vacancy rates driven by the life science and technology sectors. This is particularly concentrated in the North County submarkets. Low vacancies, rapid office absorption and growth of life science companies, which raised over \$5.2 billion in venture capital funding in 2020, are driving unprecedented demand for high-quality office space. As prime submarkets continue to tighten and the San Diego region receives increasing interest from large life science and technology employers from outside the region, office demand is being pushed to other, non-traditional markets associated with these types of users, like Downtown San Diego, demonstrated by the submarket's significant development pipeline. Existing office space in Mission Valley is generally older, and although there has been little historic development, there is growing development interest in Mission Valley and nearby submarkets. Building on this interest, the Innovation District has been designed to foster collaboration, providing a campus-like layout and a range of shared open spaces that will create opportunities for uses and tenants to "collide" and collaborate, supporting innovation.

Mission Valley is located centrally between North County office markets, Downtown, and more affordable residential communities to the east. The Innovation District is an attractive location to office and lab employers and employees because of its central location in San Diego adjacent to Interstate 15, Interstate 805 and Interstate 8, access to transit and proximity to attractive suburban residential communities, and a diversity of housing options offered being developed on the Mission Valley site. Notably, as over 80 percent of workers employed in North County office submarkets commute from elsewhere, and as congestion increases, Mission Valley's central location is likely to become increasingly attractive.<sup>2</sup>

# **B.** Overview of the Innovation District Multiple-Hub Model

As the Innovation District develops, multiple focuses are likely to emerge and result in several specialized and overlapping hubs around specific industries or research strengths. Current SDSU programmatic focus areas include:

<sup>&</sup>lt;sup>2</sup> Source: U.S. Census Bureau Longitudinal Employment-Household Dynamics. North County submarkets include North Beach Cities, Rancho Bernardo, Del Mar Heights, Sorrento Valley, Torrey Pines, and Sorrento Mesa.



- **Health Innovation**: Design approaches to predict and prevent disease and reduce disparities by integrating multi-lingual, ethnic, and cultural perspectives coupled with collaborations between public health, biotechnology, big data, social sciences, and other disciplines.
- **Cyber and Digital Tech:** *Develop novel human-technology interfaces for ethical applications of artificial intelligence and augmented reality, human-centered uses of big data, advanced digital and SMART applications, and enhanced cybersecurity.*
- Climate Resilience & Sustainable Energy: Advance interdisciplinary solutions to counter the impacts of climate change and promote sustainability of water resources, minimize greenhouse gases, mitigate threats of wildfires, develop novel renewable energy solutions, and engage social sciences and other disciplines to reduce human impacts.
- **Transportation, Aerospace & Security:** *Connect transportation, aerospace, and defense industries with academia to improve autonomous vehicles, enhance satellite technology, develop new approaches for safely and efficiently moving people, goods, and data, and ensure national security.*
- **Media:** Bring together interdisciplinary teams to develop new technologies that enhance auditory and visual engagement for applications including entertainment, e-gaming, journalism, and many others; fusing expertise from the film industry, audio recording and processing enterprises, and hearing technology with physics and engineering, sensor and digital technologies, audiology, and fine arts, social and behavioral disciplines.
- **Global Futures**: Focus on social innovation and social justice, merging insights from social and behavioral sciences, humanities, education, and business, including economics, political science, urban planning, public administration, sustainability, and other disciplines.
- Entrepreneurship: Apply design thinking and lean startup approaches to facilitate the transition of creative research discoveries from the university and the regional innovation network to real world impact. Activate the Innovation District by hosting topical speakers, panel discussions, and engaging networking events; offering entrepreneurship training, incubator space, and accelerator opportunities; and facilitating collaborations across the community.

Multiple hubs within the Innovation District will allow the Mission Valley site to attract a broad range of partners and advance diverse academic and research objectives across SDSU colleges. The Innovation District will help increase SDSU's research capacities; provide SDSU research and academic space; build SDSU public sector and private industry partnerships; support revenue-generating innovation; enhance career pipeline opportunities across SDSU colleges; and serve the greater San Diego region.



SDSU is a growing research institution, benefiting from productive research faculty, strength in applied research applications, established employment placement, frequent community engagement, and unique border proximity. All hubs will benefit from SDSU's robust academic portfolio, which includes more than 35,000 total students, 203 degree programs, and \$150 million in grant funding across over 310 investigators and 785 awards. SDSU is #1 among the California State University campuses for federal research support, with nationally recognized programs for Undergraduate International Business (#1), Entrepreneurship (#21), and Graduate Public Health (#31), and other relevant programs and centers will provide a strong foundation for partnerships with surrounding academic and research institutions. SDSU has long been a regional economic powerhouse, annually generating \$5.7 billion economic impact in San Diego. The Innovation District at Mission Valley will further increase SDSU's impact by attracting and growing emerging industries, supporting technology transfer that results in novel innovations, and creating service-and research-driven partnerships with private, public, and nonprofit partners.

# C. Project #1 Development Opportunity

Project #1, which is the subject of this RFIQ, consists of at least three major Innovation District parcels totaling at a minimum of 3.6 acres as shown in the Figure 3 on the following page. The parcels shown in Figure 3 are identified due to their proximity to horizontal infrastructure that will be completed and available by the fall of 2022. During the future RFP, development teams will be provided the opportunity to propose a larger total square footage than the Project #1 Base Scenario (e.g., Option A, Option B, in Figure 3). At a minimum, it is expected that developers will propose the Base Scenario and will commence predevelopment activities for C2, C3, and C4 buildings upon selection. Developers may propose to construct the additional building(s) shown in Option A or B in up to one additional, closely-sequenced project. While SDSU has begun the process of securing anchor tenants for these buildings, SDSU expects that a portion of the laboratory and office space delivered as part of Project #1 will be speculative. More details about these anchor tenants will be shared in the future RFP.

The SDSU Mission Valley Innovation District Site Framework and Design Standards, which will be provided as part of the future RFP, anticipate that the selected development team will construct one level of below-building parking as part of Project #1. Surface parking will be constructed by SDSU in advance of Project #1, which will be available to Innovation District tenants and visitors, with pricing to be determined. Pricing for surface parking will be aligned with the San Diego market and SDSU on-campus parking. Parking structures will be required to accommodate Innovation District and Stadium parking demand over time. Further information about roles and responsibilities for parking structure construction will be included in the future RFP, but it is expected that the selected development team will be responsible for funding of future parking structure construction, via a fair share cost contribution or other appropriate mechanism. SDSU anticipates that the Innovation District will include approximately 5,000 parking stalls to be shared with the stadium. The Mission Valley Site is served by the San Diego MTS Trolley Green Line and Project #1 is located less than one-half mile from the existing



Stadium Station, which is considered in the Master Plan's parking requirement for the Innovation District.

Figure 3: SDSU Mission Valley Innovation District Project #1 Illustrative Options

## **Base Scenario:**

### **Option A:**

Parcel Area (C2, C3, C4): 158,000 square feet

Parcel Area (C2, C3, C4, E1): 200,000 square feet

Approximate Building Area (C2, C3, C4): 291,000 square feet

AL

12

BÌ

B2

**B**3

H

Approximate Building Area (C2, C3, C4, E1): 465,000 square feet



**Option B:** 

Parcel Area (C1, C2, C3, C4, E1): 255,000 square feet

Approximate Building Area (C1, C2, C3, E1): 616,000 square feet



[End of Section 100]



# **SECTION 200: RFIQ SCHEDULE**

The following represents the current schedule for the RFIQ for Project #1. Although SDSU intends to adhere to this schedule, it is subject to modification at any time at SDSU's sole discretion. Respondents will be notified of any changes in the schedule via an Addendum issued by email.

Release of RFIQ	Thursday, March 10, 2022
Pre-qualifications Conference (10:30am)	Thursday, March 17, 2022
Deadline for Receipt of Questions (2:00pm)	Thursday, March 24, 2022
Deadline for Receipt of Info. and Qualifications Packages	Thursday, April 28, 2022 (2:00pm)
Interview Date (if necessary)	May 9-13, 2022
Finalists Announcement	Friday, May 27, 2022
Future RFP Released to Finalists	July 2022

NOTE: The RFIQ schedule of dates may be adjusted via Addendum.

[End of Section 200]



## SECTION 300: PROJECT OBJECTIVES AND REQUIREMENTS

### 301. OBJECTIVES FOR THE SDSU MISSION VALLEY INNOVATION DISTRICT

The following objectives have been defined for the development of the Mission Valley Site and the Innovation District projects:

- Research: collaborate with public and private sector partners.
- Entrepreneurship Opportunity: create an environment supportive of entrepreneurial activity for faculty, students, graduates and other professionals.
- Opportunities for Students: increase internships, fellowships, alumni employment opportunities for SDSU students and graduates.
- Opportunities for Faculty: enhance faculty recruitment and increase retention.
- Facilities Conducive for Collaboration: create shared equipment and facilities to encourage collision.
- Economic Development: increase SDSU's contribution to economic growth in the San Diego region.
- SDSU Brand: enhance the SDSU brand among research institutions.
- Attract Research Funding: increase research funding through private sector collaboration.

SDSU expects the development team will help achieve these objectives by building out a Class A office/lab space(s) that supports: (1) "collision" of researchers and practitioners through shared spaces and placemaking and activates the Innovation District; (2) a mix of office and lab space and supporting spaces/amenities that build community; (3) authentic and diverse design elements that create brand identity for the Innovation District, building on SDSU's strengths; (4) flexible development models that allow for evolution of space and growth of users within the Innovation District; and (5) anticipated capture of fair market value ground lease revenue to SDSU.

## **302. ROLE OF PRIVATE DEVELOPMENT TEAMS(S)**

The selected development team will be solely responsible for all financing, design, permitting, construction, and operation of Project #1 at its own cost, including all necessary grading, infrastructure, or utility work. The selected development team(s) will envision uses for Project #1 that will maximize



economic potential while remaining compatible with the Master Plan for SDSU Mission Valley.

The development team selected from this process will undertake the following roles:

- Deliver space for pre-identified potential tenants, which is expected to include a BSL3 lab.
- Create the development program for additional space in Project #1 to be tenanted by the development team, in collaboration with SDSU.
- Develop site plans, including supporting utility infrastructure, consistent with master planning to date.
- Develop an infrastructure plan and private funding for surrounding streets, including utilities, contribution to parking structures, as well as any off-site needs, all of which will be further described in future RFP documents.
- Create a financial strategy to deliver Project #1 in the most cost-effective manner.
- Work with SDSU to finalize key financial and commercial terms for a fair market value ground lease.
- Work with SDSU to secure approval of Project #1 from the CSU Board of Trustees.
- Participate in the long-term management and funding of infrastructure and amenities provided at the Mission Valley Site.
- Address other requirements described in this RFIQ.

SDSU will ask the selected development team to prepare preliminary design plans for Project #1 before the CSU Board of Trustees' approval is obtained. Accordingly, SDSU anticipates entering into an Exclusive Negotiating Agreement, Letter of Intent, or similar agreement with the selected development team to document roles and responsibilities during such period. Among the fundamental purposes of the Predevelopment Agreement are to detail predevelopment activities and outline a schedule of performance. Development teams may be asked to submit basic terms of a Predevelopment Agreement as part of the future RFP.



# 303. ROLE OF SDSU

SDSU's primary role will be as the ground lessor. SDSU oversight during design and construction will be limited to coordination among individual project developers, review and approval of schematic designs (to be submitted as part of the future RFP process), issuance of building permits, and ensuring compliance with all terms and conditions set forth in the ground lease, and related documents.

Tenants in the Innovation District should further the education, research and/or public service mission of the SDSU and fulfill the economic development and other goals of Project #1. SDSU will retain the right to approve tenants for Project #1 and will work with the selected development team to structure an efficient tenant review process to ensure no unnecessary delays in seeking any required approvals. In the event all space cannot be timely filled in this manner, SDSU anticipates that such excess space may be offered for lease to a broader range of tenants, also subject to SDSU's prior approval.

Specific to the retail space included in the E building, Aztec Shops, a self-sustaining non-profit SDSU auxiliary operating without subsidy or public funds from SDSU or the State of California, will lease back the retail space from the development team at fair market value to be specified in the future RFP. If building E is included in Project #1, Aztec Shops will serve as the master leasing agent for the retail space in those buildings. The ground floor level in the C block is anticipated to be used as an activated lobby, building amenity and "collision" space, such space would be operated by the developer.

SDSU will also take an active, ongoing role in facilitating overall long-term site management to ensure proper funding and maintenance of shared use amenities and infrastructure, such as parks and streetscapes, and compliance with all terms and conditions of the ground lease and related documents. Each development team will be responsible for paying its fair share of these costs so that all public funds related to Project #1 are reimbursed. SDSU may also provide two types of programming in the Innovation District: (1) academic or similar programming related to innovation and Innovation District Hubs, and (2) other types of campus programming for workers, residents, and visitors, which may be delivered in partnership with developers.

# **304: PROJECT #1 REQUIREMENTS**

Project #1 must advance the objectives described above in Section 301. Please see section 104 C "Project #1 Development Opportunity" for a description of the types of uses and parking delivery strategy.



# A. California Environmental Quality Act (CEQA) Requirements and Mitigations

SDSU prepared a Final EIR (FEIR) which was certified by the CSU Board of Trustees in January 2020. The FEIR analyzed the entire Master Plan, including all individual anticipated projects (whether private or public). No further CEQA review is currently anticipated to be required prior to each project implementation. Each project development team will be required to conform with all environmental project design features and mitigation measures noted in the FEIR, which can be found at website: <u>missionvalley.sdsu.edu</u>. Various mitigation measures are required, some of which will be the responsibility of the selected development team to fund and implement, including but not limited to:

Air Quality, Energy, and Greenhouse Gas Emissions

- Construction Emissions Minimization
- Dust Mitigation
- Electric Requirement for Building Heating and Cooling (HVAC) and Water Heating Systems
- o Use of Solar Photovoltaic Panels
- EV Ready Parking/EV Charging
- Leadership in Energy and Environmental Design (LEED) Version 4 Silver or better
- Adaptive Lighting Controls
- o Compliance with the City of San Diego Climate Action Plan (CAP) Checklist

Hazards and Hazardous Materials

- o Hazardous Materials Abatement
- Vapor Mitigation
- Emergency Response and Evacuation Planning
- Noise Mitigation
- Vibration Monitoring

# Traffic and Transportation

- Construction Traffic Management
- o Implementation of Relevant Transportation Demand Management Program Strategies

A summary of the Mitigation and Monitoring Reporting Program is available at website: link.



# **B.** Planning and Legal Requirements

It is each development team's responsibility to comply with all applicable federal, state, and local laws and regulations, and the CSU's regulations and policies. Project #1 will be subject to certain agreed upon fees, as described in Attachment 21 of the Purchase and Sale Agreement with the City of San Diego.

# C. Application of the Public Works Law

Although Project #1 will be privately financed, designed, constructed, and operated wholly at the cost of the private developer, and subject to a fair market value ground lease agreement, including reimbursement to SDSU of all public funds associated with pre-construction project improvements and infrastructure, Project #1 may be subject to California's Public Work Laws (Cal. Lab. Code § 1720 *et seq.*). Prospective developers are hereby notified of their obligation to become familiar with the requirements of the Public Works Law, including, but not limited to, those relating to paying prevailing wages, posting certain notices, and furnishing certain records to the Department of Industrial Relations on request. The University will decide whether the Public Works Law applies to the Project prior to the future RFP.

## **D.** Additional Labor Requirements

SDSU has entered into a Memorandum of Understanding (MOU) with the Southwest Regional Council of Carpenters (Carpenters Union) which includes the following terms which solely apply to the trades represented by the Carpenters Union. Similar terms may also apply to other trade groups/unions if SDSU enters into future similar agreements with similar terms. SDSU will notify potential bidders of all such MOUs in the future RFP.

- The Development Team will be required to seek bids containing an enforceable commitment that all contractors and subcontractors performing work on the Project will require payment of prevailing wage.
- The Development Team and/or their general contractor awarded contracts for construction of the Project will be required to only enter into contracts for construction related work with contractors and subcontractors that will or have entered into agreements which enable those contractors and subcontractors to utilize registered apprentices from or enroll and hire apprentices into a local state certified apprenticeship program. The Development Team and/or their general contractors shall require the same of all contractors or subcontractors that are awarded work on the Project. Any contractor or subcontractor found to be in violation of these contractual requirements will be considered to be in breach and subject to removal from the project.





• The Development Team and/or their general contractors awarded contracts for construction of the Project will be required to create and disclose to SDSU a list of all bidders, including all subcontractor bidders. Such list shall note whether such contractor or subcontractor has been required to pay any sum of money, either as a penalty or in settlement, to any state or federal agency for wage and hour violations or other labor standard violations. To the extent that such information is publicly known, or offered by such contractor or subcontractor, the list shall also reflect the monetary amount of such penalties or settlement amounts, and any other relevant information as to the types, and number of such violations.

### E. Seismic Safety

Project #1, like all buildings constructed on land owned or controlled by the CSU and occupied by the CSU, will be required to be designed and peer reviewed in accordance with the CSU Seismic Requirements. These requirements are available at the following link:

https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/CSU\_Seismic\_Requirements.pdf.

## F. LEED Certification

Project #1 must be constructed in a manner that meets or exceeds LEED-certified standard of Version 4 Silver in accordance with the FEIR. Development teams who wish to implement strategies above and beyond LEED Silver will be awarded bonus points during the future RFP stage.

#### G. SDSU Design Review

Schematic design will be reviewed and approved by SDSU and subsequently the CSU Board of Trustees.

#### H. Land Use and Permitting

SDSU owned land is not subject to local, regional, or municipal land use regulations and functions when SDSU is acting in its sovereign and autonomous governmental capacity under Article IX of the California Constitution. CSU serves as the "building official," with full power and authority to authorize, approve, permit, and inspect the design, alteration, improvement, and construction of buildings and structures, including design review, building permit issuance, construction inspections, permit sign-off, fire and life safety inspections (together with the State Fire Marshal), final inspections, and issuance of certificate of occupancy. Issuance of building permits will be dependent upon provision of appropriate design submittals. SDSU complies with Title 24 California Building Standards Code, Parts 1-12 and all amendments (CBC). Compliance with all state and local codes and CSU regulations – to the extent applicable – will be the development team's responsibility. The development team will be responsible for all costs associated with meeting all applicable regulations for development of Project #1.



# I. Soils

Innovation District parcel(s) will be offered on an as-is basis. There are no known contaminated soils in the area resulting from past activities. A hazardous materials records review was conducted in 2019 as part of the Mission Valley Site purchase with documentation regarding soil conditions available at this website: <u>link</u>.

# J. Utility Infrastructure

Project #1 will require easements and utility connections to municipal and SDSU-owned public utility systems. SDSU will construct horizontal infrastructure to the periphery of the SDSU Mission Valley Innovation District, including water, sewer, roads, and other horizontal infrastructure. Developers will be responsible for constructing infrastructure within the Innovation District to serve each designated development parcel. As a component of the future RFP responses, SDSU expects the development teams to determine the most efficient approach for Project #1 infrastructure, propose cost-sharing necessary to facilitate shared infrastructure with future Innovation District projects, and coordinate with the appropriate entities to implement.

# K. Retail Space and Dedicated Retail Parking

If Project #1 includes retail space associated with the E and F buildings, it will be the development team's responsibility to complete core and shell construction on any ground floor retail space, and comply with Mechanical, Electrical, Plumbing (MEP) and other technical specifications provided by Aztec Shops, a self-sustaining non-profit SDSU auxiliary that operates without subsidy from SDSU, the CSU, or the State of California. Aztec Shops intends to master lease the retail space from the selected development partner and assume responsibility for the cost of tenant improvements and leasing commissions. Upon delivery of the retail space, Aztec Shops will pay the selected development team a market value lease rate and an appropriate return on cost for the retail space. The lease rate and terms of the lease will be further defined as part of the future RFP process and subsequent negotiations. Dedicated, publicly-accessible parking for retail space included in the E1 building will not be provided by the developer of Project #1, but rather will be constructed in adjacent residential buildings.

# L. Innovation District Parking

The Master Plan assumes a maximum parking supply of 3 spaces per 1,000 square feet of nonresidential space. One level of below-building parking is anticipated to be built by the development team. Additional required parking spaces will be accommodated in surface lots surrounding Project #1 and parking structures will be constructed within the Innovation District as part of a later project. Innovation District parking will be shared with the stadium for event and game day use. Development teams will be required to make a capital contribution to cover the cost of the future parking structures for use by Innovation District office tenants or may propose to finance the construction of certain parking structures during the future RFP.

[End of Section 300]



## SECTION 400: RFIQ SUBMISSION REQUIREMENTS

All Statements of Qualification (SOQ) shall include information in the format described below and shall be **limited to 25 pages** (including any graphics, but excluding the table of contents, five required forms and information requested in Item F below) with a minimum 11-point font size. Page numbers should be included on all pages that count toward the 25-page limit and should not appear on pages that do not count toward the 25-page limit. Please submit information in appropriate detail on each of the items described below to allow adequate review and evaluation. SOQs should be organized to present information as follows:

- A. Cover letter (not to exceed 3 pages)
- B. Table of Contents (excluded from page limit)
- C. Identification of Development Team Members (Forms 1-2 excluded from page limit)
- D. Development Team Qualifications (Forms 3-5 excluded from page limit)
- E. Innovation District Development Approach
- F. Financial Capability (excluded from page limit)

The development team is completely responsible for ensuring the SOQ is submitted properly and received by SDSU. SOQs submitted by mail will not be accepted. The SOQs will remain confidential until the evaluation and selection process is complete. Following selection of finalists, all SOQs will become a matter of public record. Respondents may request truly confidential or legally proprietary information be redacted from any response to a public records request, if any, and SDSU will honor such requests to the extent allowed under the California Public Records Act.

Joint ventures or partnerships formed for the purpose of strengthening team qualifications for Project #1 are acceptable and encouraged. The development team must include firms or individuals knowledgeable about the complexities of developing projects of this type, with demonstrated experience in guiding projects through the design and development process. Responses must also demonstrate that the development team is led by highly qualified individuals or firms experienced in delivering all elements of Project #1. The following information shall be provided in the Statement of Qualifications:

# A. Cover Letter

The cover letter should include the full title of the RFIQ, submittal date, principal contact, address, telephone number, email address, and brief narrative outlining proposer's interest, capabilities, and relevant project experiences. The cover letter must be signed by a principal or officer authorized to represent and commit the development team and affirm that all included information is true and correct. The letter must acknowledge that Project #1 will be subject to a non-subordinated long-term ground lease without option to purchase. The cover letter should not exceed 3 pages and is part of the page limit.



# **B.** Table of Contents

A Table of Contents shall be included and does not count toward the 25-page limit.

# C. Identification of Development Team

Each development team must complete the enclosed **Form 1** summarizing the principal parties,<sup>3</sup> key individuals, relationships with any parent corporation, subsidiaries, joint ventures or other entities. If a joint venture is proposed, percentage of ownership of each entity should be specified. In addition, identify all key project team members including resumes of assigned personnel, describing relevant project experience and specific required technical skills in the enclosed **Form 2**.

# **D.** Development Team Qualifications

Of particular interest is the development team's track record of assembling and managing a team capable of fulfilling the requirements of Project #1 (e.g., architects, landscape architects, urban designers, planners, artists, engineers, builders, property managers, etc.). Preference will be given to a development team with a track record on projects of similar complexity, scale, and program (e.g., Biosafety Level 3 lab, life science space, office space) to the proposed Project #1 demonstrated by submitting:

- 1. Form 3: Identify no fewer than three similar development projects in terms of scale and placemaking (ideal project size of 300,000 to 1.0 million square feet) that have been completed in the last seven years. It is preferred that at least one of these projects used a long-term ground lease structure. Project experience in the San Diego region or in the state of California is preferred, and particularly experience at a CSU, University of California, or California Community College District campus, or on other government-owned land.
- 2. Narrative: Provide a narrative describing the projects referenced in Form 3 in further detail including key results and successes, design work done for the project (with preference for projects requiring input from a design review board), property management structure and strategy utilized (with preference for management experience in which the scope of responsibilities included coordination with third parties on the maintenance of shared infrastructure and amenities), equity participation and funding structure used (including how long initial equity investment was held) as well as photos of the project. To the extent any subcontractors have been identified and are anticipated to be part of the development team (e.g., property manager, architects, etc.) please identify them. This section counts toward the 25-page limit.

<sup>&</sup>lt;sup>3</sup> Principal parties include the developer(s) and any guarantor(s) to the developer(s), if applicable.



- 3. Form 4: Reference information for each of the development projects listed in Form 3.
- 4. Form 5: Qualification Certification Form

## E. Innovation District Development Approach

Provide a narrative description of the development team's general approach to Project #1 and experience with similar development projects. This section should demonstrate:

- 1. Experience developing both speculative office space and office space for universities or other public tenants.
- 2. Familiarity and experience with Innovation District development, particularly with a focus on health, health innovation and health service users, as well as related amenities such as shared facilities, BSL3 or similar lab facilities/clean rooms/clean rooms, co-working and incubator spaces etc.
- 3. An approach to design and development of Project #1, including a familiarity with the local real estate market and knowledge of local and state building code requirements, and construction timeframes.
- 4. Reflecting on the Base Case Scenario and/or Options A or B, an approach statement indicating how the development team may finance the development of Project #1 at different scales, including potential sources of equity investment, including how long the initial equity investment is anticipated to be held, and the potential source of financing.

## F. Financial Capability

As noted above, for <u>each</u> of the principal parties comprising the proposed development team, please provide:

- 1. Three years of audited financial statements for each of the principal parties. SDSU reserves the right to inspect the books and records of each prospective developer. If audited statements are not available, provide unaudited financial statements for the relevant entity, certified as true, correct and accurate by the entity's chief executive, chief financial officer or treasurer. This requirement to provide current financial statements applies to privately held companies as well as public companies. Financial statements and reports are exempt from the 25-page limit.
- 2. A list and the status of any and all pending litigation against the principal parties, their subsidiaries, or affiliates.
- 3. Copies of the principal parties' most recent financial rating reports from nationally recognized rating agencies (e.g. Moody's, S&P, Fitch). Financial reports or other documents are exempt from the 25-page limit.



- 4. A statement indicating whether a voluntary or involuntary petition under federal bankruptcy law has ever been filed with respect to the principal parties of the development team within the past ten years. If so, state the date, case number, court jurisdiction and amount of liabilities and assets.
- 5. Provide a brief narrative describing the development team's approach to capital raising (for prior projects) including lenders and equity sources used for long-term ground lease structured projects. Financial information on capital raising for past projects must include: (i) total project size; (ii) total equity contribution; (iii) proportion of equity contribution (dollar value) that came from the principal parities; and (iv) if 3rd party equity was sourced the nature of the relationship between the 3rd party provider and the principal that sourced the equity. In addition, summarize the anticipated approach to equity contribution for this project specifically noting whether principal parties anticipate contributing their own equity (including source such as cash-on-hand) or 3rd party equity.
- 6. Financial references from equity and debt sources, if applicable, including contact information and permission for SDSU to contact them to verify such information.

[End of Section 400]



### **SECTION 500: RESPONSE REQUIREMENTS**

Firms responding to this RFIQ must submit a complete original SOQ on or before the date and time set forth herein. The SOQs must be submitted by electronic file upload only. **SUBMISSIONS WILL NOT BE ACCEPTED IF SUBMITTED THROUGH ANY OTHER MEANS** (SDSU will not accept submissions via mail, personal delivery, or courier service). Mistakes or delays in the electronic submission of documents are entirely the responsibility of the development team. **LATE RESPONSES WILL NOT BE ACCEPTED.** 

## **STATEMENT OF QUALIFICATIONS:**

The SOQ shall be submitted as two electronic files in .pdf format as follows:

- 1. The first file shall contain the information requested in Items A through E as outlined in Section 400 and shall be marked as "Statement of Qualifications Submittal."
- 2. The second file shall contain the information requested in Item F as outlined in Section 400 and shall be marked as "Development Team Financial Capability." Information requested in Item F will be exempt from the 25-page limit.

Both files shall also include a title page (exempt from the page limit requirement) with the following:

- The Name of Firm and Address
- Attn: Gina Jacobs, Associate Vice President, SDSU Mission Valley
- RFIQ for Mission Valley Innovation District Project #1
- The RFIQ Due Date and Time

Pages may be scanned or converted to .pdf from other file formats. Searchable formats are preferred.

All forms requiring a signature shall be signed by an authorized officer or employee of the submitting principal party. The name, title, mailing address, email address, and phone number of the authorized officer or employee shall be included. Electronic signatures are acceptable.

[End of Section 500]



## SECTION 600: EVALUATION CRITERIA AND PROCESS

### **RFIQ PROCESS OVERVIEW**

The purpose of this RFIQ is for SDSU to select one or more highly qualified development teams that can demonstrate, in a concise manner, their ability to finance, develop, maintain and operate Project #1. SDSU may modify this RFIQ, any of its key actions dates or any of its terms and conditions, prior to the date fixed for submission of SOQs by issuance of an addendum.

If any ambiguity, conflict, discrepancy, omission, or other error in the SOQ or any of its supporting documents becomes evident to the submitting development team after the SOQ has been submitted, the development team must immediately notify the SDSU contact of such error in writing and request clarification of the document. Modifications, if needed, may be submitted by SOQ addendum, at the discretion of SDSU.

Costs for responding to this RFIQ are entirely the responsibility of the development team and shall not be chargeable to SDSU.

While it is the intent of SDSU to proceed with this RFIQ, this RFIQ does not obligate SDSU to enter into a contract or other agreement. SDSU reserves the right to cancel this RFIQ at any time, for any reason or no reason. No obligation either expressed or implied exists on the part of SDSU to make as selection or to pay any costs incurred in the preparation or submission of SOQs. Further, SDSU reserves the right to waive any minor irregularities it feels are immaterial to this RFIQ. All decisions of SDSU are final.

SOQs become the property of SDSU. Information submitted in the SOQ becomes public property and may be subject to public records disclosure laws. SDSU reserves the right to make use of information or ideas contained in submittals. A digital copy of each SOQ will be retained in SDSU official files.

An evaluation team comprised of SDSU personnel and appropriate external entities, as determined by SDSU, will review each SOQ submitted in response to this RFIQ to ascertain relative strengths and weaknesses based on the submission requirements described herein. SDSU may seek additional information from development teams, may contact prior project and financial references, and may also conduct interviews and/or site visits as part of the selection process. Selection will be based on the completeness and quality of responses to the RFIQ, and subsequent presentations, particularly with respect to the criteria identified below.

Development teams which are selected from this RFIQ process may not need to resubmit during future RFIQ processes but may be requested to update information to remain qualified. New development teams that did not participate in this RFIQ process may also be provided an opportunity to submit an SOQ on future RFIQ opportunities.



Qualifications will be evaluated based on the following criteria:

# 1. Responsiveness of Innovation District Development Approach (20%)

The quality of the development team's approach to meeting Project #1 goals and objectives described in Project #1 Objectives and Project #1 Requirements sections of the RFIQ.

The extent to which the Innovation District Development Approach articulates and demonstrates experience and creativity with Innovation District development, speculative development for research and technology users, and private and public sector office and/or lab development.

The quality of Innovation District Development Approach to obtaining construction and permanent financing for the proposed project (particularly on leased land), knowledge to complete necessary critical path milestones, and experience with design-build development to accelerate delivery schedule. Architectural plans and renderings are not required in the submittal.

# 2. Development Team Qualifications (30%)

Demonstrated record of experience of the development team in completing relevant projects for innovation buildings with wet laboratories and cleanrooms (including BSL3 laboratories), clinical spaces, incubators, and research and teaching facilities. Demonstrated operations experience with higher education users, technology users, clinical facilities and public sector (federal, state, and local government) users. Demonstrated record of experience with projects similar in size, type, and magnitude to Project #1, including past performance in meeting project schedules, experience with long-term ground leases, successful incorporation of public spaces and/or mixed-use development, multi-building/multi-phase buildout, which meet LEED or comparable environmental standards, and past experience at a CSU, University of California, or California Community College District campus, or on other surplus government-owned land. The quality of references for team members will be considered.

## 3. Financial Capacity (50%)

Demonstrated financial capacity to undertake Project #1 and provide any necessary guarantees to successfully complete the project via financial statements provided for developer entity or entities, and any guarantors. Sufficiency and readiness of sources to invest debt and equity necessary for Project #1 based on financial statements and financial references. In addition, ability to demonstrate experience and sound process in raising financing for similar projects.

[End of Section 600]



# **COMPANY AND CONTACT INFORMATION**

COMPANY INFORMATION				
Contractor Name		Corporation		
			🔲 Partnership	
Street Address			City Sta	te
			Zip	
Federal and State Tax ID Num	ibers		Date of Incorporation	
Name of State(s) in which inco	rporated			
FOR PARTNERSHIP ONLY				
DATE OF ORGANIZATION			Is the partnership:	
			General	
			Limited	
			Association	
Name addresses zip of	f all partners		Use additional sheet if necessary	
Certified Small Business	SB Cert	Certifi	ed Disabled Veteran Business	DVBE Cert
	Expire Date:	Enterp	rise	Expire Date:
The second secon				
		<b>Yes</b>		
No No		🗌 No		
OSDS No.		No		
		OSDS 1	N0.	



Contact Information		
Name	Title	
Phone No.	Fax No.	
( ) -	( ) -	
Mobile No.	Email Address	
( ) -		

General Information		
No. of Years in Business	No of years in similar project development	
Include a description of the full range similar past projects	Primary markets served	
Growth strategy for next five years	Attach a list with explanation of defaulted, completed, and current projects similar in nature to the proposed project required in this RFIQ.	
If you have done business under different name, please give name and location	Has firm ever been engaged in litigation over any project? If so, explain.	



# **EXPERTISE OF PERSONNEL**

### Attach additional sheets if necessary.

(All information must be related to this RFIQ)

Employees to be assigned		Educational and Training Background,	
to PROJECT #1		Number of Years' Experience	
1.	Name		
	Title		
2.	Name		
	Title		
	The		
3.	Name		
	Title		
4.	Name		
	Title		
	The		
_	N		
5.	Name		
	Title		



# **DEVELOPER EXPERIENCE**

COMPANY NAME (1)	PROJECT NAME AND LOCATION (2)	PROJECT DESCRIPTION (3)	PROJECT COST (4)	START/END DATES

## **INSTRUCTIONS:**

- (1) A minimum of three projects must be included with a preference for Innovation District, speculative office or lab space, public sector user, or higher education user projects.
- (2) Project description must also include the type of project and client, size, summary of programmatic components, and contract structure.
- (3) Show company's participation in terms of money and percentage of the construction work for the listed project.



Date of last project performed

## **REFERENCES**

Provide a list of references which demonstrate experience in developing a project similar in nature required by this RFIQ. Include company/institution name and address, and name, title, and telephone number of person to contact. Attach additional sheets if necessary.

Company Name			
Street Address	City	State	Zip
Telephone Number Fax Number			
Person Familiar with Performance	Tit	le	
Number of years' project performed	Date of last project performed		erformed
Description of Project:			
Company Name			
Street Address	City	State	Zip
Telephone Number Fax Number			
Person Familiar with Performance	Tit	le	

Description of Project:

Number of years' project performed

Company Name			
Street Address	City	State	Zip
Telephone Number Fax Number			
Person Familiar with Performance	Title	2	
Number of years' project performed	Date of last pro	oject performed	
Description of Project:	_		



# **QUALIFICATION CERTIFICATION FORM**

## NOTE: THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH YOUR SUBMITTAL

The undersigned certifies that to the best of his/her knowledge: (check one)

() There is no officer or employee of San Diego State University who has, or whose relative has, a substantial interest in any existing or future agreement subsequent to this Request for Information and Qualification.

() The names of any and all public officers or employees of San Diego State University who have, or whose relative has, a substantial interest in any existing or future agreement subsequent to this Request for Information and Qualification are identified by name as part of this submittal.

In compliance with this RFIQ for the Mission Valley Innovation District Project #1 and after carefully reviewing all the conditions imposed therein, the undersigned agrees to furnish information in accordance with the specifications and scope of Project #1 according to this submittal or as mutually agreed upon by subsequent negotiation, after a future RFP.

CERTIFICATION		
Signature	Typed Name and Title	
Name of Company as Licensed	Corporation	
	Partnership	
Federal and State Tax ID Numbers		
Street Address	City State Zip	
Phone No.	Fax No.	
( ) -	( ) -	
Mobile No.	Email Address	
( ) -		