



CITY OF SAN FRANCISCO JAPAN CENTER GARAGE CORPORATION

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September 13, 2010

Dear Sir/Madam:

City of San Francisco Japan Center Garage Corporation (the "Corporation") is distributing its Request for Qualifications (the "RFQ") for legal services to perform and provide legal opinions, attend bi-monthly board of directors meetings and as described on the attached RFQ.

The Corporation is a non-profit, public benefit corporation, which leases the Japan Center Garages from the City and County of San Francisco through June 2017 with a 15 year option to renew.

Enclosed, is a copy of the RFQ containing all of the information and requirements for responding.

If you are interested, please respond as described in the RFQ by the deadline date of 4:00 p.m., October 1, 2010.

Sincerely,

Richard M. Hashimoto
Corporate Manager

Enclosure

Request for Qualifications Professional Legal Services

City of San Francisco Japan Center Garage Corporation (the "Corporation"), is requesting submittals from qualified attorney to provide professional legal services through the end of the original term of the Lease, which may be extended.

The Corporation, established in 1998, is a 501(c)3 non-profit public benefit corporation, formed to assist the City and County of San Francisco (the "City") and the Parking Authority of the City and County of San Francisco ("Parking Authority") in improving, maintaining and operating the Japan Center Garages (the "Garage"), which it leases from the City. The real property on which the Garage is located and, the building and improvements constitute the Garage, pursuant to a ground lease (the "Lease").

The Corporation is a legal entity separate from the City. However, the Corporation desires to conform its contracting policies to certain City contracting policies and requirements.

The garages were built in 1968, with a 50-year Bond Indenture scheduled to expire in 2019. However, in 1998, the former non-profit parking corporation, City of San Francisco Western Addition Parking Corporation retired its bond obligations early and its assets and other liabilities assumed by the new parking Corporation.

The Garage contains 920 self-park parking spaces (745 Main garage and 175 Fillmore Street Annex garage) and is anticipated to generate annual gross revenues in excess of \$3,391,095 for FY 2009-2010 with operating expense budget approximately \$1,629,152. The remaining balance is considered surplus revenue and disbursed monthly between the City and Corporation.

The current approved fee for services is \$200.00 (Two Hundred Dollars) per hour with an annual budget of \$25,000.00 (\$10,000 for garage matters and \$15,000 on corporate matters). The Corporation operates on a fiscal year ending April. Invoice for services shall be submitted in a timely matter (within 30 days) with the year end invoice within 10 days from April 30 of each year. All invoices are submitted to the City Attorney for review and approval and, are then sent to the Director of the Parking Authority for further review and approval. The Corporation will pay the invoice within one week of receiving the appropriate approvals. Note: This process can take up to 90 days.

Term:

Three (3) year initial term with two (2), two (2) year extensions for a total of seven (7) years.

Scope of Services:

1. Provide legal opinions upon request by Corporate Manager or member of the board.
2. Provide Legal advice to the Corporation board of directors on matters pertaining to the Corporation's Lease with the City.
3. Review and approve lease agreements, amendments and other legally binding documents in reference to the lease spaces in the garage.

