



# SAN FRANCISCO PLANNING DEPARTMENT

---

## REQUEST FOR PROPOSALS FOR TEMPORARY SIDEWALK EXTENSIONS "PARKLETS"

Date RFP Issued: September 17, 2010

**Date Responses Due: October 18, 2010, 5:00PM**

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

### BACKGROUND

Parklets provide an economical solution to the desire for wider sidewalks. Parklets are intended to provide space for people to sit, relax and enjoy the city around them, especially where narrow sidewalks would otherwise preclude such activities. They are intended to be seen as pieces of street furniture, providing aesthetic enhancements to the overall streetscape. Parklets secure this space by repurposing on-street parking spots. In the place of car parking, a platform is built to bring the grade of the sidewalk out into the street. Once the platform is installed, benches, café tables and chairs, landscaping, and bike parking can all be placed on top in order to provide a welcoming public space along the street. **Parklets must remain publicly accessible and will require signage to this effect.**

### ELIGIBLE APPLICANTS

1. Community Benefit Districts (CBDs)
2. Storefront business owners
3. Non-profit institutions and community organizations
4. Other applicants may be considered on a case by case basis. Please contact [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org) before submitting an application.

### APPROPRIATE LOCATION AND DESIGN PARAMETERS

Please see the attached handout for specific design parameters. Generally, the Parklet must be located away from a corner and along a street with a speed limit of 25mph or less. The extent of the Parklet must not extend beyond six feet from the curb line where there is parallel parking. As indicated in the attached handout, reflective tape, soft hit posts, and wheel stops will be required. Depending on the location, you may also be required to provide an edge to the Parklet, such as planters, railing, or cabling. Any edge should be visually permeable. If cable railing is used, the vertical spacing between cables cannot exceed 6". Parklets are not permitted in red zones. They may replace yellow or blue zones or motorcycle parking if there are appropriate adjacent locations for these zones to be relocated and the applicant is willing to pay additional fees to relocate these zones. They may be allowed in white and green zones if the entity that originally requested the white or green zone agrees to repurpose that curb area. Lastly, Parklets are not permitted in front of a fire hydrant or over a manhole or utility valve. If you have any questions about your particular location, please contact [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org)

Parklets are intended to be aesthetic improvements to the streetscape. We ask that you design them with this in mind, ensuring that the materials you use are high quality, durable, and beautiful. Greening is an important aspect of this beautification. Access panels in order to maintain the area underneath the Parklet must be included and the design must allow drainage along the gutter to pass underneath the Parklet. By City and County of San Francisco code, Parklets may not use tropical hardwood or virgin redwood.

## WHAT MUST BE INCLUDED IN YOUR INITIAL APPLICATION

1. **Initial site plan.** Please provide a plan (see flyer for an example) that shows the footprint of the proposed Parklet, including enough context to understand what is happening on either end of the proposed Parklet. Please show property lines, sidewalk width, Parklet length and width, existing parking stalls, and all surface obstructions within 15 feet of the occupied area (e.g. fire hydrants, streetlights, parking meters, street trees, etc) on the plan. While not required as part of this initial application, the more detail you can provide, including materiality, the better.
2. **Parklet programming.** Please demonstrate what type of elements you are proposing on the Parklet (e.g. café tables and chairs, benches, landscaping, bike parking, etc).
3. **Construction schedule.** Please articulate who will build your Parklet if you are awarded a permit and how long after you receive a permit that you anticipate installing the Parklet.
4. **Support.** Documentation of support from your immediate neighbors, and from any existing merchant group, if applicable, in the form of an email or letter.
5. **Initial Application Fee.** A check in the amount of \$287.80, written out to the San Francisco Department of Public Works.

## COSTS

1. Initial Application Fee: **\$287.80** (If your application is not selected as part of this RFP, your initial application fee will be returned. Otherwise, this fee is non-refundable.)
2. Permit Fee: **\$1,465.52**
3. Yearly renewals will be charged **\$245.52**

**Checks should be written out to the San Francisco Department of Public Works.**

You will also be responsible for all costs associated with designing and installing the Parklet.

## REVIEW PROCESS

Approximately 25 applications will be selected for permits as part of this initial RFP. We do anticipate releasing subsequent RFPs, although no schedule has yet been defined for doing so. A staff committee from various City agencies will review the initial set of applications and will rank projects based on the following goals:

1. Enhancing the aesthetic quality of the streetscape and thoughtful preliminary design
2. Good location – proposed Parklet is likely to be well used and active
3. Demonstrated community support
4. Likely to be well-maintained

Those applicants not selected as part of this initial ranking will have their initial application fee returned. Those applicants that are selected as part of the initial ranking will be notified and the City will issue a Public Notice, informing the public that a permit is being considered to allow the installation of the Parklet at the proposed location. The applicant will be required to post a copy of the Public Notice in a readily visible place in front of the applying business for ten calendar days. If

there are no objections from the public, you will be required to submit detailed plans and drawings showing all details, including finishes, plant species, and furniture types within two weeks. We will also need details calling out maintenance access panels and how drainage will be provided along the gutter. If there are objections from the public, a Public Hearing will be scheduled. Approval or denial of the application is determined at the Public Hearing. In the event of a denial, the applicant may appeal to the Board of Permit Appeals within 15 calendar days of the decision. All remaining fees will be collected at the point a permit is issued.

## RESPONSIBILITIES OF THE PERMIT HOLDER

If your application is selected, you will be required to enter into a permit with the City and satisfy the following requirements:

1. **Insurance.** You will be required to provide evidence of at least \$1M in liability insurance (the same requirement as sidewalk café tables and chairs), naming the City and County of San Francisco as additional insured.
2. **Maintenance.** You will be required to sign a maintenance agreement to keep all plants in good health and the Parklet free of debris and grime. You must maintain the surface of the Parklet daily and rinse out the area beneath the Parklet at least once a week. The Department of Public Health may require you to provide pest abatement beneath the Parklet platform.
3. **Tables and Chairs.** Any movable items, such as tables and chairs, must either be locked down at night or taken inside. Unsecured furniture is not permitted after business hours.

## FINAL NOTE

The City reserves the right to amend this RFP and all terms contained within it up until the point that a final permit is issued. Applicants may withdraw their application if they do not agree with any of the amended terms.

## CONTACT

For any questions regarding this RFP, please contact [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org)

## SUBMITTING YOUR INITIAL APPLICATION

In order to gauge interest, we ask that you notify us as soon as possible via email, [sfpavementtoparks@sfgov.org](mailto:sfpavementtoparks@sfgov.org), if you intend on applying.

Please submit your initial application by 5:00PM on October 18 to:

Andres Power  
SF Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103



**WHAT ARE PARKLETS?**

Parklets are intended to provide space for people to sit and relax and enjoy the city around them, especially where narrow sidewalks would otherwise preclude such activities. They are intended to be seen as a piece of street furniture, providing aesthetic enhancement to the overall streetscape. While we ask that the permit holder sponsor the Parklet (more information on back), Parklets are public space and must be publicly accessible.

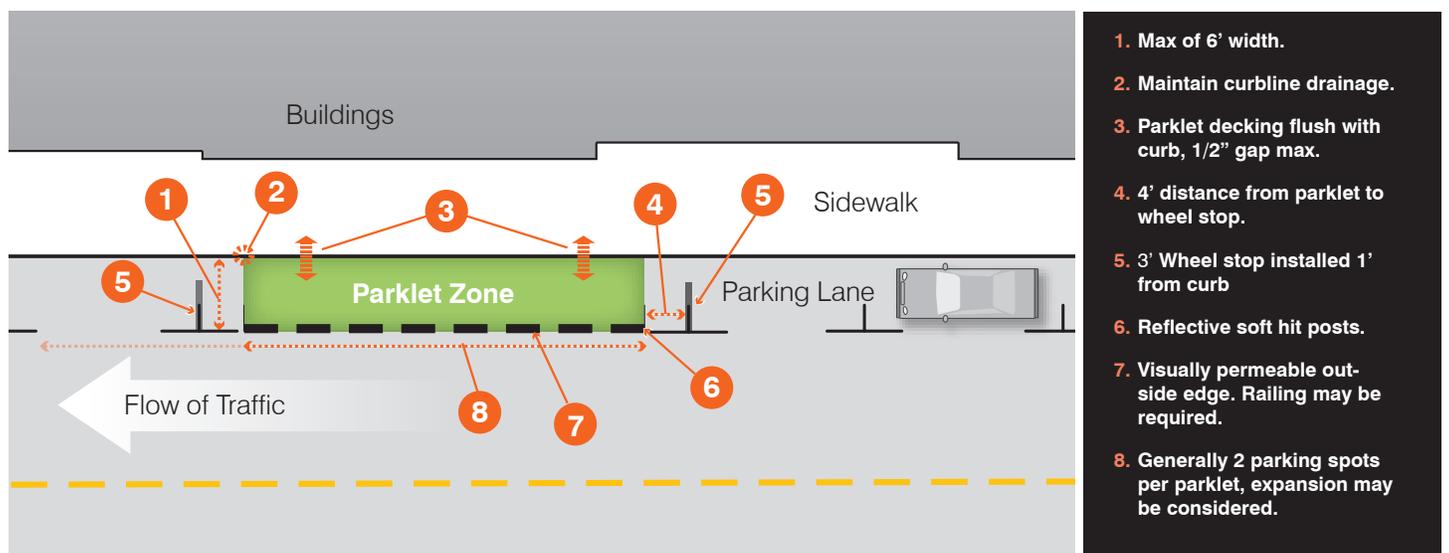
**WHAT CAN BE PUT ON A PARKLET?**

Parklets can feature:

- ▶ Tables and chairs for public use
- ▶ Benches
- ▶ Planters and landscaping features
- ▶ Bicycle parking

While other uses are possible on a Parklet, please remember that the goal of these spaces is to provide room for people to sit and relax. For images of existing Parklets, please see the Pavement to Parks website, <http://pavementtoparks.sfplanning.org>

**DESIGN AND PLACEMENT GUIDELINES**



1. Max of 6' width.
2. Maintain curbline drainage.
3. Parklet decking flush with curb, 1/2" gap max.
4. 4' distance from parklet to wheel stop.
5. 3' Wheel stop installed 1' from curb
6. Reflective soft hit posts.
7. Visually permeable outside edge. Railing may be required.
8. Generally 2 parking spots per parklet, expansion may be considered.

## HOW CAN I OBTAIN PERMISSION TO INSTALL A PARKLET?



Retail businesses, cafés, restaurants, and community benefit districts (CBD's) may apply for a permit to install a Parklet. Other applicants may be considered, but please talk to the program manager before you apply. The City will be periodically issuing requests for proposals (RFP's) and we ask that you submit your proposal during one of these open requests; see <http://pavementtoparks.sfplanning.org> to download the RFP. We strongly recommend that you work with a designer to propose a project reflecting the design guidelines.

Please read the RFP for more information regarding the level of detail required for your initial application. Please note that submitting a proposal is not a guarantee that you will be issued a Parklet permit.

## HOW WILL THE CITY EVALUATE YOUR PROPOSAL?

### 1. Suitable Location

- ▶ Parklet site is at least one parking spot in from a corner.
- ▶ Proposed location has a posted speed limit of 25mph or less.
- ▶ The proposed street has parking lanes.
- ▶ The proposed street has minimal slope.

### 2. Community Support

- ▶ At a minimum, we ask that you demonstrate support from your immediate neighbors and any relevant merchant group(s).
- ▶ We encourage partnerships. Larger Parklets reflecting the support of two or three merchants or two Parklets along a corridor will be viewed favorably. We ask that the design be similar for multiple proposals along a single street.

### 3. Clear and Well-Thought Out Design

- ▶ Parklet contributes to the beauty and character of the neighborhood.
- ▶ Material can easily be maintained, installed, and removed if necessary.
- ▶ Design meets requirements of all guidelines, including those on this flyer and any specific requirements contained in the RFP.

## THE FINE PRINT...

### Maintenance

If your project is selected, you will be required to provide daily maintenance of the Parklet. This maintenance includes watering any landscaping, hosing down the surface, and removing any graffiti. You will also be required to hose down the area underneath the Parklet at least once a week. The Department of Public Health may require pest abatement.

### Liability

Applicants must provide evidence of liability insurance for a minimum coverage of \$1,000,000, naming the City and County of San Francisco as additional insured. The insurance coverage must be in force for the duration of the permit. Most businesses already carry this insurance. Please check in with your provider.

