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October 16, 2024

The Yerba Buena Gardens Conservancy (“the Conservancy”) is accepting proposals for its **Landscape Maintenance Services**. We invite your firm to submit a proposal no later than **5:00pm on Friday, November 20, 2024**. A description of our organization, the services needed, and other pertinent information follows.

Background of the Yerba Buena Gardens Conservancy

The Conservancy is a 501(c)(3) civic nonprofit organization established in July 2019 to operate and manage Yerba Buena Gardens on behalf of the City and County of San Francisco.

Mission: Program, operate, maintain, and improve the publicly-owned open spaces, cultural facilities, and related components of San Francisco's Yerba Buena Gardens, working in conjunction with the Garden's nonprofit cultural organizations, commercial tenants and the City and County of San Francisco, for Civic and public benefit and enjoyment by the city's visitors and residents.

Structure & Governance: The Conservancy's Board of Directors is made up of a cross-section of Yerba Buena Gardens' stakeholders, community members, civic leaders, and City appointees. A small staff led by Executive Director, Subhajeet Ghose, contracts for maintenance, operations, programming, and security-safety services to sustain cost efficiencies. Oversight is by the City as landlord, auditor, and technical advisor.

CONSERVANCY REQUIREMENTS

The Landscaping Maintenance Services Contractor (“Contractor”) will be required to comply with all applicable Conservancy requirements including, but not limited to, the City and County of San Francisco’s Non-Discrimination in Contracts and Benefits Ordinance, Prevailing Wage and Minimum Compensation Ordinance (MCO) Declaration, the First Source Hiring Ordinance, and the Health Care Accountability Ordinance. The Conservancy requires the same standard of compliance as is required of all [City and County of San Francisco vendors](#). Additionally, the City and County of San Francisco require that the Contractor comply with all prevailing wage reporting procedures and submit site payroll records to its LCP Tracker program.

PROPOSAL TIMELINE

RFP Released	October 16, 2024
Job Walk	October 28, 2024 @ 11:00a
Proposal Due Date	November 20, 2024 @ 5:00pm

MINIMUM QUALIFICATIONS

ITEM	REQUIREMENT	TO SUBMIT WITH BID
MQ 1	<p>Licensed to work in the State of California and City of San Francisco.</p> <p>The Contractor’s license must not be currently under probation or suspension and must continuously be in full force and effect at the time proposals are due, prior to the contract award and, if awarded, throughout the duration of the contract.</p> <p>Failure to maintain this requirement shall be grounds for rescission of Notice of Intent to Award, or termination of the contract.</p>	Photocopy of current License issued by the state of California.
MQ 2	Contractor has five (5) years of experience as a landscaping maintenance service provider.	Photocopy of business formation documents showing formation date.
MQ 3	<p>Contractor has provided five (5) client references, that satisfy the following:</p> <ol style="list-style-type: none">1) The Contractor provided services to within the last two (2) years.2) The reference contact person for at least three (3) of the references must be the individual who served as the client’s facility or property manager.	

MQ 4	Contractor to be able to meet YBGC's insurance requirements, and provide proof, prior to the commencement of the project. Available upon request.	
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EXPECTATIONS OF CONTRACTOR

Per the Conservancy's master lease with the City and County of San Francisco and pursuant to site maintenance specifications, the Gardens landscaping will be maintained in excellent Class-A condition to enhance the enjoyment and safety of the public.

Contractor shall provide its best proposal for ongoing landscape maintenance services and dedicated labor for Yerba Buena Gardens Central Blocks 2 and 3 (bound by Mission Street, Folsom Street, 3rd Street, and 4th Street), as depicted in yellow on Attachment A.

To maintain public safety and protection of the Gardens and property, Contractor will review existing, refine and develop, and manage the Conservancy's landscape maintenance plan. The plan must be approved by Conservancy Management, and within the plan, the Contractor will provide a certification and training program for all its staff. The Contractor will ensure its staff are kept up to date on industry best practices, and will proactively seek out continuing education opportunities when appropriate. Furthermore, to align with its strategic plan, the Conservancy implements water savings strategies wherever possible. It is the expectation of the Conservancy that the Contractor is also committed to this goal and will provide the Conservancy with best practice recommendations. Contractor agrees to participate in landscape improvement planning meetings and collaborate with local agencies, including but not limited to, SF Department of the Environment and SFPUC.

In Partnership with the Conservancy, Contractor will:

- Support and proactively participate in the development and maintenance of the **Conservancy's Landscape Master Plan**. The plan will address key Conservancy goals:
 1. landscape plants and systems that are well suited to withstand and address the changing climate as well as the aging infrastructure of the Gardens,
 2. landscape and maintenance requirements needed to ensure alignment with the Conservancy strategic plan and commitment to sustainability, including but not limited to the implementation of water saving strategies wherever possible, and
 3. evolution of the Gardens' plant pallet to focus on California native and culturally appropriate trees and plants to support and enhance the diversity of Yerba Buena.

- **Work closely with Conservancy Management to raise the bar on the partnership** toward the special events, including the Earth Day Festival, Lavendar Harvesting, and similar such programs. This level of partnership will evolve based on the needs for each

event and mutually agreed upon prior to the event by Contractor and Conservancy Management.

- Work closely with Conservancy Management and other organizational partners, to instruct a **Master Gardener Class** of no more than 20 attendees per session, twice a year, in the Conservancy's Community Room. The program management of registration, attendance, and waitlisting will be held by the Contractor, and marketing efforts will be held jointly by the Conservancy and Contractor.
- In partnership with the Administrative Services Manager and related Conservancy Management, schedule a quarterly (based on a Jan – Dec calendar) **Yerba Buena Gardens Volunteer Day**. Volunteers will work on a mutually agreeable project with tools and guidance provided by the Contractor and other partners.
- Work closely with Conservancy Management to schedule an **Annual Plant Sale**, whereby the plants are purchased and sold by Contractor at a reasonable price at the Gardens. The proceeds from the Annual Plant Sale will be made available for the care of the Memorial Tree Grove.
- Working closely with Conservancy Management to offer a **Special Landscape Project**, or multiple smaller projects, not to exceed \$100,000. For example, upgrade the plant pallet in the Sister Cities Garden in Year One of contract.
- Work closely with Conservancy Management to schedule a bi-annual meeting with Conservancy Leadership to review contract deliverables and performance.

Contractor to provide:

- Supervised labor necessary to maintain all landscaping and all related systems in an operational and safe condition, pursuant to the Conservancy's specifications and equipment manufacturer's recommendations. Dedicated onsite labor to consist of:
 - Account Manager to:
 - oversee Contractor personnel,
 - report to and collaborate with the Conservancy Management,
 - ensure compliance with all appropriate regulations, laws, Cal/OSHA, and Conservancy landscaping plan,
 - Attend weekly landscaping inspections with the Conservancy General Manager and/or Operations Director, and
 - Attend Conservancy Operations meetings, and other impromptu meetings as necessary.
 - Horticulturalist
 - Irrigation Technician
 - Crew Lead
 - Crew Members

- *Note-specialty positions such as a Horticulturalist and Irrigation technician can be provided at a set number of hours dedicated to this site per month.*
- Dedicated staffing with knowledge, skills, and ability to/of:
 - Safety practices, methods and procedures (e.g., Cal/OSHA, CCSF Department of Public Health, and other applicable State regulations) used to ensure the safety of employees and the general public;
 - Sustainable landscaping procedures to maintain grounds and facility areas;
 - correctly identify and control insects, diseases and other pests that are harmful to plants and lawn areas;
 - identify various species of plants and to care for the plants based on their cultural requirements;
 - identify butterflies in all stages of life as outlined below;
 - irrigation principles which include the ability to operate and troubleshoot sprinklers, time clocks, detect leaks, and perform minor repairs as needed.
 - safely use and maintain gardening equipment and tools such as pruning shears, rototillers, spades, rakes, power chain saws, chippers, mowers, hand and power edgers, wheelbarrows, hoes and other gardening equipment and/or tools;
 - safely lift, carry or move large plants in containers, fertilizer, hoses, power tools and equipment, ladders, debris and other gardening equipment and products as needed;
 - communicate written information in a clear, concise and understandable manner to staff, departmental personnel and the general public;
 - communicate effectively and courteously with staff, other departmental personnel, tenants, and the general public as well as understand and correctly follow instructions;
 - establish and maintain effective and cooperative working relationships and effectively work with staff, tenants, other departmental personnel, and the general public; and
 - maintain a valid driver's license in order to drive a motor vehicle.
- Provide the following inspections:
 - Public safety
 - daily on on-site Contractor personnel
 - monthly by Contractor Account Manager
 - Horticultural inspection
 - At a minimum of quarterly or per season change, and as requested by the Conservancy for optimal plant health
 - Plant disease and/or infestation
 - daily on on-site Contractor personnel
 - monthly by Contractor Account Manager
 - Plant vandalism and/or replacement
 - daily on on-site Contractor personnel
 - Planter storm drain inlets
 - daily on on-site Contractor personnel

- Planter drainage inlets
 - daily on on-site Contractor personnel

Contractor to:

- ***Maintain all Yerba Buena Gardens landscaping (trees, shrubs, lawns, ground cover, vines, all blooming plants, bulbs, root-care, etc.) in a healthy condition and apply best practices to ensure and promote healthy plant growth, prevent plant deterioration, and disease.***
 - Sample landscaping operational frequency attached herein.
 - **Regularly inspect for tree and plant disease and pests.** Proactively identify and eliminate disease and/or pests on all plants, trees, and/or lawn areas. All methods and products to be in accordance with San Francisco Department of Environment Integrated Pest Management Ordinance with an emphasize Integrated Pest Management ("IPM"). Obtain Conservancy's approval before any chemical use.
 - Comply with, and go above and beyond, all City and County of San Francisco Department of Environment Integrated Pest Management Ordinance, as well as provide new and innovative best practice recommendations.
- **Provide all landscape equipment** necessary for landscape maintenance tasks, including but not limited to:
 - **Plants**
 - Plant replacement included.
 - Contractor will replace, at Contractor's expense, any plant material that is damaged or disfigured as a result of negligent acts or omissions in the performance of their work. (Replacements will be of similar size and species as existing plants).
 - **Soil**
 - Soil replacement included to maintain soil levels of all planters.
 - **Mulch**
 - Mulch replacement included to maintain soil moisture and soil levels of all planters.
 - **Fertilizers**
 - Fertilizer included to ensure plant health and vigorous growth.
 - Fertilizing to be completed at a minimum of 4x/year – once per season.
 - Apply special mulching and fertilizers for Azaleas and other acid-loving plants.
 - Apply amendments to improve soil conditions. Annual and perennial planter beds to be amended 4x per year.
 - **Weed Control**
 - Hand weed to control proliferation of weeds. Hand weeding preferred, however other methods and products may be used so long as it's in accordance with San Francisco Department of Environment Integrated Pest Management Ordinance.
 - Obtain YBGC Management approval of any chemical use, if necessary.

- **Pest and Disease Control**
 - Regularly inspect for plant disease and pests. Proactively identify and eliminate disease and/or pests on trees, plants, and/or lawn areas.
 - All methods and products to be in accordance with San Francisco Department of Environment Integrated Pest Management Ordinance with an emphasize Integrated Pest Management ("IPM"), (eg., beneficial insect releases, etc.)
 - Obtain Conservancy's approval before any chemical use.
- **Site-dedicated equipment** and equipment fuel, and tools for the maintenance and repair of Gardens landscaping.
 - Perform routine maintenance on equipment and tools to ensure they are maintained and in good working condition. Routinely disinfect cutting tools to prevent the spread of bacteria and/or disease.
 - Conservancy provides mobile hand-watering units.
- **Maintain all landscape areas in a neat and orderly appearance, free of litter/trash/debris/bio-hazards.** Remove all debris generated by maintenance work and properly dispose of materials per the Conservancy's waste management procedures each day.
- **Maintain and regularly rotate all Bulb-Color-Rotation locations at a minimum of 4x per year, per season.** (subject to change per the Conservancy's discretion):
 - Mission Street Steps
 - Carousel Plaza
 - CB3 Courtyard
 - Play Circle Perimeters
 - Learning Garden
 - Assist with the creation, ideation, and coordination of the curriculum for potential future children's learning programs. The Contractor will also provide planting and monthly maintenance assistance in the Learning Garden, which will include weeding, fertilizing, integrated pest management, thinning, composting, and plant removal.
- **Maintain all irrigation system components:**
 - Maintain irrigation system in operable condition.
 - Adjust for seasonal and/or variable weather conditions, circuits for the needs of the plants served by each.
 - Adjust heads and make minor repairs as necessary to maintain optimal coverage.
 - Manage and maintain the BaseStation 3200 advanced smart controllers. Inspect system weekly to assure proper function.
 - Provide routine maintenance per manufacturer's recommendations.
 - Develop and maintain a digital irrigation system map, and provide it to the Conservancy upon request. Watering schedules to be provided to the Conservancy monthly and immediately upon any schedule changes.

- Adjust watering levels as necessary to maintain healthy trees and plants while developing reasonable drought resistance and not over watering.
 - Immediately repair any breaks, leaks, broken heads or other malfunctions.
 - Other - storm system - inspect landscape catch basins regularly to assure proper working order in coordination with Conservancy's Engineering Department.
 - Note - Conservancy responsible to provide adequate water delivery that supports Contractor's irrigation programming matrix and controller schedules.
- Immediately advise Conservancy Management of any landscaping and/or irrigation system repair and/or replacement of landscape items. Summation of completed repairs to be itemized in the monthly landscaping report.
- Maintain Gardens master plant inventory. Inventory to include plant type (common and latin names), quantity, locations, plant date, useful life, pruning, and fertilization frequency.
- Maintain all planter soil and mulch levels high enough so that planter interior waterproofing frames do not show.
- Maintain and submit the following:
 - Monthly Landscape Maintenance Report. Report to include:
 - Work performed in each Gardens location and to the irrigation system, photos of work, whom performed the work, and recommendations to Conservancy of additional work required to sustain healthy landscaping.
 - Submit monthly report (for the preceding month) to the Conservancy's General Manager by the 5th of each month.
 - Soil fertility reports, with analysis, from approved testing laboratories, twice per year. Location of soil testing to be determined in collaboration between Contractor and the Conservancy.
 - As-built drawings (reproducible) of any changes made to Gardens infrastructure and/or landscaping plan by Contractor.
 - Develop and implement, upon Conservancy Management approval, a landscape team safety plan governing work performed by maintenance team in public areas. The plan will include appropriate training of Contractor personnel.

SPECIFIC AREAS OF CONTRACTOR FOCUS

- **Lawns**
 - All work necessary to maintain lawn in vigorous, healthy condition, including, but not limited to, mowing, raking, watering, dipping removal, edging, thatching, aerating, fertilizing, weeding, over-seeding, grading, and minor soil amending and disease and pest control.
 - Replacement of sod in excess of 1,000 square feet is excluded, and will be treated as a special project outside the scope of the maintenance contract.
 - Fertilize all lawn areas annually and every six to eight weeks during warmer weather.

- **Trees**
 - All work necessary to achieve continued, healthy growth, including watering, inspecting and adjusting stakes and ties, fertilizing, weeding, and disease and pest control.
 - Prune to maintain and accentuate each species' natural growing habits. Prune trees up to a 15' height level as needed and at least once a year during the dormant season to create and maintain an attractive, strong, healthy and hazard-free branching structure.
 - Major structural pruning and other needs of trees above 15' is excluded and to be performed by certified arborist. A certified arborist will be consulted as necessary.
 - Contractor must conform to the tree maintenance standards and requirements of the latest edition of the "Pruning Standards for Trees, City and County of San Francisco" available from the S.F. Department of Public Work, Urban Forestry Program.
 - Contractor strictly prohibited from 'topping' trees.

- **Butterfly Garden**
 - Exercise great care to avoid damage to preferred butterfly species in all life stages, (egg, caterpillar, pupa, adult).
 - Exercise great care to distinguish butterfly food and nectar plants from weeds.
 - Use of chemicals in or near this area is strictly prohibited.
 - Obtain Conservancy's approval of any pest control measures.
 - Maintain and change water in boulder bowls.
 - Monitor butterfly activity throughout the Butterfly Garden and provide as much specific information as possible about species, life stage, and activities in a report.
 - Rotate larval and nectaring plants to attract various butterflies throughout the year.

UNIFORMS

Contractor to provide all dedicated onsite staff with the following YBGC branded uniforms:

- Brown sun hats
- YBGC green polo shirt
 - (under shirt can be black or grey)
- YBGC brown "khaki" utility vest
- Brown "khaki" pants
- YBGC Brown jacket, for colder weather
- Brown work boots

YBGC to provide:

- YBGC baseball cap
- Key sets
- Radio

HEALTH & SAFETY

The Contractor will:

- **Provide** its employees with proper personal protective equipment.
- **Train and provide ongoing training** to its employees on Cal/OSHA industry standard cleaning and safety procedures appropriate this site. Contractor will provide the Conservancy with a list of Contractor certified trainings completed by each employee, and regularly update that list as the Contractor's employees complete additional trainings.
- **Ensure all Contractor employees maintain cleanliness of all PPE and equipment and supplies**, and disinfect all appropriate equipment at the end of each shift, for sanitary use for the next shift.
- Provide the Conservancy with the necessary **MSDS sheets** in accordance with chemicals used onsite.
- **Keep Safety Handbook** in Landscaping Office in West Underground.
- Post **emergency phone numbers** in the Landscaping Office and provide electronic version to Conservancy.

SHIFT SCHEDULE

Sample schedule below. The schedule is subject to change at the Conservancy's discretion. Contractor requested to provide a proposed landscaping crew headcount and corresponding schedule should their recommendation be different than what is listed below.

NAME	MON	TUES	WED	THURS	FRI	SAT	SUN
Land. 1	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	-	-
Land. 2	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	-	-
Land. 3	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	-	-
Land. 4	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	-	-
Land. 5 or	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	-	-
Land. 5	-	-	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p	6a – 2:30p

SERVICE AGREEMENT TERM

The service agreement shall be a **three-year term**, to commence on January 1, 2025, and end on December 31, 2027. The service agreement **may be renewed for an additional two-year term**, under the same terms and conditions set forth in the agreement, subject to YBGC Board approval.

PROPOSAL SUBMISSION – 5p on November 20, 2024

In the proposal, the Conservancy requests the prospective Contractor to outline daily minimums including personnel count, shift count, and total hours required to perform the above-listed work. The billable hourly rate must be ***inclusive of all costs*** including, but not limited to: ***plants, soil, mulch, fertilizer, butterflies and other beneficial insects, pest and disease control, weed control, health/welfare, pension, sick and vacation time, holidays not worked, payroll taxes, uniforms, and profit***. No modifications to a proposal will be allowed

after a proposal has been submitted. Contractor to provide the billable hourly rate for Year One, Two, and Three in the tables below. Billable rate for potential future Years Four and Five may include a San Francisco CPI escalator, not to exceed 3% per year.

YEAR ONE	1/1/25 – 12/31/25
POSITION	HOURLY RATE – Contractor to provide
Landscaper	
Landscaper OT & Holiday	
Landscaper Emergency <i>(less than XX hours request)</i>	

YEAR TWO	1/1/26 – 12/31/26
POSITION	HOURLY RATE – Contractor to provide
Landscaper	
Landscaper OT & Holiday	
Landscaper Emergency <i>(less than XX hours request)</i>	

YEAR THREE	1/1/27 – 12/31/28
POSITION	HOURLY RATE – Contractor to provide
Landscaper	
Landscaper OT & Holiday	
Landscaper Emergency <i>(less than XX hours request)</i>	

SPECIAL PROJECT BILLABLE RATES

Billable rates for special projects above and beyond the scope of the monthly maintenance contract.

POSITION	HOURLY RATE – Contractor to provide
Landscaper, Crew Member	
Landscaper, Crew Lead	
Construction Crew Laborer	
Irrigation Technician	
Horticulturalist	
Landscape Designer	
Landscape Architect	
Integrated Pest Management Technician	
Contractor Other?	

INVOICING DETAILS

Any billable rate decreases or increases, Overtime, or Holidays to be worked, shall be approved in writing by the Conservancy prior to implementation.

Overtime is billed to the Conservancy only for dedicated landscaper/employee hours worked on Conservancy property, and only where those total hours put the landscaper/employee into overtime. If a dedicated Conservancy Contractor's landscaper/employee works on other Contractor client sites and is put into overtime pay for the day/week, it does not constitute overtime for Conservancy billing.

Monthly, the Contractor will submit a monthly invoice outlining all shift hours worked, employee name, billable rate, hourly rate paid to employee, total hours worked, total cost per shift, and total per month. A timesheet of all shifts worked will be provided with each monthly invoice. This is to ensure compliance with prevailing wage ordinance.

Invoices shall be directed to:

Yerba Buena Gardens Conservancy
750 Howard Street
San Francisco, CA 94103

Invoices must be submitted to the Conservancy's Accounts Payable email:
ybgaccounts payable@ybgardens.org.

JOB WALK – 11a on October 28, 2024

Attendance at the Job Walk is available to ensure bidders are familiar with the property and its operations. Contractors and Conservancy staff will meet at 750 Howard Street. Conservancy staff will guide the Contractors through Central Block Two and Three, speak to daily landscaping operations, public use, and answer all Contractor questions.

REQUEST FOR INFORMATION

Requests for additional information must be sent via email to the General Manager, Bri Maughan, at bmaughan@ybgardens.org. All potential addendums, responses, and additional information will be distributed to all bidders, regardless of who made the request. YBGC reserves the right to determine the timing and content of the responses, if any, to all questions and requests.

CONTRACT AWARD

The Conservancy will award the contract to the bidder it considers will provide the **best overall service**. Priorities considered in the evaluation and selection process: **1) best price reasonably attainable, 2) vendor performance and reference review, and 3) Minority and Women Owned Businesses MBE/WBE.**

Prior to the award of this contract and at any time during the contract, the Conservancy may make such investigation as it deems necessary to determine the conditions under which work is to be performed. The Conservancy will take into consideration Contractor's experience and industry reputation, location, and sufficient personnel and equipment to properly perform all services called for under the contract, and Contractor's ability to demonstrate its capabilities, including evidence that it possesses adequate facilities and financial resources to fully comply with the requirements of the service agreement.

The final awardee will be required to comply with Yerba Buena Gardens Conservancy and City and County of San Francisco insurance and indemnification language. Insurance language will be provided to any bidder upon request.

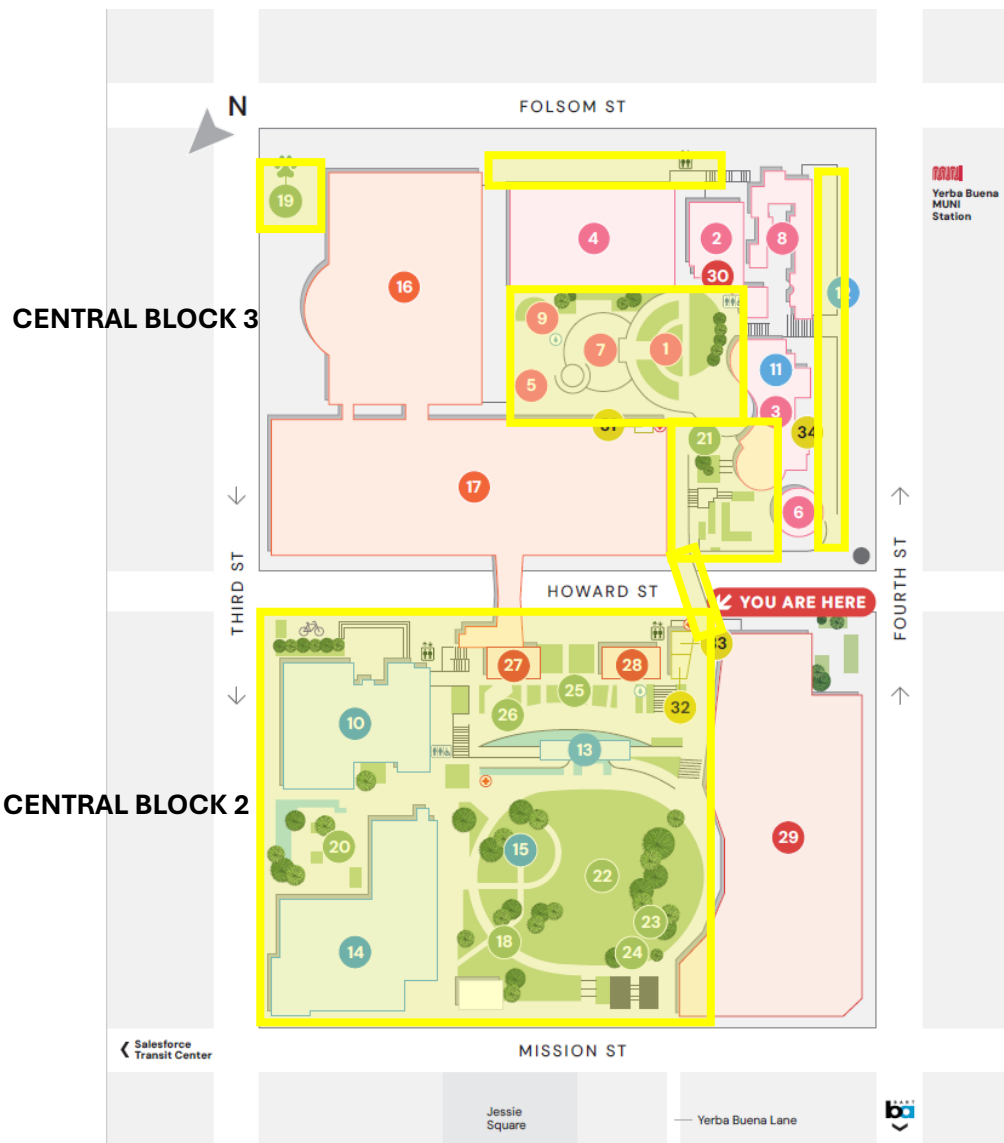
Thank you, we look forward to reviewing your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bri Maughan', written in a cursive style.

Bri Maughan
General Manager
Yerba Buena Gardens Conservancy

ATTACHMENT A



Welcome to Yerba Buena Gardens

THE FUN ZONE

1. Amphitheater
2. Bowling Center
3. Creativity Museum
4. Ice Arena
5. Learning & Sensory Garden
6. LeRoy King Carousel
7. Play Circle
8. South of Market Child Care (SOMACC)
9. Tot Lot

ARTS & CULTURE

10. Blue Shield of California Theater at YBCA
11. Creativity Theater
12. Community Murals
13. Martin Luther King Jr. Memorial
14. Yerba Buena Center for the Arts (YBCA) Galleries & Forum
15. Yerba Buena Gardens Festival Stage

CONVENTION CENTER

16. Moscone Esplanade Ballroom
17. Moscone Convention Center South

THE GARDENS

18. Cho-En / Butterfly Garden
19. Barklet
20. Crepe Myrtle Garden
21. Gingko Grove
22. Great Lawn
23. Oche Wat Te Ou – Reflections
24. Redwoods
25. Sister Cities Garden
26. Upper Terrace

RESTAURANTS

27. B Restaurant & Bar
28. Joyride Pizza
29. Metreon AMC Theater & Food Courts
30. Veranda

ADMIN

31. Community Room
32. Yerba Buena Gardens Festival Office
33. Yerba Buena Gardens Office
34. Yerba Buena Partnership

- Elevators
- First Aid
- Restrooms
- Water Fountain
- Bike Parking

