

**CITY OF SANTA BARBARA  
REQUEST FOR PROPOSAL  
FOR  
OFFICE LEASE SPACE AT THE  
SANTA BARBARA HARBOR**

**OFFICE LEASE AT 113 HARBOR WAY #105, AT THE SANTA BARBARA HARBOR  
WATERFRONT CENTER BUILDING**

**Proposal Deadline: 3:00 PM, Friday, March 06, 2026**

**I. INTRODUCTION**

The City of Santa Barbara's Waterfront Department is seeking persons and business entities that are interested in leasing office space at 113 Harbor Way #105 on the first floor of the Waterfront Center Building, in the Harbor Commercial Area. Suite 105 consists of approximately 156 square feet of office space that will be available on **04/01/2026** (Attachment 1). Only one business entity will be allowed to operate in the space.

The space at 113 Harbor Way #105 was formerly used as office space by one of the Harbor tenants. Due to leasing guidelines described in the Coastal Land Use Plan (LUP) <https://santabarbaraca.gov/government/priorities-policies/local-coastal-program> and City Zoning Ordinance, leasing priority will be applied as follows: 1<sup>st</sup> Priority: ocean-dependent business, 2<sup>nd</sup> Priority: ocean-related business, and 3<sup>rd</sup> Priority: visitor-serving business.

The Santa Barbara Harbor is the only sheltered harbor between the Port of San Luis, 100 miles to the north, and Ventura Harbor, 27 miles to the southeast. The Harbor has approximately 1,140 boat slips. Existing businesses in the Harbor Commercial Area include a fish market, a boatyard, boat charter operators (fishing, diving, whale watching, etc.), convenience stores, a dive shop, fuel dock, marine equipment suppliers, a maritime museum, marine-related offices, seven restaurant/food service establishments, the Santa Barbara Yacht Club and yacht brokers.

**II. PROPOSAL CONTENTS**

**General**

All proposals should include, at a minimum, the information described in the following section. The inclusion of any additional information that will assist in the evaluation is encouraged.

**Business Concept: (Please answer each numbered item.)**

1. Submit a detailed description of the ocean-dependent business, ocean-related business, or visitor-serving business concept including services to be provided.
2. Please describe why the proposal should be considered for the space and how it would benefit the Harbor/Waterfront community.
3. Please describe how the proposed business would provide a direct financial benefit to the Waterfront Department.
4. Indicate the preferred lease term.
5. Include a tentative plan for the space, including a sketch of key design elements.
6. Provide the proposed hours of operation and any seasonal variations.
7. Identify if the business is a new venture, or an established business.

**Applicant Information**

8. Provide contact information including name, address, phone number, and email.
9. Indicate business entity, for example, Sole Proprietor, Partnership, Corporation, etc.
10. List corporate officers (if applicable).
11. Indicate the length of time and locations at which the applicant has operated this type of business.
12. Provide contact information for three (3) business references and a current or most recent Landlord reference.

**Financial Information**

13. Provide a minimum of three credit references.
14. Indicate if the applicant is involved in any litigation or other disputes that could affect its ability to fulfill the terms of a commercial lease.
15. Submit any other documents or reports that would assist in determining the financial condition of the applicant.
16. Provide a current credit report from local credit bureau. A credit check and/or background check may be required.
17. Any omissions, whether willful or not, may disqualify applicant.

### **III. Business Terms**

Following the selection of a proposal, the Waterfront Department will negotiate a lease agreement with the selected party based on the following terms. The lease agreement will be subject to the review and approval of the Harbor Commission and City Council.

1. **Proposed Lease Term:** Three Year Term with a Two Year Extension.
2. **Proposed Minimum Monthly Rent:** The minimum monthly Base Rent will be \$750 per month, including utilities. Rent will be subject to annual CPI adjustment, upward but not downward.
3. **Proposed Percentage Rent:** Percentage rent may apply depending on the business selected to fill the office space. Typically, percentage rent is between four and ten percent of gross sales.
4. **Required Personal Guarantee:** The City's standard personal guarantee will be required if the lease will be with a corporation or Limited Liability Company.
5. **Required Insurance:** Property, business interruption insurance for one year and General Liability insurance at the City's standard limits of \$2,000,000 will be required. Workers compensation insurance and/or automobile insurance may be required.

A sample lease agreement is available for review on the Waterfront Department website at: <https://santabarbaraca.gov/waterfront-leases-request-proposal>.

It is the responsibility of the applicant to review the sample lease agreement, examine the economic environment, and make such further investigations as are necessary or appropriate to ensure that the nature of the undertaking and the obligations to be assumed by the applicant are fully understood.

### **IV. DISCLOSURES**

The City will provide the location "as-is". All remodeling/improvements require approval by the Waterfront Director and a building permit if applicable. The tenant shall bear the costs of all design, review, planning, permitting and any other approval processes required for remodeling the space.

### **V. PROPOSAL EVALUATION**

#### **Evaluation Process and Criteria for Evaluation**

Specific criteria have been established to assist the City in the evaluation of the proposals. The selection panel may use additional criteria that they deem to be significant in choosing the best proposal.

1. **Business Plan / Description**- 35 Points
  - Days/ Hours of operation
  - Services provided to the harbor
  - Business Concept
    - Ocean Dependent
    - Ocean Related
    - Visitor Serving
2. **Management** – 25 Points
  - Company history & experience
3. **Financial Return to the Waterfront Department** – 20 Points
  - Revenue growth
4. **Financial Information** – 20 Points
  - Financial statement
  - Credit Reports from Equifax, TransUnion and Experian

The Waterfront Department will select the most responsive and most responsible proposer whose consideration, experience, and qualifications correspond best with the Local Coastal Program and the City's interests.

Proposals will also be evaluated according to the proposed business's compatibility with the existing businesses in the area. Proposals that complement or diversify existing uses in the area will be given priority over proposals that may compete with existing uses.

### **Additional Information from Proposers**

The Waterfront Department reserves the right to request information from proposers beyond that specified in the request for proposal. Proposers may or may not be requested to appear before the selection committee.

### **Qualifications of Proposal**

This is not a bid solicitation and the Waterfront Department is not obligated to accept any proposal or to negotiate with any proposer. The Waterfront Department reserves the right to reject any or all proposals without cause or liability.

### **Submission Requirements**

Four copies of the proposal must be **received** at the Waterfront Department no later than **3:00 PM, Friday, March 06, 2026** regardless of postmark or date mailed. Proposal(s) can also be submitted via email to: [ARodriguez@SantaBarbaraCA.gov](mailto:ARodriguez@SantaBarbaraCA.gov).

Proposals must be mailed or delivered to:

City of Santa Barbara Waterfront Department  
Attention: Angela Rodriguez  
132-A Harbor Way  
Santa Barbara, CA 93109

## **Contact Person**

Please contact Angela Rodriguez, Waterfront Administrative Analyst III, at (805) 897-1962 or [ARodriguez@SantaBarbaraCA.gov](mailto:ARodriguez@SantaBarbaraCA.gov) with any questions regarding this Request for Proposals.

## **Materials Available for Review**

1. All appropriate materials are available on the Waterfront Department's website at: <https://www.santabarbaraca.gov/gov/depts/waterfront/default.asp>
2. The Coastal Land Use Plan and related development policies can be found at: <https://santabarbaraca.gov/government/priorities-policies/local-coastal-program>

## **VI. PUBLIC INFORMATION NOTICE**

All information received from proposers will be considered confidential during the review process. When the selection committee completes the review, the committee will recommend selection or another action to the Harbor Commission and City Council. At that point, all information, except that information defined below as excluded, will be treated as public information and made available upon request for review to the other proposers and the public.

All excluded information which contains financial information such as assets, net worth, credit rating/credit report, and information from the selection process such as ratings sheets and other notes made during the evaluation process, will be treated as confidential information by the City and will not be made available for public review or to other proposing parties.

- Sections:
1. Site plan
  2. Credit Reports from Equifax, TransUnion and Experian
  3. Coastal Land Use Plan



## **Section 2:**

Please provide a current credit report (60 days or less) from each of the following agencies:

- Equifax
- TransUnion
- Experian

### **Section 3:**

Coastal Act Policies as related to Coastal-Dependent & Related Development that is relevant to Santa Barbara include the following under Section 30222.5 and continuing at this location:<https://santabarbaraca.gov/government/priorities-policies/local-coastal-program>.