Urban Alchemy
MEMORANDUM

Request for Information and Proposals: Alternative Office Space

To: Commercial Real Estate Brokers and Property Managers

From: Mike Anderer, Chief Administrative Officer, Urban Alchemy

Date: October 30, 2026

Re: Request for Information, Site Visits, and Proposals for Office Space, Mid-Market / SoMa, San Francisco

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Urban Alchemy invites brokers and property managers to submit information and proposals for 6,000–8,000 square feet of ground-floor commercial office space in San Francisco's Mid-Market and SoMa corridor.

Background

Urban Alchemy currently occupies approximately 4,000 square feet of ground-floor commercial office space on Market Street in San Francisco's Mid-Market neighborhood. The space includes two small private offices, one 80-square-foot storage closet, one shared office or conference room, one large classroom, and an open office area with reception and a kitchenette. Employees use restrooms in the building's common area off the lobby.

This space no longer meets the needs of our Operations, Training, Business Operations, and Operations Systems departments. We are seeking a larger location that supports training and operational functions under one roof.

Space requirements

Requirement	Minimum
Total area	6,000–8,000 sq ft
Classrooms (25–30 people each)	2
Small private offices	4
Small conference room (10 people) or shared office	1
Storage closet	1 (80 sq ft)
Sanitation equipment storage (large trash cans and similar), in the space or elsewhere in the building	200 sq ft

Preferred location: ground-floor commercial space on Market Street, Mission Street, or Howard Street between 5th Street and 8th Street.

Request

We invite brokers and property managers to submit information on available properties and to schedule site visits. Proposals should include, where available:

- Property address, floor, and total rentable and usable square footage
- Floor plan or layout showing how the space meets the requirements above
- Asking rent, lease term, operating expenses, and any tenant improvement allowance
- Location and size of on-site or in-building storage
- Availability date and site visit availability
- Restroom access, accessibility (ADA) features, and building hours and security

Submissions and contact

Proposals are due by December 4, 2026.

Please send proposals, property information, and site visit requests to:

Mike Anderer, Chief Administrative Officer, Urban Alchemy
mikea@urban-alchemy.us · 415-286-3920

Thank you for your interest. We look forward to reviewing your options.