



Office of Community Investment and Infrastructure

**Personal Services Contract with
Hollins Consulting, Inc.**

**HPS/CP Engineering Support and
Infrastructure Coordination
Services**

November 18, 2025

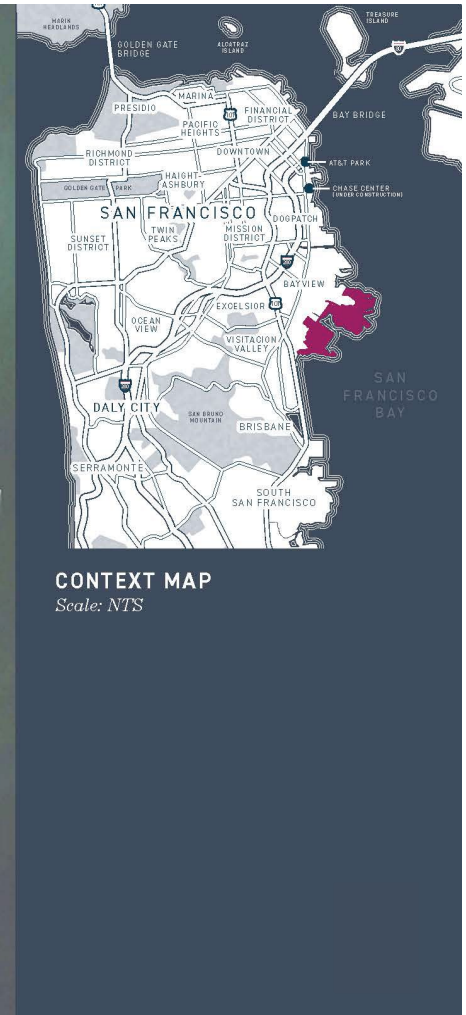
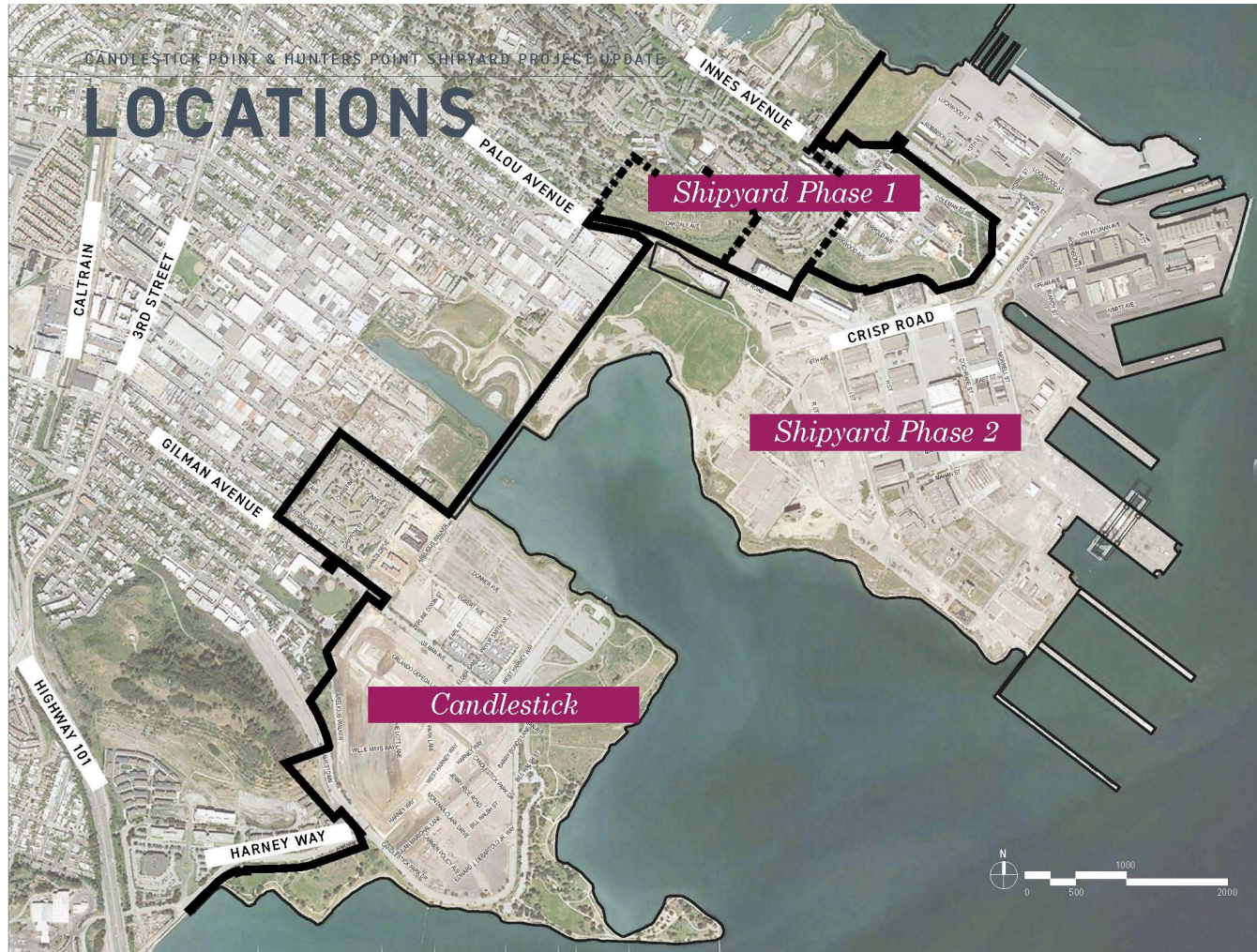




Requested Commission Action

- Authorize the Executive Director to execute a Personal Services Contract with Hollins Consulting, Inc., in an amount not to exceed **\$1,300,000**, effective December 1, 2025, to November 30, 2028

Project Area





Background

- Since 2015, HPS/CP staff has engaged technical consultants to facilitate review of infrastructure design and subdivision mapping to expedite the construction in the Phase 1 and Phase 2 project areas
- Staff released a RFP on July 17, 2025, with outreach conducted through the City's small business database, trade publications, and local newspapers
- Received two proposals by September 4th submission deadline
- Selection Panel consisting of four OCII staff and a project manager from San Francisco Public Works' Infrastructure Taskforce ranked Hollins Consulting higher of the two proposers due to expertise, experience, and cost



Contract Scope

- Review
 - subdivision maps that create lots required for new buildings.
 - public improvements that bring utilities to new buildings.
 - stormwater outfall designs that take storm water to the bay.
- Coordinate with other city departments on various plans and permits
- Coordinates various regulatory approval processes



Staff Recommendation

Staff recommends the Commission authorize the Executive Director to execute Personal Services Contract with Hollins Consulting, Inc., in an amount not to exceed \$1,300,000, effective December 1, 2025, to November 30, 2028, with the option for three, one-year extensions at the Executive Director's discretion.