



450-0132025-002

Agenda Item **No. 5(b)**
Meeting of November 18, 2025

MEMORANDUM

TO: Community Investment and Infrastructure Commissioners

FROM: Thor Kaslofsky, Executive Director

SUBJECT: Authorizing a Personal Services Contract with Hollins Consulting, Inc., a California Corporation, for three-years, with three one-year options to extend, in an amount not to exceed \$1,300,000, for infrastructure coordination and engineering support services in connection with the implementation of the Disposition and Development Agreements for Hunters Point Shipyard Phase I and Candlestick Point/Hunters Point Shipyard Phase II; Hunters Point Shipyard and Bayview Hunters Point Project Areas

EXECUTIVE SUMMARY

On July 17, 2025, the Office of Community Investment and Infrastructure ("OCII") issued a Request for Proposal ("RFP") to solicit qualified firms to provide infrastructure coordination and engineering support services in connection with the implementation of Hunters Point Shipyard Phase I ("HPS1") and Candlestick Point/Hunters Point Shipyard Phase II ("CP/HPS2").

By the September 4, 2025, RFP response deadline, OCII received two proposals:

1. Hollins Consulting, Inc. w/ Martin M. Ron Associates (SBE)
2. Azad Engineering (SBE) w/ Freyer & Laureta, Inc. (SBE), EPC Consulting, Townsend Management, Inc. (SBE), and Ghirardelli Associates

Both proposing teams were invited to participate in interviews conducted by a selection panel composed of four OCII staff members and a project manager from San Francisco Department of Public Works' ("SFPW") Infrastructure Taskforce ("ITF"). Following the evaluation of proposals and interviews, the panel ranked Hollins Consulting, Inc. ("Hollins") as the highest-scoring firm.

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MAYOR

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EXECUTIVE DIRECTOR

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Staff recommends authorizing a Contract with Hollins Consulting, Inc., a California Corporation, in an amount not to exceed \$1,300,000, effective December 1, 2025, to November 30, 2028, with three one-year options to extend, to provide infrastructure coordination services to OCII in connection with the implementation of the Disposition and Development Agreements for Hunters Point Shipyard Phase I and Candlestick Point/Hunters Point Shipyard Phase II; Hunters Point Shipyard and Bayview Hunters Point Project Areas.

BACKGROUND

Basis for Procured Services

OCII has two disposition and development agreements (“DDAs”) for the planning and development of approximately 770 acres (the “Project”) within the Hunters Point Shipyard and the Bayview Hunters Point Redevelopment Project Areas located along the southeastern waterfront of San Francisco. The first phase of development is governed by the “HPS1 DDA between OCII and HPS Development Co., LP (“HPS1 Developer”), as amended. The second phase is governed by the CP/HPS2 DDA between OCII and CP Development Co, LLC (“CP/HPS2 Developer”), as amended.

Both DDAs include provisions concerning coordination between, OCII, the HPS1 and CP/HPS2 Developers, as well the City and County of San Francisco (“City”) departments regarding the design review and permitting for the Project (“Design Review and Document Approval Procedures or “DRDAP”). These coordination provisions and DRDAPs require timely design review and approval of infrastructure plans, permits, construction documents and coordinated efforts across different City departments to ensure the timely implementation of infrastructure improvements outlined in HPS1 and CP/HPS2 DDA’s Infrastructure Plans. To accomplish this, OCII requires infrastructure coordination services from consultants to support the implementation of the HPS1 and CP/HPS2 Projects.

Procurement Process

On July 17, 2025, OCII issued a RFP to solicit qualified firms to provide infrastructure coordination and engineering support services. The RFP was advertised on OCII’s website; the City’s “Bids and Contracts” webpage and newsletter; the Hunters Point Shipyard Citizens Advisory Committee’s website and distribution list; neighborhood-based newspapers; and local trade publications. Interested firms were given 49 days to prepare and submit proposals.

OCII hosted an in-person pre-submission conference on July 31, 2025, to address questions from prospective proposers. Written questions were accepted until August 6, 2025, and all inquiries received by that deadline – including those raised during the conference – were compiled and posted with OCII’s responses on the agency’s website. By the September 4, 2025, submission deadline, OCII received two proposals.

Evaluation Process

The selection panel used the following criteria from the RFP to make their selection:

1. Expertise, experience, and professional technical qualifications of the Contractor's team in providing the services described in the Scope of Services. Applicants must have a minimum of five years of experience and comprehensive understanding and knowledge of the interrelationship of the categories of the Scope of Services. (30 points)
2. Overall expertise working with San Francisco development process, procedures and permitting processes and agencies related to the specific tasks in the Scope of Services. More specifically, demonstrated experience related coordinating plan reviews amongst a variety of permitting entities and an ability to work well in high-pressure and dynamic environments and meet deadlines. (25 points)
3. Overall cost of the proposed staff and efficiency of the budget for providing the requested services, giving an hourly rate breakdown, consistent with industry standards. (15 points)
4. Demonstrated ability to work collaboratively with clients, public agencies, environmental resource agencies, and other project stakeholders, and the ability to cost-effectively, efficiently and promptly provide requested services in a useful manner. (15 points)
5. Completeness of the submittal and compliance with the requirements of the RFP. (15 points)

Both proposing teams demonstrated qualifications consistent with the scope of work, and the overall scoring was close. However, Hollins received a slightly higher score based on its efficient team structure, fair and reasonable fee proposal, demonstrated experience with large-scale infrastructure projects in San Francisco - including work within the HPS1 and CP/HPS2 project areas - and strong references.

CONTRACT TERMS

Scope of Work

This scope of work involves myriad documents, City Codes, regulations and engineering technical support for reviewing utility and infrastructure plans and permits, subdivision maps, and technical support with inter-departmental negotiations regarding future public infrastructure acceptance. Hollins' familiarity with the HPS1 and CP/HPS2 Projects, and the attendant applicable documents, City Codes and regulations, and its demonstrated expertise in providing the infrastructure coordination services required, provide significant public benefit through the efficient and timely advancement of the Projects.

Hollins will support OCII and SFPW in coordinating with multiple City departments and external agencies to expedite the review and approval of infrastructure plan sets and permits, as well as the acceptance and conveyance of completed public infrastructure. In the near term, staff anticipates working with City departments for acceptance of completed infrastructure at HPS1, along with conveyance of completed parks and open space to San Francisco Recreation and Parks Department and securing permits for infrastructure construction related to the next Major Phase at Candlestick Point. Progress on these Projects will require continued review of the Developers' infrastructure proposals and coordination with City agencies on review and approval thereof, as well as on acceptance of public improvements as they are completed.

Contract Term

The duration of this contract will be three years, from December 1, 2025, through November 30, 2028, with three, one-year options to extend.

Budget

The total budget for this contract is \$1,300,000 over a three-year term. OCII anticipates that approximately \$650,000 will be expended during the first year, coinciding with the completion of the "Hilltop" subarea at HPS1 and the commencement of construction for Candlestick Point Major Phase 2. Expenditure during the remaining two years is expected to be lower, with the contractor providing ongoing support to OCII on an as-needed basis. Any unspent funds from one year may be carried over into subsequent years.

SOURCE OF FUNDING

Contract expenses are reimbursed by the Developers and shown on lines 381 and 411 of the Recognized Obligation Payment Schedule ("ROPS"), approved by the Department of Finance. Expenses will be included on each successive ROPS until expiration or termination of the Contract.

SBE COMPLIANCE

Hollins Consulting Inc. is a San Francisco-based business that has been certified as a SBE but recently succeeded in increasing its revenues beyond the SBE limits. Therefore, it will no longer be eligible to count toward SBE participation goals on future contracts. Hollins has included Martin M. Ron Associates, a San Francisco-based SBE, as a subconsultant under this contract; however, their services are not anticipated to be required in the near term. They will remain available to provide land surveying services as needed under the DDAs.

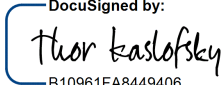
CALIFORNIA ENVIRONMENTAL QUALITY ACT

The authorization of the Contract is a statutorily exempt from environmental review by the California Environmental Quality Act ("CEQA") Guidelines Section 15262. Approval of the Contract authorizes the performance of engineering support services, which are planning and feasibility studies for projects that do not require an Environmental Impact Report or Negative Declaration under CEQA, or, for possible future actions.

STAFF RECOMMENDATION

Staff recommends authorizing a Contract with Hollins Consulting, Inc., effective December 1, 2025, to November 30, 2028, with three, one-year options to extend, to advise OCII on infrastructure coordination services for implementation of HPS1 and CP/HPS2.

(Originated by Inder Grewal, Development Specialist)

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Thor Kaslofsky
Executive Director