



450-0172025-002

Agenda Item **No. 5(f)**
Meeting of December 2, 2025

MEMORANDUM

TO: Community Investment and Infrastructure Commissioners

FROM: Thor Kaslofsky, Executive Director

SUBJECT: Authorizing a Personal Services Contract with MJF & Associates Consulting, a sole proprietorship, for three-years in an amount not to exceed \$800,000, to operate the Hunters Point Shipyard Site Office and provide administrative, policy, and outreach support to the Mayor's Hunters Point Shipyard Citizen's Advisory Committee, the Legacy Foundation, and the Office of Community Investment and Infrastructure; Hunters Point Shipyard and Bayview Hunters Point Project Areas

EXECUTIVE SUMMARY

On May 8, 2025, the Office of Community Investment and Infrastructure ("OCII") issued a Request for Proposal ("RFP") to procure a consultant to operate the Hunters Point Shipyard Site Office at 451 Galvez Avenue ("Site Office") and provide administrative, policy, and outreach support to the Mayor's Hunters Point Shipyard Citizen's Advisory Committee ("HPSCAC"), the Legacy Foundation (the "Foundation"), and OCII in relation to the development program for the Hunters Point Shipyard Project Area ("Shipyard") and the Candlestick Point area of the Bayview Hunters Point Project Area ("BVHP").

By the June 25, 2025 RFP response deadline, two firms (both Small Business Enterprises) submitted a proposal:

1. MJF & Associates Consulting
2. Buie Porter Munson & Siller LLC

Both proposing teams were invited to participate in interviews conducted by a selection panel composed of two OCII staff members and two members of the HPSCAC. Following the evaluation of proposals and interviews, the panel ranked MJF & Associates Consulting ("MJF") as the highest-scoring firm.

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Staff recommends authorizing a Contract with MJF, a sole proprietorship, in an amount not to exceed \$800,000, effective December 3, 2025, to December 2, 2028, to operate the Site Office and provide administrative, policy, and outreach support to the HPSCAC, Foundation, and OCII; Hunters Point Shipyard and Bayview Hunters Point Project Areas.

BACKGROUND

Basis for Procured Services

In 1991, the United States Congress designated the Shipyard for formal closure under the federal Defense Base Closure and Realignment Act (“BRAC”) and authorized the United States Department of the Navy (the “Navy”) to transfer the Shipyard in phases over time and, upon clean up, to OCII at no cost.

In 1995, the Mayor established the HPSCAC, a 29-member body with various technical skills representing BVHP residents, Shipyard tenants and businesses, and members of the public. The HPSCAC was formed to advise OCII on the conversion of the Shipyard to civilian use and its subsequent development. Through its full board and designated subcommittees, the HPSCAC advises on (1) environmental cleanup activities at the Shipyard, (2) workforce and contracting efforts in the Project Areas, and (3) the design of affordable housing parcels within the Project Areas. The CAC serves as a forum for community input and provide residents’ viewpoint on redevelopment activities.

The Foundation is an advisory entity established to provide community oversight of funds allocated to the Community Benefits Fund by the Shipyard Phase 1 and Candlestick Point/Shipyard Phase 2 developers. The Foundation provides recommendations on programming, investments, and initiatives aimed at delivering long-term community benefits consistent with the purpose of the fund and the needs of BVHP residents.

Since 1996, OCII has operated a site office at the Shipyard, which has been managed by a consultant who is required to provide support services to the HPSCAC, the Foundation, and OCII, and to disseminate information about OCII’s redevelopment efforts at the Shipyard and BVHP to the community and the broader public. The Site Office contractor also assists with certain property management functions, such as overseeing OCII’s security badging program and issuance of temporary site access passes.

Procurement Process

On May 8, 2025, OCII issued a RFP to solicit qualified firms to operate the Site Office and provide support to the HPSCAC, the Foundation, and OCII. The RFP was advertised on OCII’s website, the City’s “Bids and Contracts” webpage and newsletter, the HPSCAC’s distribution list, and neighborhood-based newspapers. Interested firms were given 49 days to prepare and submit proposals.

OCII hosted an in-person pre-submission conference on May 21, 2025, to address questions from prospective proposers. Written questions were accepted until May 28, 2025. All inquiries received by that deadline – including those raised during the conference – were compiled and posted on the OCII's website, along with OCII's responses. By the June 25, 2025, submission deadline, OCII received two proposals.

Evaluation Process

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

1. *Overall expertise regarding the specific tasks in the Scope of Services.* (25 points)
2. *Demonstrated ability to target outreach and communicate effectively in diverse communities within BVHP including Samoan, Chinese, and Latino communities, non-English speaking communities, and other underrepresented groups.* (10 points)
3. *Demonstrated familiarity with the Shipyard and Candlestick Point project and track record in BVHP.* (20 points)
4. *Public Sector Experience, including facilitating public meetings in compliance with Brown Act.* (20 points)
5. *Proposed Budget* (25 points)

Both proposing teams demonstrated qualifications consistent with the scope of work. However, MJF received a higher score based on their proposal clearly articulating the expertise required to perform the scope, including support for CAC meetings and related requests. Their references also affirmed their reliability and ability to deliver the services,

CONTRACT TERMS

Scope of Work

MJF will execute the following scope of work:

- Management of the Site Office at 451 Galvez Avenue, Monday – Thursday from 10:00am to 5:00pm, along with staffing all CAC meetings, and any special events as needed
- Conducting community outreach for any project-related activities, along with promoting events organized by groups within the Shipyard and Candlestick Point area of the BVHP Project Areas
- Providing administrative and policy support for the HPSCAC, Foundation, and OCII including posting HPSCAC agendas following the Brown Act, recording and posting minutes of HPSCAC meetings, and providing technological support for HPSCAC meetings.

Contract Term

The duration of this contract will be three years, from December 3, 2025, through November 30, 2028.

Budget

The total budget for this contract is \$800,000 over a three-year term. The budget includes:

- \$734,642 for labor and administrative costs
- \$23,000 for outreach costs, including a revamp of the HPSCAC website
- \$21,600 for baseline site office operation expenses
- \$20,000 contingency to cover any unanticipated costs, such as additional HPSCAC meetings or workshops

SOURCE OF FUNDING

Contract expenses are reimbursed by the Shipyard Phase 1 and Shipyard Phase 2/Candlestick Point Disposition and Development Agreements or DDAs as shown on line 25 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.

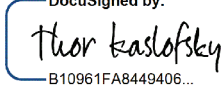
CALIFORNIA ENVIRONMENTAL QUALITY ACT

The authorization of the Contract is not a project, as defined by the California Environmental Quality Act ("CEQA") in CEQA Guidelines Section 15378(b)(5) and therefore is not subject to environmental review under CEQA. The Contract will allow for the provision of administrative support, outreach and information services and will not independently result in a physical change in the environment.

STAFF RECOMMENDATION

Staff recommends authorizing a Contract with MJF, effective December 3, 2025, to December 2, 2028, to operate the Shipyard Site Office and provide administrative, policy, and outreach support to the HPSCAC, Foundation, and OCII.

(Originated by Inder Grewal, Development Specialist)

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Thor Kaslofsky
Executive Director