

RESOLUTION NO. 4-2008

Adopted February 19, 2008

AUTHORIZING A SECOND AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH BUSINESS DEVELOPMENT, INC., A CALIFORNIA CORPORATION, TO INCREASE THE CONTRACT AMOUNT BY \$28,750, FOR A TOTAL AGGREGATE AMOUNT NOT TO EXCEED \$333,750, AND TO AMEND THE SCOPE OF SERVICES TO PROVIDE INCREASED FISCAL AGENT AND ADMINISTRATIVE SUPPORT SERVICES TO THE PROJECT AREA COMMITTEE; BAYVIEW HUNTERS POINT REDEVELOPMENT PROJECT AREA

BASIS FOR RESOLUTION

1. In accordance with Community Redevelopment Law, the Bayview Hunters Point Project Area Committee ("PAC") provides public input to the Redevelopment Agency of the City and County of San Francisco ("Agency") on its activities in the Bayview Hunters Point ("BVHP") community. Since 1997, PAC activities have included holding monthly public meetings, working with Agency staff on redevelopment documents and programs, disseminating public documents, and conducting public outreach.
2. Since 1997, the 21-member PAC has served as the public advisory body to the Agency for redevelopment activities in the BVHP Project Area (the Redevelopment Plan for BVHP was adopted in June 2006). To support the PAC's efforts, the Agency has maintained a site office in BVHP which has been managed by a consultant that is also tasked with providing administrative support to the PAC and information and outreach services to the broader BVHP community.
3. In March 2006, following a solicitation process as required by the Agency's Interim Purchasing Policy and Procedures, the Agency issued a Request for Proposals for Support Services to the PAC. On August 1, 2006, by Resolution No. 104-2006, the Commission authorized a ten-month personal services contract ("Contract") and operating budget in the amount of \$130,000 with Business Development, Inc., a California corporation ("BDI"). On June 19, 2007, by Resolution No. 72-2007, the Commission authorized a first amendment to the Contract to extend the term by one year, with a fiscal year 2007-2008 budget of \$175,000.
4. BDI's current scope of services under the Contract includes fiscal agent services; providing administrative support to the PAC; providing information and responding to inquiries from the public; preparing agendas, minutes, and project related documents for meetings of the full PAC and its five subcommittees; providing public outreach through monthly mailings; preparing a quarterly newsletter; maintaining the PAC's website; operating the PAC's office during

business hours; and providing administrative and logistical support for the PAC's meetings.

5. With the high level of activity in BVHP, including the planning efforts for India Basin and Candlestick Point, Agency staff, PAC members, and BDI believe there is a need to improve the level of PAC office and support functions. Staff is therefore proposing a second amendment to the Contract to enhance BDI's scope of services, with more deliverable-oriented tasks, and to increase the budget to fund additional PAC office staff.
6. The increased budget and the revised scope of services will enable BDI to increase its staffing level, which will allow it to prepare and distribute the PAC agendas, minutes, and project documents in a more timely manner, produce more comprehensive monthly PAC mailings that include the quarterly newsletter, build up an electronic-mail ("e-mail") contacts database, update the PAC website more frequently, and develop an improved file system for the PAC office (collectively, "Enhanced Support Services"). Overall, the Enhanced Support Services will improve the support being provided to the PAC and the community, and will enable greater and more effective public participation in BVHP.
7. The Enhanced Support Services under the proposed Contract amendment are as follows:
 - a) Coordinate developer inquiries, presenter forms, project plans, and other project documents.
 - b) Maintain a computer file for each project containing all relevant project documents, presenter's forms and official PAC actions and history.
 - c) Prepare a binder containing the minutes from each committee meeting taking place in the previous months, to be made accessible during full PAC meetings.
 - d) Create an electronic-mail ("e-mail") database of e-mails from persons attending workshops and PAC meetings.
 - e) Have minutes finalized and available for distribution within five business days of a PAC meeting.
 - f) Work with the Agency to have PAC member packets (including agenda, minutes, and all relevant project documents) mailed out a week prior to full PAC meetings.
 - g) Work with the Agency to get the full PAC agenda and minutes mailed to the PAC members and ensure that the PAC newsletter is mailed out and distributed on a quarterly basis.
 - h) Maintain up-to-date documents and other information for mailings.

- i) The PAC's posted office hours will be Monday through Friday (except holidays) from 9:00 a.m. to 4:00 p.m.
8. The proposed second amendment to the Contract includes a budget increase of \$28,750 for the remainder of the current second year term of the Contract. The budget increase is comprised of \$25,000 to be included in the Administrative Staff line item, and \$3,750 to be included in BDI's 15% administrative fee (see Attachment B, Budget and Schedule of Payments). These funds are available in the BVHP budget. Agency staff has discussed the proposed second amendment with the PAC and its subcommittees. It was endorsed by the full PAC at its meeting in January 2008.
9. Authorization of a second amendment is not a project as defined by the California Environmental Quality Act Guidelines Sections 15378(b)(4) and 15378(b)(5). Administrative activities of the Agency related to the provision of administrative support and outreach and information services to the PAC and the funding of such services will not independently result in a physical change in the environment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to execute a second amendment to the personal services contract with Business Development, Inc., a California corporation, to increase the Contract amount by \$28,750, for a total aggregate amount not to exceed \$333,750, and to amend the scope of services to provide increased fiscal agent and administrative support services to the Project Area Committee, substantially in the form lodged with the Agency General Counsel.

APPROVED AS TO FORM:


James B. Morales 2/14/08
Agency General Counsel