

Office of Community Investment and Infrastructure

**Personal Services Contract with
MJF & Associates Consulting**

**OClI Shipyard Site Office Management and
HPSCAC/Legacy Foundation Support
Services**

December 02, 2025



Requested Commission Action

- Authorize the Executive Director to execute a Personal Services Contract with MJF & Associates Consulting, in an amount not to exceed **\$800,000**, effective December 3, 2025, to November 30, 2028

Background

- Hunters Point Shipyard Citizens' Advisory Committee has been active since 1995, advising OCII on:
 1. Environmental cleanup activities at the Shipyard
 2. Workforce and contracting policies
 3. Affordable housing and open space design
 4. Community benefits
- Legacy Foundation provides oversight and advises on programming of funds allocated to the Community Benefits Fund
- OCII has been operating a Site Office at the Shipyard since 1996
- Contracted consultant to provide support services HPSCAC, Legacy Foundation, and OCII, along with operating the Site Office

Procurement

- Staff released RFP on May 8, 2025, with outreach conducted through the City's small business database, CAC distribution list, City's SBE listserv, and local newspapers
- Received two proposals by September June 25th submission deadline
- Selection Panel consisting of two OCII staff and two CAC members ranked MJF & Associates higher of the two proposers due to ability to execute scope of work and responsiveness to the CAC

Contract Scope

- Operates OCII Site Office Mon-Thurs from 10 am to 5pm
- Provides administrative, policy, & outreach support services to the CAC, Legacy Foundation, and OCII
- Disseminate information to the public regarding redevelopment and other opportunities at the Shipyard & Candlestick Point

Staff Recommendation

Staff recommends the Commission authorize the Executive Director to execute Personal Services Contract with MJF & Associates Consulting, in an amount not to exceed \$800,000, effective December 3, 2025, to November 30, 2028.