

Office of Community Investment and Infrastructure

***OClI Shipyard Site Office Management,
CAC, and Legacy Foundation Support
Personal Services***

Request for Proposal (RFP) and
Procurement Timeline

May 6, 2025



Background

- Scope of Services
 - Operates OCII Site Office Mon-Fri from 8 am to 5pm
 - Provides administrative & support services to the CAC & Legacy Foundation
 - Disseminate information to the public regarding redevelopment and other opportunities at the Shipyard & Candlestick Point
 - Outreach to BVHP Community
- Services currently performed by **MJF & Associates**
- Contract executed in 2022
- Contract expires on June 30, 2025

Procurement Process

- Extend current contract through December 31, 2025 to allow for full RFP process
- Release RFP May 8, 2025, to procure contractor
- Advertise RFP on various print and online publications; OCII and HPSCAC website; City's bid webpage and newsletter
- Three-member selection committee: OCII Project Team, OCII Contract Compliance, CAC Member
- New contract commences January 1, 2026, for a three-year term

Projected Procurement Timeline

(Dates are subject to change)

Authorize 6-month Contract Extension (Commission Approval and information memo on RFP release)	May 6, 2025
Release RFP	May 8, 2025
Pre-Submission Meeting with Prospective Contractors	May 21, 2025
Deadline for RFP Questions	May 28, 2025
Responses to Questions Posted on OCII Website	May 30, 2025
Proposal Deadline	June 25, 2025
Applicant Interviews	July 14 – 18, 2025
Notify Selection	July 31, 2025
Report to CAC on Selection	August 11, 2025
Commission Approval of Selection	September 16, 2025