



450-0092022-002

Agenda Item **No. 5 (b)**
Meeting of June 21, 2022

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, to provide outreach and administrative support services, including to the Mayor's Hunters Point Shipyard Citizen's Advisory Committee ("CAC"), the Legacy Foundation for Bayview Hunters Point, for a contract term of July 1, 2022 to June 30, 2025, and a total contract amount not to exceed \$957,100; Hunters Point Shipyard and Bayview Hunters Point Redevelopment Project Areas

EXECUTIVE SUMMARY

On July 16, 2019, the Commission authorized a Personal Services Contract ("Contract") with MJF and Associates ("MJF") for administrative support and outreach services (collectively referred to as "Support Services") for the Hunters Point Shipyard Citizen's Advisory Committee ("CAC") and associated sub-committees, the Legacy Foundation for Bayview Hunters Point ("Legacy Foundation"), and the Office of Community Investment and Infrastructure ("OCII") for three years. The Contract will expire on June 30, 2022. MJF uses and maintains an administrative office at the Community Facilities Demonstration Building located at 451 Galvez Avenue (more commonly referred to as the "Site Office") to perform the Support Services.

Since 1996, OCII has had a Site Office at the Hunters Point Shipyard ("Shipyard"), managed by consultants contracted by OCII for various administrative services. MJF has been providing Support Services at the Shipyard since July 2013, after assuming the contract from a previous consultant and subsequently submitting successful proposals to RFPs issued by OCII in 2016 and 2019. Since assuming Support Services responsibilities at the Site Office, MJF has developed an extensive rapport with the Bayview Hunters Point community and various community stakeholders and organizations. Additionally, members of the MJF team also have previous experience at the Shipyard Site Office

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providing administrative support to the Shipyard CAC and disseminating information about the redevelopment of the Shipyard to the broader Bayview Hunters Point (“BVHP”) community.

OCII continues to require Support Services for the CAC and the Legacy Foundation to implement the Hunters Point Shipyard Phase 1 (“HPS 1”) DDA and Hunters Point Shipyard Phase 2 DDA (“CP/HPS2”) at the Site Office. MJF has performed satisfactorily and gained specific knowledge of redevelopment activities at the Shipyard, making MJF uniquely qualified to provide the needed Support Services. Thus, staff proposes a Contract with MJF for a term of up to three years (from July 1, 2022 to June 30, 2025) on a sole-source basis in accordance with OCII's Purchasing Policies.

Staff recommends authorizing a Personal Services Contract with MJF & Associates Consulting, a sole proprietorship to provide outreach and administrative support services, including to the CAC and the Legacy Foundation, for a contract term of July 1, 2022 to June 30, 2025, and a total contract amount not to exceed \$957,100; Hunters Point Shipyard and Bayview Hunters Point Redevelopment Project Areas.

BACKGROUND

OCII administers two disposition and development agreements (“DDAs”) for the planning and development of approximately 770 acres 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 Hunters Point Shipyard (“HPS 1”) Phase 1 DDA between the OCII and Lennar-BVHP, LLC (succeeded by HPS Development Co., LP, or “Phase 1 Developer”). The second phase is governed by the Candlestick Point and Hunters Point Shipyard Phase 2 (“CP/HPS2”) DDA between OCII and CP Development Co, LLC (“CP/HPS2 or Phase 2 Developer”). On December 14, 2012, the State Department of Finance issued a Final and Conclusive Determination confirming that the DDAs for Phases 1 and CP/Phase 2 are enforceable obligations of OCII. The DDAs govern the public-private partnership between the OCII and the Phase 1 Developer and the CP/HPS2 Developer, together the Master Developers.

The DDAs also requires the establishment and funding of a Community Benefits Fund which is supported through contributions from the Phase 1 and Phase 2 Developer for the benefit of the BVHP area. The Phase 1 DDA established the creation of the Legacy Foundation, a quasi-public body to oversee the disbursement of the Master Developer’s Phase 1 and Phase 2 contributions to the Community Benefit Fund.

The DDAs require OCII to approve certain land use, community benefits and other related decisions at public hearings before the Commission. To fulfill this obligation and to receive community input on these decisions, support services, and administrative support services to the CAC and the Legacy Foundation are necessary.

In 1995, the CAC was formed consisting of 29 members appointed by the Mayor, representing residents of BVHP, commercial tenants and businesses operating at the Shipyard, and members of the public with various technical expertise, to advise OCII on conversion of the Shipyard to civilian use and its subsequent development.

Since 1996, OCII has operated a Site Office at the Shipyard, which has been managed by a consultant to provide Support Services to the CAC, the Legacy Foundation, and OCII and to disseminate information about OCII's redevelopment efforts at the Shipyard to the BVHP community and the broader public. Additionally, the Site Office assists with property management functions, such as overseeing OCII's security badging program and issuance of temporary site access passes.

Selection and Recommendation

Pursuant to Section IX.D.1.d. of the OCII Purchasing Policy, staff recommends entering a sole source three-year contract with MJF for Support Services.

MJF, a San Francisco minority owned small businesses and one of few respondents to OCII's previous RFPs for these services, has provided complete on-site administrative services – including staffing an on-site office, administrative services to the Citizen's Advisory Committee and representing the CAC at public hearings – for several years. MJF has provided a high level of service and completed all required tasks under the existing contract, as well as additional tasks not included in the original scope of work. In so doing, MJF has obtained expertise managing the Site Office and coordinating with the BVHP community, the US Department of the Navy, and the environmental regulatory agencies, which includes the US Environmental Protection Agency, Regional Water Quality Board, and the State Department of Toxics Substances Control at the Shipyard, which is critical to the role of on-site administrative services. In addition, MJF has successfully coordinated and conducted virtual meetings during the COVID 19 pandemic which varied from 1 to three meetings a month. Given the unpredictable nature of COVID and necessary responses to potential future waves, ability to administer remote meetings safely and effectively, sometimes on short notice, is critical to the functioning of the CAC and to avoiding hardship on community residents seeking access to and participation with the CAC.

MJF has satisfactorily provided the Support Services under previous contracts with OCII and has gained specific experience that makes it uniquely qualified to continue providing the requested Support Services. Thus, MJF has met the standards required under Section IX.D.1.d. of the OCII Purchasing Policy for issuing a personal services contract on a sole source basis.

Scope

MJF will provide Support Services to OCII for the CAC, Legacy Foundation, and oversee the security badging program for the Shipyard. The Site Office contractor will staff and operate the Site Office Monday through Friday from 8:00 a.m. to 5:00 p.m. The Support Services are generally summarized below:

Project Area Services: Providing security badges, giving Shipyard tours, responding to public inquiries about the project.

CAC and Administrative Support Services: Work with CAC members to generate meeting agendas; posting and noticing documents in compliance with public meeting guidelines; documenting attendance; setting up the Site Office room for meetings; conducting virtual meetings; and maintaining meeting records, website and documents to be made accessible to the public.

Outreach Services: Provide comprehensive outreach services to increase community participation concerning the Project's redevelopments, made to diverse communities including non- English-speaking communities using multiple efforts including print, media, social media, translation services and door to door outreach for CAC and Legacy Foundation

Contract Term and Costs

This Contract term is for a three-year term beginning July 1, 2022 to June 30, 2025. The total Contract amount is not to exceed \$957,100. The Contract will be funded by the Master Developers as a Project Cost under the DDAs.

Payments associated with this Contract are included on OCII's Recognized Obligation Payment Schedule ("ROPS" Line 25) as authorized by the Oversight Board Resolution No. 11-2012 on August 27, 2012.

CITIZENS ADVISORY COMMITTEE AND COMMUNITY REVIEW

On May 25, 2022, the CAC's Business & Employment Subcommittee reviewed and recommended the Contract to the full CAC on June 13, 2022. At their June 13, 2022, meeting the CAC approved and recommended the Contract to be approved by the Commission.

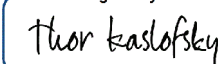
CALIFORNIA ENVIRONMENTAL QUALITY ACT

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 authorization of a three-year extension of the personal services contract with MJF & Associates Consulting for an amount not to exceed \$957,100 to provide support services to the CAC, the Legacy Foundation, and OCII.

(Originated by Lila Hussain, Senior Project Manager)

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Executive Director