



Personal Services Contract

**Landscape Maintenance and Related Services for
Community Facilities District No. 1 (South Beach)**

With

Korotkin Associates

Former Rincon Point-South Beach Project Area

February 4, 2025

Requested Commission Action

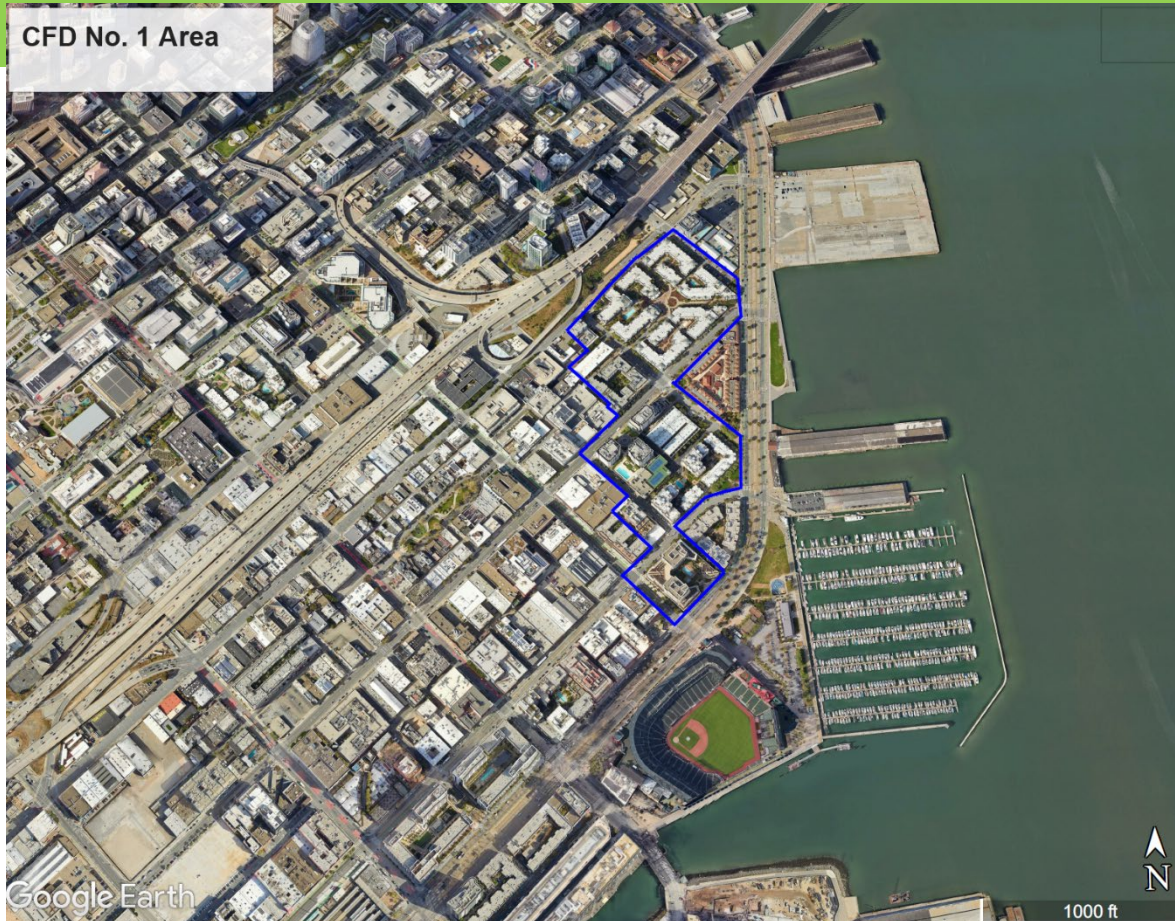
OCH Commission to consider authorizing the Executive Director to execute a Personal Services Contract with Korotkin Associates to provide landscape maintenance and related services in Community Facilities District No. 1 (CFD No. 1) for an initial term of three years with one option to extend for up to an additional three years, in an amount not to exceed \$1,823,152

CFD No. 1

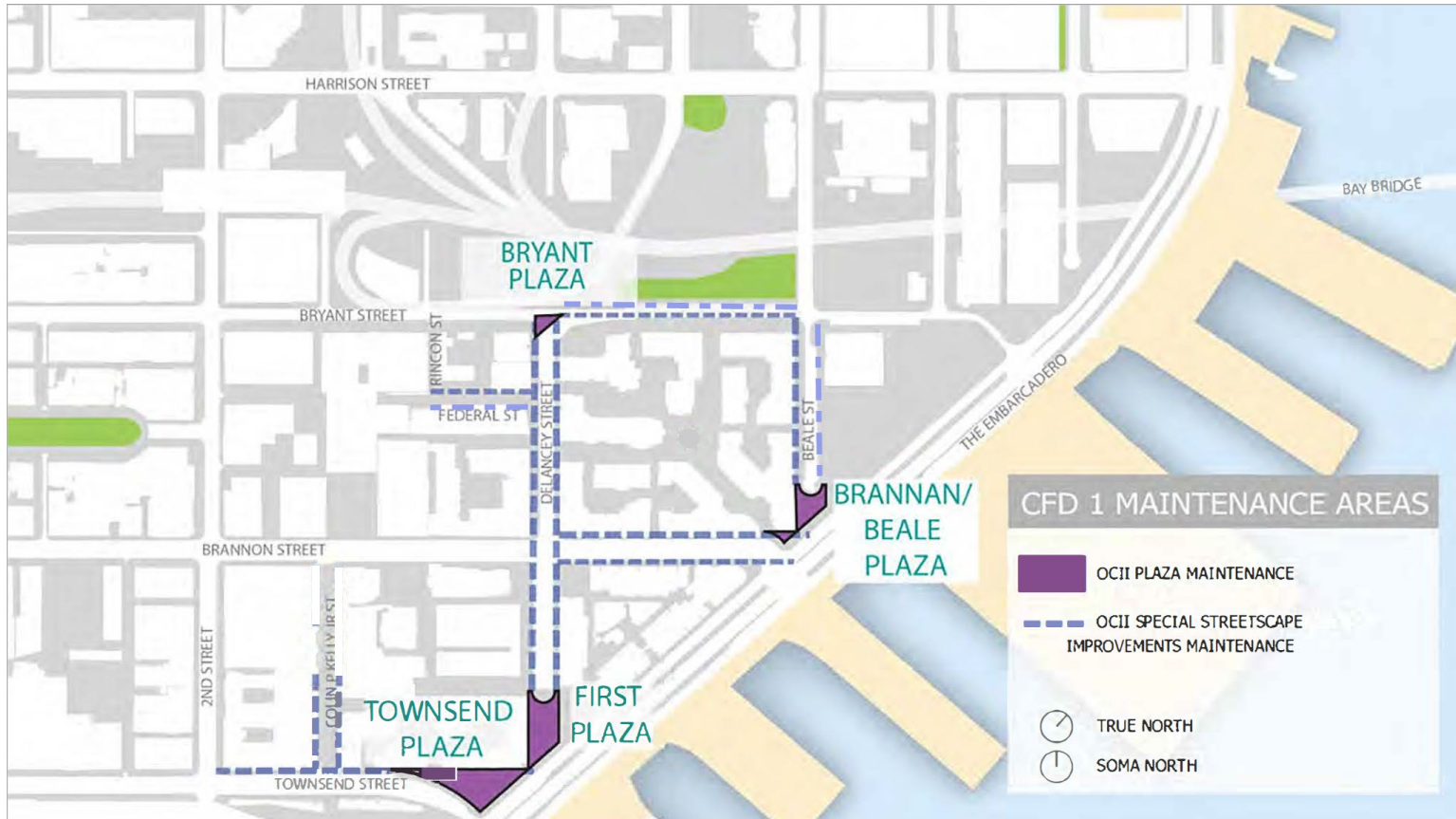
- In 1988, Former Redevelopment Agency established CFD No. 1 pursuant to Mello-Roos Community Facilities Act of 1982
 - Funding is special taxes paid by private property owners within CFD No. 1
- As administrator, OCII is responsible for procuring and overseeing maintenance services for the CFD's Facilities
 - Services include maintenance of landscaping, furniture, irrigation and lighting systems in four public plazas, and special surfaces within the streetscapes on approximately six blocks in South Beach ("**Facilities**")



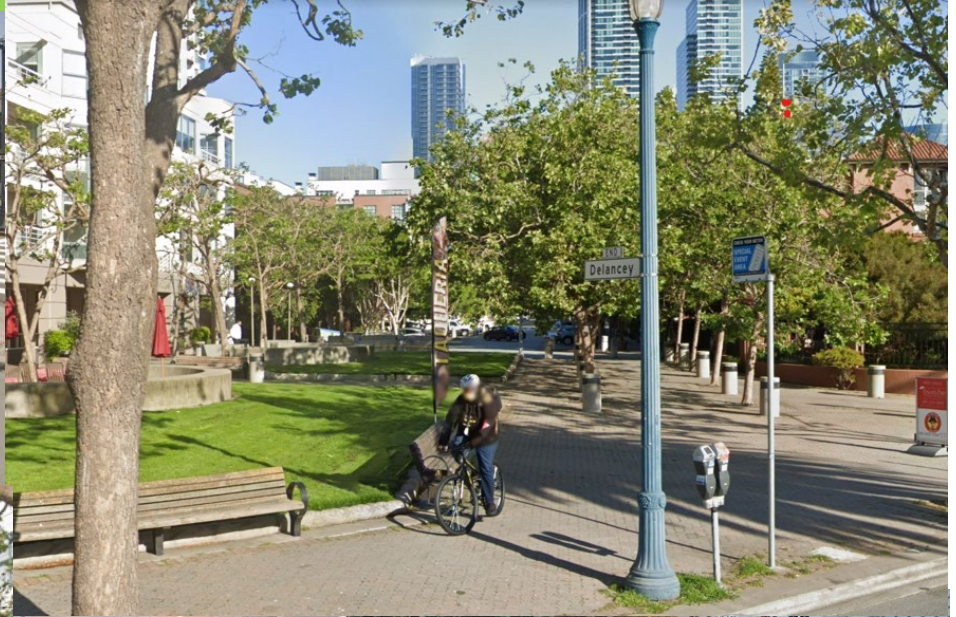
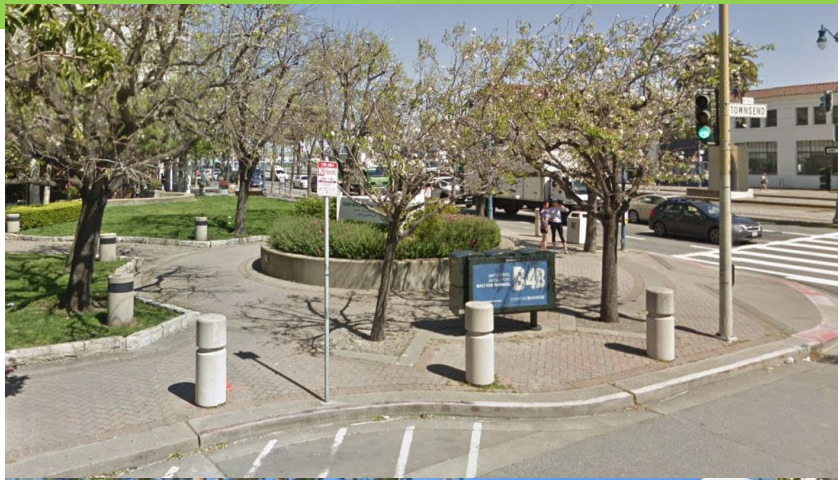
CFD 1 (Aerial View)



CFD 1 Facilities Maintained



Community Facilities District No. 1



Request for Proposals Process

- September 6, 2023 OCII published a Request for Proposals (RFP)
 - Staff determined Scope of Services in RFP lacked details
 - All proposers were notified of a revised RFP
- March 7, 2024, OCII published a revised RFP
- March 20, 2024 Pre-Bid conference (4 firms attended)
- March 27, 2024 On-Site Tour
- 5 Proposals submitted

RFP OUTREACH

- **MEDIA/WEBSITES**
 - Small Business Exchange newspaper and newsletter
 - Sun-Reporter newspaper
 - San Francisco Bay View newspaper
 - OCII website
 - City's "Bids and Contracts" website
 - City's weekly bids newsletter

RFP OUTREACH (cont.)

- **DIRECT NOTICES**

- OCII staff contacted 24 SBEs

- All landscape maintenance SBE firms registered in the City's SBE Database; and
 - Additional SBEs that registered for previous OCII RFPs

RFP Evaluation

- OCII Staff Evaluation Panel interviewed and scored each proposer based on qualifications, experience and budget criteria specified in the RFP
- Korotkin Assoc received the highest score from the Evaluation Panel
- OCII Staff recommends selection of Korotkin Assoc to provide landscape maintenance and related services for CFD No. 1

Contract Terms

Duration.

- Initial contract term of three years.
- Option to extend for up to an additional three years at the discretion of the Executive Director.
- If extended for the maximum duration, Contract would terminate February 28, 2031.

Contract Terms (cont.)

Scope of Services.

- **Recurring Maintenance and Ordinary Repairs**: Typical maintenance activities, e.g., of plantings and plaza furniture; trash and litter removal special paving maintenance/re-setting; lighting systems maintenance.
- **As Needed Repair/Replacement Services**: Repair or replacement work to address as-needed (i.e., unanticipated) incidents.
 - Repairs less than \$5,000, Contractor will perform, after OCII authorization, and be reimbursed from Contingency.
 - Repairs greater than \$5,000, Contractor will administer a bid for the work in compliance with applicable public contracting requirements, accept the bid and oversee the work to completion.
- **Capital Repairs**: OCII staff have identified existing deferred-maintenance needs within CFD 1. Contractor will prepare a scope of work, administer a bid (or bids) for the Capital Repairs in compliance with applicable public contracting requirements, accept the bid and oversee the work to completion.
- **Reserve Budget Estimate**. Estimate of cost to replace larger improvements within Facilities.

Contract Terms (cont.)

<u>Initial-Term Budget:</u>	\$1,000,000
Recurring Maintenance:	\$309,090
Contingency for As-Needed Repairs:	\$180,000
Facilities Reserve Budget:	\$10,000
Capital Repairs (maximum):	\$500,000

Contract Terms (cont.)

<u>Extended Term Budget:</u>	\$823,152
Recurring Maintenance:	\$337,752
Contingency for As-Needed Repairs:	\$185,400
Capital Repairs	\$300,000
<u>Total (Six Year) Budget:</u>	<u>\$1,823,152</u>

CFD No. 1 Maintenance PSC

- Sharon Korotkin is available.

Thank you