

Office of Community Investment and Infrastructure

**Personal Services Contract with
Hollins Consulting, Inc.**

**Infrastructure Coordination
Services**

January 7, 2025



Requested Commission Action

- Authorize the Executive Director to execute a Personal Services Contract with Hollins Consulting, Inc., in an amount not to exceed \$376,692, effective January 7, 2025, to the earlier of January 6, 2026, or full expenditure of Contract amount

Background

- Personal Services Contract with *Hollins Consulting Inc* for \$1.7 million (2018)
- Hollins selected through an RFP in 2018 by a panel of engineering/development experts
- First Amendment to the Contract (2021), extending the term for an additional three years
- Contract balance: \$376,692

Contract Scope

- **Infrastructure Coordination Services**

- Review

- subdivision maps that create lots required for new buildings.
 - public improvement that bring utilities to new buildings.
 - stormwater outfall designs that take storm water to the bay.

- Coordinate with other city departments on various plans and permits

Reason for Contract

- Significant portions of the Phase 1 and Phase 2 Projects areas are yet to be developed.
- Hollins' services are needed to coordinate infrastructure development for Phase 2 and infrastructure acceptance for HPS Phase 1
- Hollins' familiarity with Scope of Work
- Short-term contract using balance from previous contract (\$376,692)
- Will release RFP in summer 2025

Staff Recommendation

Staff recommends the Commission authorize the Executive Director to execute Personal Services Contract with Hollins Consulting, Inc., in an amount not to exceed \$376,692, effective January 7, 2025, to the earlier of January 6, 2026, or full expenditure of Contract amount