RESOLUTION NO. 207-2005

Adopted December 20, 2005

AUTHORIZING A PERSONAL SERVICES CONTRACT WITH WILLIE B. KENNEDY, A SOLE PROPRIETOR, DBA W. B. KENNEDY & ASSOCIATES, TO PROVIDE ADMINISTRATIVE SUPPORT, OUTREACH AND INFORMATION SERVICES TO THE HUNTERS POINT SHIPYARD CITIZENS ADVISORY COMMITTEE FOR A TERM OF ONE YEAR, WITH TWO-1 YEAR OPTIONS TO EXTEND, IN AN AMOUNT NOT TO EXCEED $175,000 PER YEAR, FOR A TOTAL AGGREGATE AMOUNT NOT TO EXCEED $525,000; HUNTERS POINT SHIPYARD REDEVELOPMENT PROJECT AREA

BASIS FOR RESOLUTION

1. Since 1995, the Redevelopment Agency of the City and County of San Francisco ("Agency") has had a site office at the formal Hunters Point Naval Shipyard (the "Shipyard"), which has been managed by a consultant that is also tasked with providing administrative support to the Hunters Point Shipyard Citizens Advisory Committee ("CAC"). Additionally, the site office consultant is responsible for disseminating information and making presentations to the Bayview-Hunters Point ("BVHP") community about the Agency's redevelopment efforts at the Shipyard.

2. On August 2, 2002, the Commission authorized a three-year personal services contract with Kennedy-Tomkins Consultants, Inc. ("KTC") to operate the Agency's site office at the Shipyard. On August 31, 2005; the KTC contract expired; therefore on August 16, 2005, by Resolution No. 123-2005, the Commission authorized a four month extension of the contract to allow staff time to offer publicly a new contract for a Shipyard site office consultant in accordance with the Agency's Interim Purchasing Policy and Procedures.

3. Staff worked with the members of the CAC outreach sub-committee to develop a new scope of services that will address Phase 1 development activities, and the planning of Phase 2 development of the Shipyard.

4. Community outreach and participation remains a critical component of the Agency's mission; and the Agency has intensified its efforts to develop community-based economic development technical capacity in the BVHP community by providing a broad range of technical and support services to the CAC.

5. The new scope of services for the Agency's activity related to the Shipyard includes additional tasks to help bolster and enhance the Agency's community outreach and participation efforts.
6. On August 19, 2005, the Agency issued a Request for Proposals ("RFP") for prospective consultants to provide services to the Agency and the CAC including outreach, property management assistance, and site office management in furtherance of its goals.

7. Proposals were due in response to the RFP on October 24, 2005. The Agency received proposals from three consulting firms by the deadline; however, only the proposal submitted by the Ms. Willie B. Kennedy, a sole proprietor doing business as Kennedy & Associates was found to be complete and responsive in accordance with the requirements of the RFP.

8. On November 14, 2005, the Agency-led selection panel, which included three members of the CAC, interviewed and evaluated the applicant based upon the selection criteria contained in the RFP. The selection panel voted unanimously to recommend Kennedy & Associates to provide administrative support, outreach and information services to the CAC.

9. Staff seeks authorization of a personal services contract with Ms. Willie B. Kennedy to provide administrative support, outreach and information services to the Hunters Point Shipyard Citizens Advisory Committee for a one year term with two 1 year options at the discretion of the Executive Director, in an amount not to exceed $175,000 per year for a total aggregate amount not to exceed $525,000. The contract will be funded as a project cost under the Phase I DDA with Lennar/BVHP, LLC, the Shipyard’s master developer.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to enter into a personal services contract with Ms. Willie B. Kennedy, a sole proprietor dba W. B. Kennedy & Associates, to provide administrative services to the Hunters Point Shipyard Citizen’s Advisory Committee and outreach and information services, site office management, and property management assistance, for a one year term with two 1 year options at the discretion of the Executive Director, in an amount not to exceed $175,000 per year, for a total aggregate amount not to exceed $525,000, substantially in the form lodged with the Agency General Counsel.

APPROVED AS TO FORM:

[Signature]
James B. Morales 12/4/05
Agency General Counsel