

RESOLUTION NO. 104-2006

Adopted August 1, 2006

APPROVING A FISCAL YEAR 2006-2007 BUDGET FOR THE BAYVIEW HUNTERS POINT PROJECT AREA COMMITTEE IN AN AMOUNT NOT TO EXCEED \$130,000 AND AUTHORIZING A PERSONAL SERVICES CONTRACT WITH BUSINESS DEVELOPMENT, INC., A CALIFORNIA CORPORATION, TO PROVIDE FISCAL AGENT AND ADMINISTRATIVE SUPPORT SERVICES TO THE PAC FOR A ONE YEAR PERIOD FROM AUGUST 15, 2006 TO JUNE 30, 2007 IN AN AMOUNT NOT TO EXCEED \$130,000; BAYVIEW HUNTERS POINT REDEVELOPMENT PROJECT AREA

BASIS FOR RESOLUTION

1. Pursuant to California Community Redevelopment Law ("Redevelopment Law"), the Bayview Hunters Point Project Area Committee ("PAC") was formed in 1997 for the purposes of advising the Redevelopment Agency of the City and County of San Francisco ("Agency") on the Hunters Point Redevelopment Project Area and the Bayview Hunters Point Redevelopment Survey Area.
2. The Agency has approved funding for the administrative and operations costs since its inception, as required by Redevelopment Law.
3. The PAC, working with Agency staff has prepared a proposed budget for fiscal year 2006-2007 in the amount of \$130,000, which consists of \$120,000 in new funds requested from the Board of Supervisors of the City and County of San Francisco ("Board of Supervisors") and \$10,000 of funds allocated for PAC support services that are remaining in the existing Bayview Hunters Point project budget.
4. With the pending expiration of the personal services contract with the Bayview Opera House, Inc. on August 31, 2006, and in accordance with the Agency's Purchasing Policy and Procedures, Agency staff prepared an Informational Memorandum with a draft Request for Proposals ("RFP") for the Commission's review at its March 21, 2006 meeting. On March 22, 2006, staff issued the RFP for fiscal agent and administrative support services for the PAC.
5. The Agency received five proposals on the RFP's due date of May 12, 2006. One proposal was determined to be incomplete due to the lack of necessary budget information, and the four applicants that submitted complete proposals were scheduled for interviews which were held on May 22, 2006.
6. On May 22, 2006, a selection panel, which included three members of the PAC and two Agency staff, interviewed and evaluated the four applicants that

submitted complete proposals. Using a 100-point scale the written proposals counted for 35% of the total score and the in-person interviews counted for 65% of the total score. The selection panel concluded that Business Development, Inc., a California corporation ("BDI"), had the most relevant experience; qualifications and skills to perform the scope of work outlined in the RFP; and therefore, unanimously recommended to the Agency that BDI provide fiscal agent and administrative support services for the PAC.


7. Agency staff wishes to enter into a personal services contract with BDI to provide fiscal agent and administrative support services for the PAC, for one year covering the period August 15, 2006 to June 30, 2007, allocate funds not to exceed \$20,000 for a fiscal agent fee, \$110,000 for administrative support services, for a total aggregate amount not to exceed \$130,000 for fiscal year 2006-2007. The contract will be funded with Agency funds, contingent upon the approval of the proposed Bayview Hunters Point Redevelopment Project and Survey Area Loan Agreement by the Board of Supervisors.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that contingent upon the approval of funds by the Board of Supervisors, the Executive Director is authorized to:

1. Approve a fiscal year 2006-2007 budget for the Bayview Hunters Point Project Area Committee in an amount not to exceed \$130,000 for fiscal agent service fees and administrative support and operations services.
2. Authorize the Executive Director to execute a Personal Services Contract with Business Development, Inc., a California corporation, to provide fiscal agent and administrative support services for the Bayview Hunters Point Project Area Committee, for a one year period from August 15, 2006 to June 30, 2007 in an amount not to exceed \$130,000 for fiscal year 2006-2007.

APPROVED AS TO FORM:


for James B. Morales 7/26/06
Agency General Counsel