

RESOLUTION NO. 94-2009

Adopted August 19, 2009

AUTHORIZING A PERSONAL SERVICES CONTRACT WITH BUSINESS DEVELOPMENT, INC., A CALIFORNIA CORPORATION, FOR ONE YEAR IN AN AMOUNT NOT TO EXCEED \$300,000, WITH TWO ONE-YEAR EXTENSION OPTIONS, FOR A TOTAL AGGREGATE AMOUNT NOT TO EXCEED \$924,466, TO PROVIDE FISCAL AGENT AND ADMINISTRATIVE SUPPORT SERVICES TO THE BAYVIEW HUNTERS POINT PROJECT AREA COMMITTEE; BAYVIEW HUNTERS POINT REDEVELOPMENT PROJECT AREA

BASIS FOR RESOLUTION


1. Pursuant to California Community 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. Since 1997, the 21-member Bayview Hunters Point (“BVHP”) PAC has served as the public advisory body to the Agency for redevelopment activities in the BVHP Redevelopment Project Area (the Redevelopment Plan for BVHP was adopted in June 2006). To support the PAC’s advisory function, the Agency has provided for an annual budget that has primarily been utilized to secure a consultant to staff a site office in BVHP and provide administrative support to the PAC and information and outreach services to the broader BVHP community. The final amendment to the existing administrative support services contract has an end date of August 31, 2009.
3. On April 22, 2009, the Agency released a Request for Proposals (“RFP”), per the process as required by the Agency’s Interim Purchasing Policy and Procedures. The Agency received two proposals on the RFP’s due date of May 22, 2009. Interviews were scheduled with the two responding applicants on June 5, 2009.
4. On June 5, 2009, a selection panel, which included three members of the PAC and three Agency staff, interviewed and evaluated the two applicants that submitted complete proposals. The selection panel concluded that Business Development, Inc. (“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.
5. This recommendation was presented to the full PAC at the regularly scheduled July 16 meeting. The full PAC supported the panel’s recommendation.

6. Agency staff wishes to enter into a personal services contract (“Contract”) with BDI, a California corporation, to provide fiscal agent and administrative support services for the PAC, for a one-year period from September 1, 2009 to August 31, 2010, in an amount not to exceed \$300,000. The Contract will also include two one-year extension options (to be exercised in the discretion of the Executive Director), which include a three percent increase in administrative fees and a two percent increase in program and other costs, for a three-year aggregate total of \$924,466, subject to the appropriation of funds.
7. The Contract is not a project as defined by the California Environmental Quality Act Guidelines Sections 15378(b)(4) and 15378(b)(5). Administrative activities of the Agency related to the provision of administrative support and outreach and information services to the PAC and the funding of such services will not independently result in a physical change in the environment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized 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 September 1, 2009 to August 31, 2010, in an amount not to exceed \$300,000, and including two one-year extension options (to be exercised in the discretion of the Executive Director), which include a three percent increase in administrative fees and a two percent increase in program and other costs, for a three-year aggregate total of \$924,466, subject to the appropriation of funds, substantially in the form lodged with the Agency General Counsel.

APPROVED AS TO FORM:


s/s. James B. Morales 8/12/09
Agency General Counsel