INFORMATIONAL MEMORANDUM

TO: Commission on Community Investment and Infrastructure

FROM: Tiffany Bohee, Executive Director

SUBJECT: Advertisement and Solicitation of Proposals for Infrastructure Engineering Support Services at Candlestick Point/Hunters Point Shipyard

EXECUTIVE SUMMARY

The Office of Community Investment and Infrastructure ("OCII") has two disposition and development agreements ("DDA") with Lennar Urban (the "Developer") for the integrated planning and development of approximately 780 acres located along the southeastern waterfront of San Francisco in the Hunters Point Shipyard and Candlestick Point in two phases (the "Project"). The first phase of development at the Hunters Point Shipyard, which is governed by the Phase 1 DDA, will ultimately include up to 1,500 homes, 27% to 40% of which will be affordable, and 26 acres of open space. The first residential units are anticipated to be available by the end of 2014. The second phase of the Project is for Candlestick Point/Hunters Point Shipyard Phase 2, governed by the Phase 2 DDA, which provides for an additional 10,500 new housing units to be located at Shipyard and Candlestick Point, 32% of which will be affordable, including the rebuilding of the Alice Griffith public housing development consistent with the City's HOPE SF program. Together, these two DDAs are being implemented simultaneously and integrated cohesively as one project. A project of this scale and complexity requires an integrated team being continuously involved in the Project and maintaining a deep understanding of the ever-changing tasks at-hand.

To ensure that the Project be completed in compliance with the DDA's schedules of performance, the Project's entitlement documents include two very important documents: an Interagency Cooperation Agreement ("ICA") as well as an agreed upon Design Review and Document Approval Procedure ("DRDAP"). The ICA sets out a framework for cooperation between OCII, the Developer, and City Agencies (San Francisco Department of Public Works or "DPW", San Francisco Public Utilities Commission, San Francisco Fire Department, and San Francisco Municipal Transportation Agency) with respect to review and approval of the Project infrastructure applications for construction. The ICA provides for DPW's obligation to review and approve subdivision mapping, Street Vacations, Public Improvement Agreements, Improvement Permits, Determination of Completeness, submittal to the Board of Supervisors for Acceptance and Acquisition of public infrastructure. In addition, the ICA's Infrastructure Plan establishes the design and construction standards, performance criteria and specifications regarding the Developer's responsibility for public infrastructure within the Project.

The DRDAP provides for expedited review of Major Phases, Sub-Phases and Vertical Applications. The DRDAP describes the process by which OCII and relevant City departments are to consider submittals and applications for the Streetscape Master Plan, Signage Plan, Major Phase, Sub-Phase and Vertical Applications. The DRDAP also describes what the Developer
must submit during each step of the approval process, the time period for OCII to review complete submissions, and the process for other City agencies to comment on design matters.

To help implement the Project with respect to the ICA and DRDAP, OCII contracts directly with DPW, the customary lead in processing subdivision mapping and infrastructure improvement plans, to act as the central department for processing of permits needed to construct the infrastructure improvements. In addition to this role, DPW assists the Developer and OCII in obtaining regulatory approvals and other entitling approvals and agreements.

The ICA allows for a third party Consultant to be hired to assist City and OCII staff, in coordination with DPW, with efficiently fulfilling their respective obligations for expeditiously processing permits related to the implementation of the Project. Pursuant to the ICA, OCII and the City are soliciting proposals from engineering firms to provide the assistance needed to move the Project forward in a timely manner.

Staff has prepared a Request for Proposal ("RFP", see Attachment A) in consultation with DPW and the Developer for a one year contract, with a maximum of two one-year extensions, for an estimated annual contract amount of $450,000. This RFP is to be competitively solicited pursuant to OCII’s Purchasing Policy.

DISCUSSION
Background
The infrastructure planning, design, and construction process is a very complex endeavor. DPW is the City lead agency in this processing of the horizontal land improvements and has formed a “Task Force” for managing this process with respect to major approved developments. In order to facilitate the infrastructure delivery, The Developer contracted directly with the firm Hawk Engineers, Inc. ("Hawk"), beginning in 2005, to supplement DPW staff. In 2013 The Developer elected to not continue its contract with Hawk; however, OCII and DPW staff determined that Hawk’s expertise was still needed in order to support the review of the various infrastructure plans and permits that were underway. OCII therefore entered into two contracts with Hawk as of January 2014 for Phase 1 and Phase 2 in order to provide interim services until such a time that a competitive solicitation for technical support services could be issued. Now, OCII staff has prepared an RFP to fulfill this critical role and has sought input and guidance from DPW and The Developer in crafting the RFP.

Scope of Services
There are seven key areas of the Project life-cycle where OCII and DPW require assistance – a summary of each key area is listed below:

1) Conceptual Planning – represent OCII and DPW in the review of Master Utility Plans and update, as required, entitlement documents.

2) Existing Street and Utility Systems – coordination of shut downs, relocations and transitions of existing streets and utility systems.
3) Mapping – assist in preparing and processing map applications, Conditions of Approval related to Tentative Maps, Public Improvement Agreements related to Final Maps, encroachments, lot line adjustment, merger and Final Map applications.

4) Land Transfers – identify potential issues related to existing or planned infrastructure systems.

5) Infrastructure Improvements – facilitate the City plan review process in accordance with the ICA and DRDAP. Collect and compile plan review responses from City Agencies for Major Phase, sub-phase improvement plans and other permit applications. Convene special meetings with City Departments as necessary to provide additional requested information or troubleshoot on individual issues as they relate to plan submittals.

6) Construction – coordinate and assist in resolving field related changes, issues, and conflicts. Assist in preparing documents for acceptance and acquisition of completed improvements. Assist in reviewing applications for Community Facilities District reimbursement.

7) Vertical Construction - coordinate and assist in resolving changes being requested by vertical developers with respect to horizontal improvements.

A more detailed description of the scope of work is in the attached RFP.

**Evaluation Process**

An Evaluation Panel comprised of members of the community, OCII, The Developer, and DPW will review the submissions and will recommend a contractor to the Commission for approval. In order for a submission to be considered further, it will need to comply with the OCII Small Business Enterprises and other OCII policies. The criteria to be evaluated include:

1) Expertise, experience, and professional technical qualifications of the Contractor’s team in providing the services described in the Scope of Services. Applicants must have a minimum of 10 years of experience and comprehensive understanding and knowledge of the interrelationship of the categories of the Scope of Services. (30 points)

2) Overall expertise working with San Francisco development process, procedures and permitting processes and agencies related to the specific tasks in the Scope of Services. More specifically, Applicants must have a demonstrated experience related to coordinating plan reviews amongst a variety of permitting entities and an ability to work well in high-pressure and dynamic environments and meet deadlines. (25 points)

3) Overall cost of the proposed staff and efficiency of the budget for providing the requested services, giving an hourly rate breakdown, consistent with industry standards. (15 points)

4) Demonstrated ability to work collaboratively with clients, public agencies, environmental resource agencies, and other project stakeholders, and the ability to cost-effectively,
efficiently and promptly provide requested services in a useful manner as evidenced through reference checks. (15 points)

5) Completeness of the submittal and compliance with the requirements of the RFP. (15 points)

**TOTAL: 100 POINTS POSSIBLE.**

**NEXT STEPS**

As required under OCII's procurement policies, the RFP must be competitively bid. Staff anticipates issuing the RFP on October 14, 2014 unless there is an objection from the Commission. After the Evaluation Panel reviews the proposals and conducts interviews, staff will seek concurrence from the Citizens Advisory Committee prior to Commission approval of the contract award, estimated in January 2015.

The proposed schedule for the RFP is as follows:

- Advertisement & Issuance of RFP: October 14, 2014
- Pre-Bid Conference: November 3, 2014
- Proposal Due Date: November 18, 2014
- Commission consideration: January 2015

*(Originated by Kevin Masuda, Senior Civil Engineer and Thor Kaslofsky, Project Manager)*

Tiffany Bonee  
Executive Director

Attachment A: Request for Proposals for Infrastructure Engineering Support Services