

**COMMISSION ON COMMUNITY INVESTMENT AND INFRASTRUCTURE**

**RESOLUTION NO. 27-2020**

*Adopted October 20, 2020*

**AUTHORIZING A FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT WITH LOWERCASE PRODUCTIONS (“LOWERCASE”), A CALIFORNIA LIMITED LIABILITY COMPANY, TO INCREASE THE CONTRACT AMOUNT BY \$41,585 FROM \$100,000 TO A TOTAL AGGREGATE CONTRACT AMOUNT NOT-TO-EXCEED \$141,585 FOR WEB DEVELOPMENT SERVICES**

- WHEREAS, The Successor Agency to the Redevelopment Agency of the City and County of San Francisco (commonly known as the Office of Community Investment and Infrastructure) (the “Successor Agency” or “OCII”) retains the obligations to implement the redevelopment plans in Hunters Point Shipyard/Candlestick Point, Transbay, and Mission Bay which are incorporated into state-approved enforceable obligations. The current OCII website is in need of a major overhaul to strengthen its communications with the public; and,
- WHEREAS, Pursuant to Section IX.D(1)(d) of the OCII Purchasing Policy, (“Purchasing Policy”) amended November 15, 2011, OCII employed the sole-source solicitation method; and,
- WHEREAS, lowercase productions is a Limited Liability Company, San Francisco-based, Small Business Enterprise that was established in 2005; and,
- WHEREAS, Following market research, and dialogue and consultation with various city agency communications staff, OCII selected lowercase productions, a small, local business enterprise (LBE) entitled by the City to overhaul OCII’s current website and revamp its identity by engaging in a robust content strategy program and implementing a new web identity; and,
- WHEREAS, OCII made this selection based on lowercase productions’ history of successfully providing similar services related to OCII Requests for Proposals (“RFPs”) for various affordable housing developments in the Transbay Redevelopment Project Area, and their extensive work with the City’s content management system, Drupal, when providing services for other City Agencies; and,
- WHEREAS, The OCII Commission, via Resolution 30-2018, authorized the Executive Director to enter into a sole source personal services contract not-to-exceed \$100,000 with lowercase productions to provide Web Development Services for a term beginning on June 19, 2018; and,

- WHEREAS, Since OCII entered into the contract with Lowercase Productions, OCII identified a need to convert OCII's Annual Housing Report into a format compatible with the OCII website. This scope is additional to the scope authorized in the original contract; and,
- WHEREAS, OCII wishes to amend the Contract to increase the contract amount by \$41,585 from \$100,000 to \$141,585 to compensate lowercase productions for the additional design and programming work required to convert OCII's Annual Housing Report for use on OCII website revamp; and,
- WHEREAS, Funding to support the contract with lowercase productions is contained within the Fiscal Year 20-21 budget, consistent with the administrative budget and the State Department of Finance in OCII's Recognized Obligations Payments 20-21, Line 1; and,
- WHEREAS, The fee for the additional work will be paid from the OCII's Recognized Obligations Payments 2020-21, Line 1; and,
- RESOLVED, The Successor Agency Commission authorizes the OCII Executive Director to execute a First Amendment to the Personal Services Contract with Lowercase Productions for web development services for a term that will expire upon Lowercase's total completion of the scope of services listed for Phases 1 and 2, and authorizing a total aggregate contract amount not to exceed \$141,585, substantially in the form approved by the Successor Agency's General Counsel.

I hereby certify that the foregoing resolution was adopted by the Commission at its meeting of October 20, 2020.


  
\_\_\_\_\_  
Commission Secretary

Exhibit A: First Amendment to the Personal Services Contract with lowercase Productions

OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE/  
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY AND  
COUNTY OF SAN FRANCISCO

PERSONAL SERVICES CONTRACT

This FIRST AMENDMENT TO THE PERSONAL SERVICES CONTRACT (“Contract”) is entered into as of October 20, 2020 by and between the OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE/SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO, a public body, corporate and politic (“OCII”), and LOWERCASE PRODUCTIONS, a California Limited Liability Company (“Contractor”).

RECITALS

- A. OCII, as successor to the Redevelopment Agency retains the obligations to implement the redevelopment plans in three Major Approved Development Projects (Hunters Point Shipyard/Candlestick Point, Transbay, and Mission Bay. OCII is strongly committed to maintaining a high-level of public communication and understands that the website is in need of a full revamp which will allow the agency to shift towards a more streamlined, modern, service-based site.
- B. Pursuant to Section IX.D(1)(d) of the OCII Purchasing Policy, (“Purchasing Policy”) amended November 15, 2011, OCII employed the sole-source solicitation method.
- C. Following market research, and dialogue and consultation with various city agency communications staff, OCII selected Contractor, a small, local business enterprise (LBE) entitled by the City to overhaul OCII’s current website and revamp its identity by engaging in a robust content strategy program and implementing a new web identity.
- D. OCII made this selection based on Contractor’s history of successfully providing similar services related to OCII Requests for Proposals (“RFPs”) for various affordable housing developments in the Transbay Redevelopment Project Area, and their extensive work with the City’s content management system, Drupal, when providing services for other City Agencies.
- E. The OCII Commission, via Resolution 30-2018, authorized the Executive Director to enter into a sole source personal services contract not-to-exceed \$100,000 with Contractor to provide Web Development Services for a term beginning on June 19, 2018.

- F. Since OCII entered into the contract with Contractor, OCII identified a need to convert OCII's Annual Housing Report into a format compatible with the OCII website. This scope is additional to the scope authorized in the original contract.
- G. OCII wishes to amend the Contract to increase the contract amount by \$41,585 from \$100,000 to \$141,585 to compensate Contractor for additional design and programming work required to convert OCII's Annual Housing Report for use on OCII website.
- H. Funding to support the contract with Contractor is contained within the Fiscal Year 20-21 budget, consistent with the administrative budget and OCII's Recognized Obligations Payments Schedule 20-21, Line 1.

**AGREEMENT**

**ACCORDINGLY**, for good and valuable consideration, the amount and sufficiency of which is hereby acknowledged, the Agency and Contractor agree to amend the Contract as follows:

1. BUDGET

The Budget, "**Exhibit A**" is hereby deleted in its entirety and replaced with the attached "**Attachment 1**".

This First Amendment constitutes a part of the Contract and any reference to the Contract, in any document, shall be deemed to include a reference to such contract as amended hereby.

Except as otherwise amended hereby, all terms, covenants, conditions and provisions of the Contract shall remain in full force and effect.

2. COMPENSATION

The maximum amount payable under this Contract is One Hundred Forty-One Thousand Five Hundred Eighty-Five Dollars (\$141,585.00) split over two distinct phases, Phase 1 and Phase 2. All expenses of Contractor are included in the amounts payable pursuant to Attachment "1", "Budget", and no expenses shall be reimbursed separately. Contractor will submit monthly billing invoices to OCII. The invoices shall include the billing amount, total hours invoiced, hourly billing rate, description of services rendered, supporting documentation and Contractor's signature. OCII staff will review and approve these invoices for payment.

IN WITNESS WHEREOF OCII and Contractor have executed this Contract as of the date first above written.

lowercase productions, a California Limited Liability Company.

By: \_\_\_\_\_

Daniel Reider  
Owner  
Federal Tax Identification No. 81-3998345

SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY  
AND COUNTY OF SAN FRANCISCO, a public  
body, corporate and politic

By: \_\_\_\_\_

Nadia Sesay  
Executive Director

APPROVED AS TO FORM:

By: \_\_\_\_\_

James B. Morales  
Agency General Counsel

Authorized by Resolution No. \_\_\_\_\_, adopted \_\_\_\_\_.

**ATTACHMENTS**

Attachment 1: Budget