

Community Facilities District No. 1 Plaza and Streetscapes Maintenance Request for Proposals (RFP)

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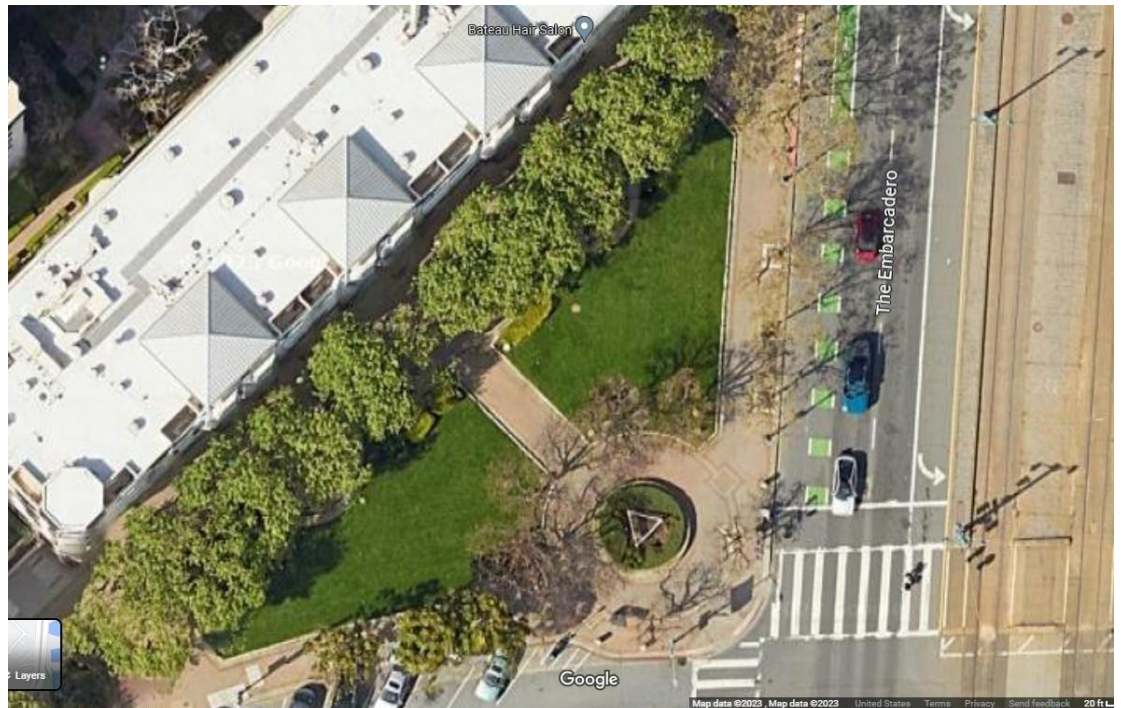
Pre-Submittal Meeting
Wednesday, March 20, 2024

REVISED POWERPOINT 3/22/24

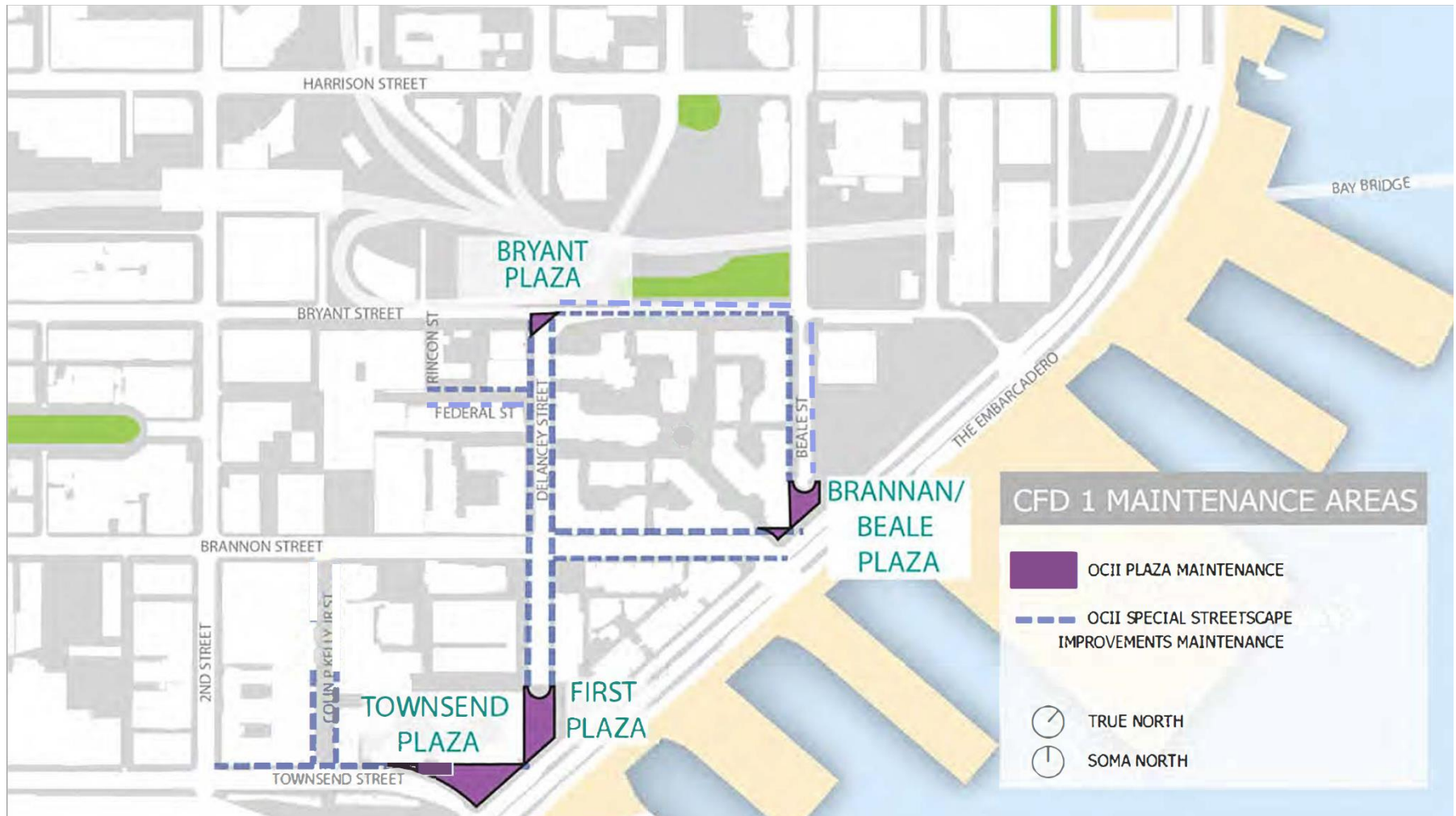


Outline

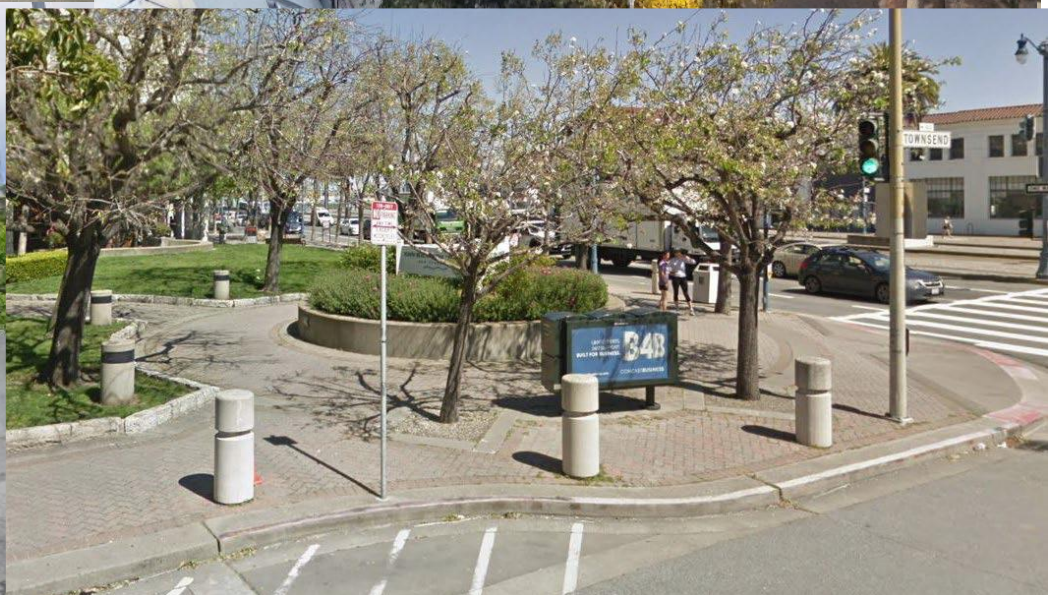
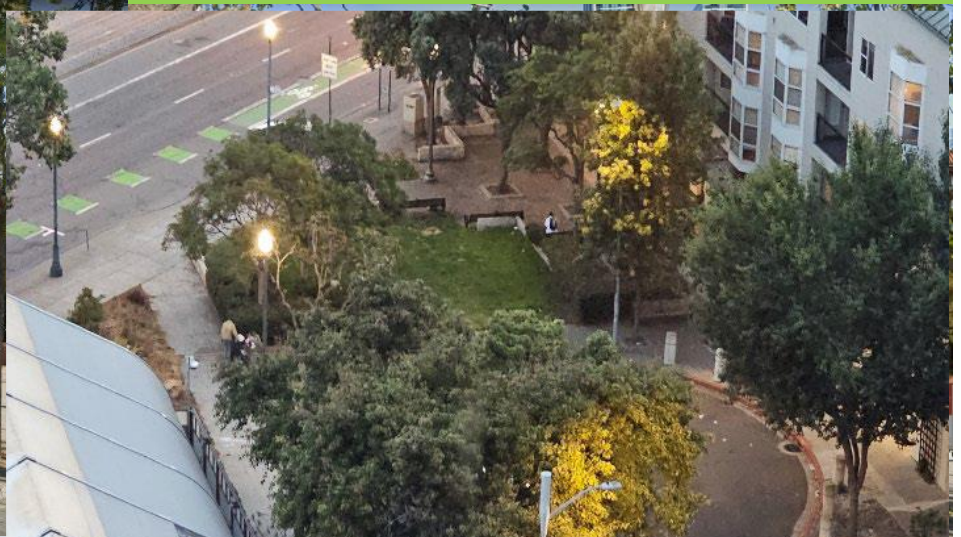
- CFD 1 Plazas and Streetscapes
- RFP Goals
- RFP Scope of Services
- OCII Contracting and Workforce Policies
- Next Steps



CFD 1 Facilities

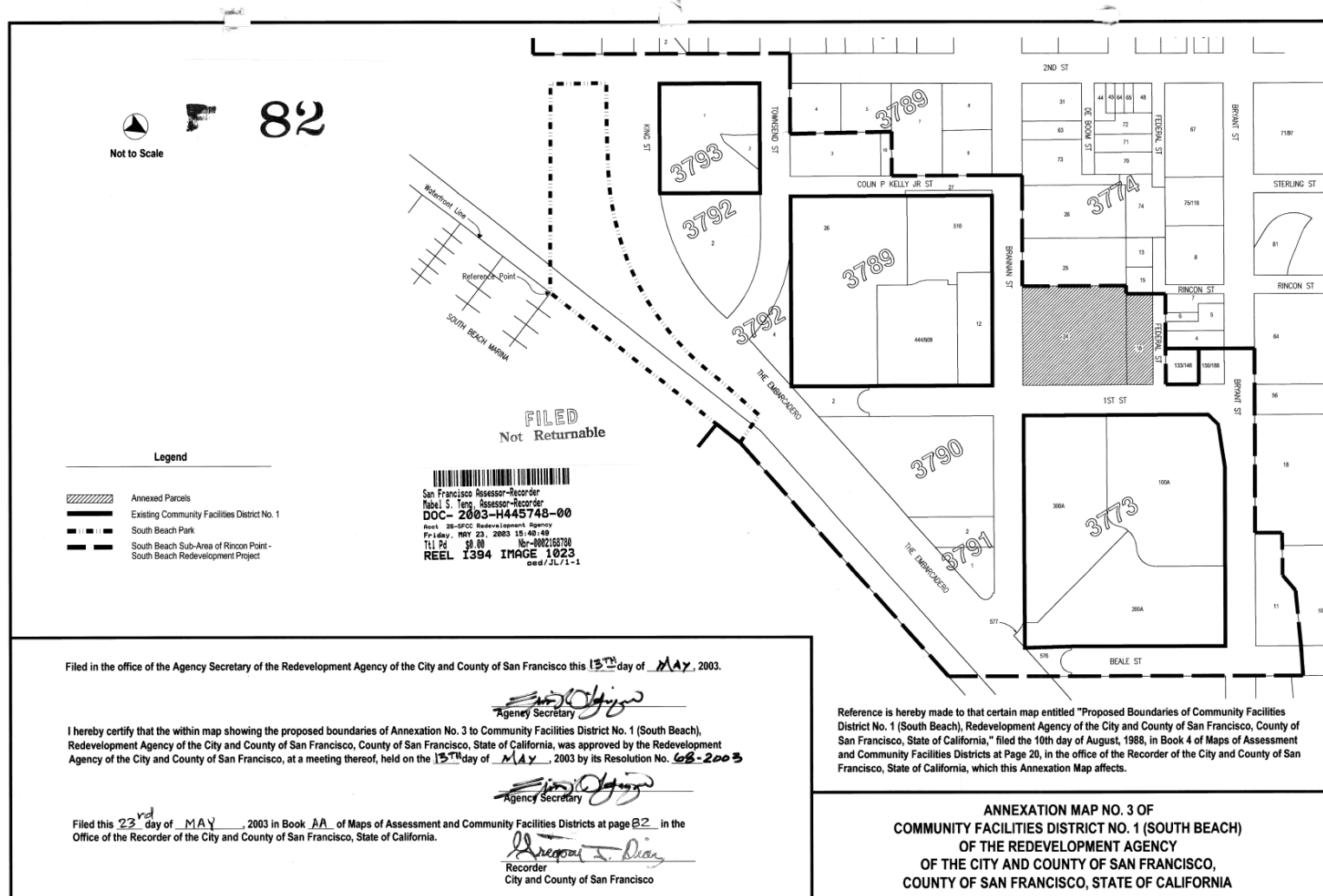


Four Small Plazas in Community Facilities District No. 1



Background

CFD No. 1 Assessed Properties



RFP Goals

- Maintain plazas and streetscapes in excellent condition for public use.
- Comply with OCII Economic Opportunities Program (EOP) policies.

Scope of Services

- Recurring Maintenance Services
- As-Needed Services
- Prepare Budget Reserve Estimate
- Capital Repair Administration

Recurring Maintenance Services

- Landscape Maintenance
 - Lawns, shrubs and plant maintenance
 - Tree maintenance
 - Irrigation
 - Pest management
- Site furnishings maintenance
- Lighting
- Litter control and graffiti abatement
- Comply with the Urban Forestry Ordinance and coordinate with City Department of Public Works on Street Tree maintenance.

Requirements for City Street Tree Service

City maintains street trees pursuant to the Urban Forestry Ordinance. City's street tree responsibilities:

- Remove unhealthy and structurally unsound street trees
- Conduct street tree inspections
- Prune street trees every 3-5 years (Last City pruning in 2021)
- In-between **street tree** pruning as necessary (trimming, clearance)
- Perform street tree care
- Fix **street tree**-related damage
- Repair **street tree**-related sidewalk damage

Contractor Street Tree Services

- Maintain plaza trees.
- Comply with Urban Forestry Ordinance/coordinate with City DPW.
- Notify DPW and OCII when **street** trees need to be removed or pruned and track City's work.
- Report damaged **street** trees to DPW and OCII.
- Plant street trees in empty tree wells where the City has removed a tree to the extent Contractor is authorized by Public Works Code Section 806(b).
- Maintain street trees Contractor is authorized to plant under the Urban Forestry until tree's establishment (three years).
- Control litter and weeds in tree wells.
- Rake and replenish pea gravel in tree wells.

Examples of As-Needed Services

- Replacing segments of the irrigation or lighting system
- Removal and replacement of a dead or dying plaza tree
- Repair or replacement of bollards and benches, resetting of pavers and cobblestones
- Other repairs, alterations or replacements

As-Needed Services-continued

- Repairs under \$5,000: Contractor performs work after OCII approval
- Repairs over \$5,000: Contractor prepares scope, OCII approves, Contractor prepares and administers bid, and manage contracts*
*(*This process is required under Public Contracting law)*

NEW SLIDE Prepare Budget Reserve Estimate

- Contractor shall, based on its experience with similar Facilities and/or with the input of outside expertise, prepare an estimated annual reserve budget.
- Estimate addresses long-term repair/replacement work for Facilities, together with a basis for this estimate.
- This task is to provide an estimate for the reserve budget, not to perform any long-term repair/replacement work.
- Estimate is intended to be for OCII informational purposes in planning future budgets for the Facilities.
- Contractor shall be reimbursed for the work performed to prepare the Reserve Budget Estimate.

Capital Repairs Administration

- Scope of Services sets out the Capital Repairs needing to be undertaken.
- Prepare a scope of work, schedule and not-to-exceed estimate for the Capital Repairs
(Needed capital repairs are spelled out in the RFP)
- Prepare and administer one or more bids for the Capital Repairs*
Accept bid, execute contract and oversee the Capital Repairs to completion
*(*This process is required under Public Contracting law)*

REVISED SLIDE Proposed Budget

I.	Recurring Maintenance Services	<i>INSERT ESTIMATE</i>
II.	As-Needed Repair Replacement Services	<u>\$25,000</u>
	TOTAL I & II	\$135,000
		\$150,000
III.	Preparation of Reserve Budget Estimate	\$10,000
IV.	Administration of Capital Repairs	TBD

Public Contracting Law

- Competitive sealed bids
- Publicly Advertised
- Award to lowest bidder
- Public Bid Opening
- Payment of Prevailing Wages
- Oversee work to ensure compliance with state and federal laws, public contracting requirements, and OCII polices including Economic Opportunity Programs

OCII Economic Opportunity Programs

- Small Business Enterprise Policy establishes a 50% SBE Contracting Goal with first consideration to Project Area SBEs, followed by San Francisco based SBEs.
- 50% Local Hire Goal
- Payment of Prevailing Wages
- Comply with other OCII policies including Health Care Accountability Policy, Minimum Compensation Policy, Non-Discrimination in Contracts and Benefits Policy.

REVISED SLIDE Next Steps

3/27/2024 11:00 am	Site Tour
3/29/2024 noon	Deadline for questions and requests for additional information
4/22/2024 5:00 pm	Proposal Submittal Deadline
7/16/2024 1:00 pm	OCII Commission consideration of Personal Services Contract

Thank you!

Questions and Answers

Contact

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*If you are interested in moving forward on submitting a proposal,
please attend the Site Tour on **Wednesday, March 27, 2024.***