



118-0362021-002

Agenda Item **No. 5(g)**
Meeting December 7, 2021

MEMORANDUM

TO: Community Investment and Infrastructure Commissioners

FROM: Sally Oerth, Interim Executive Director

SUBJECT: Authorizing a Personal Services Contract with Lynx Insights and Investigations, Inc., a California Corporation, for a term not to exceed nine months, to search for and contact persons displaced by projects of the former Redevelopment Agency, in an amount not to exceed \$229,570; Citywide

EXECUTIVE SUMMARY

In 1967, the former San Francisco Redevelopment Agency ("Agency") established a Certificate of Preference ("COP") Program for displaced residents and businesses in the Western Addition A-2 Redevelopment Project Area. Two years later, in 1969, the California legislature established a "priority" for low- and moderate-income persons displaced by redevelopment projects "in renting or buying" affordable housing developed by redevelopment agencies. This statutory preference is currently codified in the Community Redevelopment Law ("CRL") at Section 33411.3 of the California Health and Safety Code, in the Property Owner and Occupant Preference Program of the Redevelopment Agency (Oct. 1, 2008) (the "Certificate of Preference Program" or "COP Program"). The Board of Supervisors codified the COP Program to include and City-funded affordable housing in San Francisco Administrative Code, Section 47.3(a).

In December 2020, OCII released a Request for Proposals ("RFP") for a consultant to locate and provide current contact information for individuals who were displaced from their residences several decades ago by actions of the former Agency ("Displaced Persons"), and who may be income-eligible for a preference in affordable housing in San Francisco. OCII has now completed its review of proposals submitted in response to the RFP. Since the release of the RFP, the state legislature has approved an omnibus housing bill that included an expansion of the statutory preference for displaced persons to include those who are descendants of the displaced persons and who are income

London N. Breed
MAYOR

Sally Oerth
INTERIM
EXECUTIVE DIRECTOR

Miguel Bustos
CHAIR

Mara Rosales
Bivett Brackett
Efrem Bycer
Dr. Carolyn Ransom-Scott
COMMISSIONERS

One S. Van Ness Ave.
5th Floor
San Francisco, CA
94103

415 749 2400

www.sfocii.org

eligible for affordable housing assisted by a former redevelopment agency. Assembly Bill No. 1584, Stats 2021, chapter 260, section 13 (to be codified at Cal. Health and Safety Code § 34178.8). The information obtained from the selected consultant about displaced persons will be useful in implementing AB 1584.

Staff recommends authorizing the OCII Executive Director to enter into a Personal Services Contract for search and contact services ("Contract") with Lynx Insights and Investigations, Inc., a California corporation for a term not to exceed nine months, for a maximum expenditure authority not to exceed \$229,570.

BACKGROUND

Certificate of Preference Program Overview

The COP Program was created to give a housing preference to low- and moderate-income persons who were displaced by the Former San Francisco Redevelopment Agency ("Agency") activities, such as Agency property acquisition and other actions implementing redevelopment plans. Those redevelopment activities, especially in the Western Addition and in Hunters Point, displaced thousands of existing residents primarily in the 1960s and 1970s. Many of the displaced heads of households eventually received a COP, which provides documentation for the housing preference for affordable housing created by the Agency or its successor.

In 1998, the Agency expanded eligibility for the COP Program to include persons who were minor children or adults who were not heads of households at the time of displacement, who appear in the Agency's Site Occupancy Reports ("SORs") and who qualified for affordable housing assisted by the Agency. In 2008, the Board of Supervisors expanded the supply of affordable housing for which COP holders were eligible to include City-funded affordable housing programs.

In 2009, the Agency hired the Keane Organization, Inc. ("Keane") to complete a Survey, which included the following: scanned and created digital records ("PDFs") of the original SORs documenting the Certificate Holders who were displaced by Agency action since 1964; created an Access database of the scanned SORs; confirmed if the original Certificate Holders were still living (and provided a current/or last known address); and conducted an electronic and manual search for current/or last known address of other members of the household at the time of displacement.

Keane concluded in its work in July 2010, with results as follows:

- Newly-identified heads of households who had been displaced (also known as, Residential "A" certificate holders): 1,033
- Newly-identified household members who had been minor children at the time of displacement (also known as, Residential "C" certificate holders): 287
- Deceased: 1,259
- Displaced Persons for whom contact information was not found: 9,992

The Displaced Persons without contact information is the subject of the work that needs to be completed by the selected contractor.

DISCUSSION

The RFP and Contractor Selection

As previously stated, on December 3, 2020, OCII staff issued the RFP by posting the opportunity on the OCII and City and County of San Francisco's website and informing as many organizations as possible about this opportunity to locate COP holders. On February 18, 2021, staff received eight complete proposals. On May 20, 2021, staff issued an Addendum #2 to clarify the focus on using information from previously transcribed SORs and additional information from MOHCD on displacees. On June 18, 2021, staff received five updated responses, one respondent kept their original submission, and two teams withdrew from the process, for a total of 6 remaining responses.

Interviews

OCII deemed three teams to be qualified and interviewed the following:

1. Diamond Technology, Inc. ("DTI")
2. Lynx Insights and Investigations, Inc. ("Lynx") with New Community Leadership Foundation ("NCLF")
3. Ewald & Wasserman Research ("E&W")

The interviews were held on August 24, 2021. The panel participants included:

- Oscar James (COP holder and COP Committee member)
- Maria Benjamin (Below Market Rate Housing Manager, MOHCD)
- Pam Sims (Senior Development Specialist, OCII)
- Yvonne Kyrimis, Contract Compliance Specialist, OCII, observed the interview process

Housing and Contract Compliance staff created an evaluation and scoring sheet for the panelists that combined criteria into broader categories, which included: proposer's experience (maximum 30 points), scope of work (25 points), budget (25 points), compliance with reporting (10 points), and compliance with OCII's policies (10 points).

Recommendation

The panelists unanimously scored the Lynx (partnered with NCLF) team as the highest ranked proposer. This team presented their scope of work in a comprehensive manner. Lynx Investigations would complete the data search for household members, and NCLF would work with Alise Vincent Consulting to train young people from both the Western Addition and Bayview to connect and confirm contact information.

Applicant Team	Scores (maximum 100 points)
DTI	66.3
NCLF/Lynx	88.7
E&W	54

Lynx Insights and Investigations, Inc. Contract

Under the Contract, Lynx Insights and Investigations, Inc. in partnership with New Community Leadership Foundation, ("Contractor") will be responsible to locate, and provide current contact information for, individuals who were displaced from their residences several decades ago by actions of the former Agency. The Contractor will be required to protect any private information that it obtains in attempting to identify the displaced households. The Contract is included as Exhibit 1 to the accompanying proposed Resolution.

Scope of Services

Bulk Database Search

- Complete a search of 4,500 records with social security numbers as they will be easier to locate. Complete a second search of 5,500 records (without social security numbers) with information gathered from the first search.

Media Creation

- Creation of a press release and a website where potential displaces can engage with a team member.

Train Investigators

- Hire five employees from impacted communities to conduct outreach and investigations. Training will include: investigative techniques; introduction to the scripts; importance of protecting private information, and, subject matter about the history of displacement.

Contact Potential Displacees (per updated contact information)

- Trainees will call with numbers obtained from the database search, explain the reason for the call, confirm physical addresses, and will inquire about other family members who were displaced.

Prepare Report for OCII

- The Contractor will review and analyze the findings for each record. The report will be presented to OCII staff for feedback, which will include an Excel workbook.

Present Final Report to the OCII Commission

- Subsequent to the Contractor completing their work, and finalizing their findings, a Final Report will be presented to the Commission.

Term

The term of the Contract will be for no more than nine months beginning on January 3, 2022. The RFP stated a six-month term and staff is adding three months to account for the timing of a presentation to the Commission. An extension, of up to six months will be authorized at the sole and absolute discretion of the OCII Executive Director.

Budget

The Contract budgeted amount is \$199,621, plus an as needed contingency amount of \$29,949 (or 15%) for a maximum amount not to exceed of \$229,570: the line-item budget is Attachment B to the Contract which accompanies the proposed resolution. A contingency amount is included in case additional followup activities are required (beyond what is currently proposed and anticipated) to contact the displaced persons, and expenses will be authorized at the sole and absolute discretion of the OCII Executive Director.

SMALL BUSINESS ENTERPRISE PROGRAM COMPLIANCE

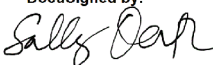
Contracting teams must reflect a commitment and ability to successfully adhere to OCII policies regarding Small Business Enterprises, nondiscrimination in contracts and benefits, minimum compensation and prevailing wage labor standards, and health care accountability.

Lynx Insights and Investigations, Inc., is in compliance with the OCII's purchasing and contracting policies, including policies on non-discrimination in benefits, minimum compensation, healthcare accountability and prevailing wages.

STAFF RECOMMENDATION

Staff recommends the Commission approve and authorize the Executive Director to execute a Personal Services Contract with Lynx Insights and Investigations, Inc., a California Corporation, for a term not to exceed nine months, to search for and contact possible displacees who may be eligible for a Certificate of Preference, in an amount not to exceed \$229,570.

(Originated by Pamela Sims, Senior Development Specialist)

DocuSigned by:

336F9B4FE72748A...
Sally Oerth

Interim Executive Director