




MEMORANDUM

April 8, 2022

TO: MEMBERS, PORT COMMISSION
Hon. Willie Adams, President
Hon. Doreen Woo Ho, Vice President
Hon. Kimberly Brandon
Hon. John Burton
Hon. Gail Gilman

FROM: Elaine Forbes
Executive Director 

SUBJECT: Request authorization to award Hollins Construction Inc (“HCI”) a contract for As-Needed Technical Services for Pier 70 and Mission Rock Development Projects in an amount not to exceed \$3,000,000.

DIRECTOR’S RECOMMENDATION: Approve the Attached Resolution No. 22-21

EXECUTIVE SUMMARY

Pursuant to Port Commission authorization (Resolution 21-51), Port staff issued a Request for Proposals (“RFP”) to solicit technical support services for the Pier 70 and Mission Rock development projects. Two firms submitted proposals in response to the RFP. One firm was deemed non-responsive due to non-compliance with the 20% LBE requirement. A selection panel then scored one written proposal. CMD monitored the panel evaluation process.

Port staff now seeks Port Commission authorization to award the as-needed professional services contract to Hollins Construction Inc (“HCI”), a certified local business enterprise and minority business enterprise. Staff recommends the award of a contract in the not-to-exceed amount of \$3,000,000 with an initial contract term of four years with the option to renew for one additional year. The proposed contracts will be funded from the operating budgets for the development projects, and the Port will invoice and subsequently be reimbursed by the development partners for the consultant services.

STRATEGIC PLAN OBJECTIVE

This contract opportunity will support the goals of the Port's Strategic Plan as follows:

Evolution and Productivity:

By transforming the waterfront to create vibrant new neighborhoods for residents, retail, commercial and employees.

Equity:

By increasing the proportion of funds spent by the Port with local businesses competing for Port contracts by engaging teams that support the diversity of the City.

Resiliency:

By improving the Port's resiliency to earthquake and the impacts of climate change, including sea level rise.

BACKGROUND

The Port has a number of development projects with development partners. These projects include:

Pier 70 Projects: The Port Commission has approved transaction documents for the development of Pier 70 into a vibrant, mixed-use area, while preserving historic structures, delivering nine acres of parks and open space, more than 1,000 units of new housing, and up to 1,000,000 square feet of office space.

Mission Rock Development Project: The Port Commission has approved transaction documents for the development project at Seawall Lot 337, which includes construction of up to 1,600 units of new rental housing and 1.4 million square feet of new commercial and office space, retail, and neighborhood services, waterfront parks, and public infrastructure.

Each of these development projects necessitates various pre-development submittals according to the applicable transaction documents. These submittals must be consistent with the overarching entitlement documents, including but not limited to the following:

- Project's respective Special Use District zoning controls
- Final Environmental Impact Reports
- Design for Development and Design Control documents
- Projects' respective Infrastructure Plans and associated supplements
- Subdivision Code and Regulations
- Projects' respective Streetscape Master Plans, and
- Master Utility Plans.

The purpose of the proposed contract is to procure multi-disciplinary engineering and design review services and assistance in implementation of the pre-development submittals for the master plan developments at Pier 70 and Mission Rock. The Port

awarded a similar contract for this scope of work in 2018 and that contract will expire in 2022.

PROJECT WORK

This project is organized into seven major areas.

- 1: Conceptual Planning – familiarity with entitlement documents, planning of infrastructure systems, and engineering input on temporary utilities.
- 2: Existing Street and Utility Systems – review of existing and City-owned utility system relocations and managing tenant utility and access needs in the development.
- 3: Mapping – advice in easements, encroachments, title issues, and other mapping concerns.
- 4: Land Transfers – advise from technical perspective regarding land transfer issues and review of surveys.
- 5: Coordinate Review process – coordinate document transmittal and monitor progress of City agency reviews and comments through project approval.
- 6: Infrastructure Submission Review – support Port staff in technical review of development project submittals, review cost estimates, and synthesize comments from other City departments.
- 7: Construction – facilitate review of construction cost documents.

CONTRACT ADVERTISEMENT AND OUTREACH

On January 18, 2022, the Port issued the RFP. The solicitation was advertised on the City and County of San Francisco Supplier Portal and the Port website. The Port outreach list included:

- LBEs in San Francisco
- Certified small businesses in Oakland
- Interested parties to a 2021 public works solicitation of a similar scope
- Trade Organizations, including ethnic chamber of commerce.

The final outreach list included two hundred and twenty-three firms and eleven chambers of commerce.

The Port hosted a virtual pre-proposal meeting on January 25, 2022, with 27 participants. The Port received and responded to nine questions from potential

respondents. Staff issued one addendum to clarify dates in the RFP and conflict of interest language.

SELECTION PROCESS

Submittals were due on February 22, 2022, and the Port received two responses to the RFP in advance of the submittal deadline. The following two consultant teams responded to the RFP:

1. Hollins Consulting Inc. (LBE-MBE)
2. MK Engineers Inc. (LBE-MBE)

CMD determined that MK Engineers Inc, was not responsive to the LBE requirements. The Port provided a notice of non-responsiveness to MK Engineers Inc on March 1, 2022, and no protest was received. HCI was determined to have a responsive proposal.

Selection Panel

The Port convened a three-member evaluation panel for an orientation on March 9, 2022. The panel consisted of a licensed engineer from Public Works, a transportation urban planner from the San Francisco Metropolitan Transit Agency, and a project manager from the Port. The panel members are experienced in real estate development, engineering, and private-public finance. The Port's CMD Compliance Officer approved the panel composition and attended all panel meetings.

Evaluation Criteria

There is no panel review required when there is a single responsive proposal. Nonetheless, the Port convened the panel to review the written proposal to ensure the response met the minimum threshold of 75 points required for advancement for an oral interview.

Written proposals were evaluated and scored by the selection panel based upon the following criteria:

- 40 points – As-Needed Technical Approach
- 30 points – Prime Consultant, Team Experience, and Assigned Project Staff
- 30 points – Firm and sub-consultants
- 100 points Total

No oral interview was conducted.

The City Administrative Code Chapter 14B, the LBE and Non-Discrimination in Contracting Ordinance, establishes rating bonuses for LBE firms and LBE joint venture partnerships. HCI was qualified to receive a 10% rating bonus. The CMD Award Memo outlining CMD's determination and the LBE status of the subconsultants is in Appendix A.

Table 1. Written Proposal Scores

Proposer	Written Proposal Score	LBE Rating Bonus	Final Total Score	Final Rank	Ethnicity ¹
Hollins Consulting	94.33/100	9.33	102.66	1	African-American

The Port issued a Notice of Intent to Award on March 23, 2022 and received zero (0) protests of this notice.

SELECTED CONSULTANTS

Hollins Consulting Inc

Hollins Consulting is an African-American owned LBE engineering firm established in 2008 in San Francisco. The firm provides construction management and engineering services on public and private infrastructure. Hollins Consulting has worked on projects for the Hunters Point Shipyard, Sunnydale HOPE SF, and Yerba Buena/Treasure Island. Hollins Consulting has worked with the Port of San Francisco including on the current contract for this scope of work that will expire in 2022.

HCI exceed the 20% LBE requirement. The team will include Vara Land Surveyors (WBE-LBE), Edgard Lopez & Associates (MBE-LBE) and Lotus Water (OBE-LBE). The total LBE participation on this contract is expected to be 100%.

FUNDING

The Port's operating budget for non-personnel services will fund these proposed contract services.

SCHEDULE

The planned contracting schedule is shown below:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Award Contracts	April 12, 2022
Notice To Proceed	June 1, 2022
Contract Completion	May 31, 2027

RECOMMENDATION

Port staff recommends that the Port Commission authorize to award a contract to Hollins Consulting for as-needed technical services for the development projects for a not to exceed value of \$3,000,000 with a term of no longer than five years.

¹ This information is for informational and data collection purposes only and may not be taken into account by the Port Commission when considering the approval or disapproval of any contract award. See Attachment 1, CMD Award memo.

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For: Katharine Petrucione, Deputy Director
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and

Rod Iwashita, Port Harbor Engineer
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Attachments

A: CMD Award Memo

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 21-21

WHEREAS, The Port has approved transaction documents for the development of Pier 70 into a vibrant, mixed-use area, while preserving historic structures, delivering nine acres of parks and open space, over 1,000 units of new housing, and up to 1,000,000 square feet of office space; and;

WHEREAS, The Port Commission approved the development of the Mission Rock Project at Seawall Lot 337, which includes construction of up to 1,600 units of new rental housing and 1.4 million square feet of new commercial and office space, retail, and neighborhood services, waterfront parks, public infrastructure; and

WHEREAS, To complete the Pier 70 and Mission Rock projects, Port staff requires technical support services which are currently beyond the capabilities of the Port and City staff; and

WHEREAS, On December 14, 2021, the Port Commission approved Resolution 21-51, authorizing staff to issue a Request for Proposals to solicit As-Needed Technical Services for Pier 70 and Mission Rock Development Projects with a total term of four years with one option to extend for one year and a total not to exceed value of \$3,000,000 (the "RFP"); and

WHEREAS, Port staff advertised the RFP on January 18, 2022, and received one responsive proposal on February 22, 2022; and

WHEREAS, Port staff convened an evaluation panel to evaluate and score the written proposal; and

WHEREAS, Port staff selected the proposal with the highest responsive score, received from Hollins Consulting Inc; now, therefore be it

RESOLVED, That the Port Commission expresses its thanks and appreciation to the three-member scoring panel for their participation in and support of the Port's evaluation of responses to the RFP; and further be it

RESOLVED That the Port Commission authorizes the Executive Director to execute an as-needed professional services contract for technical service at the development projects for the services in the accompanying staff report in an amount not to exceed \$3,000,000 and with a term no longer than five (5) years with Hollins Consulting and to enter any other agreement, work order, or purchase order

necessary to effectuate the purposes of this Resolution that the Executive Director, in consultation with the City Attorney, determines are in the best interest of the Port, do not materially increase the obligations or liabilities of the Port, and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by the Executive Director, or her designee, of any such documents.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of April 12, 2022.

Secretary