

## MEMORANDUM

July 7, 2016

**TO:** MEMBERS, PORT COMMISSION  
Hon. Willie Adams, President  
Hon. Kimberly Brandon, Vice President  
Hon. Leslie Katz  
Hon. Eleni Kounalakis  
Hon. Doreen Woo Ho

**FROM:** Elaine Forbes  
Interim Executive Director

**SUBJECT:** Request approval to issue a Request for Proposals Soliciting Architectural and Engineering Consulting Services for the Mission Bay Ferry Landing Project

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution

---

### EXECUTIVE SUMMARY

On May 10, 2016, Port staff presented to the Port Commission the Mission Bay Ferry Landing alternatives analysis that COWI Engineering prepared. As promised during the presentation, Port staff has since conducted additional public outreach for the Mission Bay Ferry Landing project. Port staff now seeks Port Commission's authorization to advertise a Request for Proposals ("RFP") to solicit professional consulting services for the Mission Bay Ferry Landing Project. The objective of the project is construction of a public ferry boat berthing and water taxi landing in the City's Mission Bay neighborhood. This water transportation berthing facility will service ferry and water taxi passengers traveling to and from new developments at Mission Bay and Pier 70, via the San Francisco Bay, and will serve the existing residents and workforce at Mission Bay. The proposed RFP would seek consulting services that include architectural, engineering and environmental consulting services for the planning, investigation, design, permitting, bid, award and construction phases of the Mission Bay Ferry Landing project. The Port, in partnership with the Water Emergency Transit Agency (WETA), seeks to develop critical new water transportation infrastructure in Mission Bay to provide needed transportation alternatives to reduce traffic, improve air quality, and improve neighborhood quality.

The Mission Bay Ferry Landing project requires specialized architectural, engineering and environmental consulting services that are beyond the capabilities of the Port and City staff. On June 20, 2016, the Civil Service Commission authorized Port staff to contract

with a professional services consulting firm for the Mission Bay Ferry Landing project. The City's Contract Monitoring Division has assigned a 20% Local Business Enterprise ("LBE") goal for the services procured under this RFP.

After the evaluation and scoring of qualified consultants, Port staff will recommend award of a professional service contract to the highest-ranked consultant. It is anticipated the proposed contract will have an initial contract term of five years with two options to renew for one year for a maximum contract term of seven years. The contract options would be executed at the Port's sole discretion and subject to funding availability. The Port currently has \$6.97 million allocated in the Fiscal Year (FY) 2016-17 and FY 2017-18 capital budgets, including \$3.47 million in Port funding and \$3.50 million from the City's General Fund. Funding for the project is contingent upon final Board of Supervisors' approval of the budget.

## **STRATEGIC OBJECTIVE**

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

### Livability:

*By increasing the proportion of funds spent by the Port with LBE and micro-LBEs; and by proactively working with transportation agency partners to ensure integrated transportation plans to ease traffic congestion on the waterfront; promote walking and alternative transportation; expand public transit, pedestrian and bicycles access and service, including water taxis and ferries; facilitate capacity improvements to the public transportation system which will serve high demand areas which will increase personal opportunities with increased accessibility to local recreation, businesses, schools, hospitals and jobs.*

### Sustainability:

*By implementing leasing and development policies that support the City's climate goals; facilitating a capacity increase of the public transportation system which will save fuel, ease congestion along the waterfront; and minimize carbon emissions.*

### Economic Vitality:

*By expanding the system of active water berths for visiting transportation vessels.*

## **BACKGROUND**

In May 2015, the Port entered into a Contract Service Order with COWI Marine, an as-needed Architecture and Engineering ("A/E") Consultant, to provide conceptual planning, architecture and engineering for a new ferry and water taxi landing at Mission Bay. In March 2016, the consultant summarized their findings and recommendations in the "Mission Bay Ferry Terminal Planning Study." The study identifies four (4) ferry landing locations, and identifies 16<sup>th</sup> Street as the preferred location. The study also reviewed the feasibility for a water taxi facility at or near the new ferry landing. The proposed contract will further validate this selection through community engagement and environmental review and will analyze the 16<sup>th</sup> Street site as well as an alternative location 100' north of the 16<sup>th</sup> Street site.

The Port and Water Emergency Transit Agency (WETA) are pursuing development of the Mission Bay ferry landing to create a southern hub for ferry service into San Francisco that will address regional transportation demand generated by current and future development near Mission Bay. The Mission Bay ferry landing will provide pedestrian, bicycle, and transit connections to destinations along the Southern waterfront, including the USCF Hospital, the future Warriors arena, Pier 70, and the Central Waterfront and other adjacent communities. Ferry service to the Mission Bay landing will be initially offered as an extension of WETA routes serving the San Francisco Ferry Building until demand and resources are available to offer direct service from the East Bay. WETA does not currently have plans or funding to develop other facilities along the Southern waterfront, but will continue to monitor potential demand for future service to other locations, such as the Bayview and Hunter's Point communities. In the interim, other options such as water taxis, could provide opportunities to serve other locations along the Southern Waterfront.

## **SCOPE OF WORK**

Under the proposed RFP, the contract services will be divided into three phases, as follows:

- Phase 1: Conceptual A/E design, ferry landing location alternatives analysis, initiation of environmental impact analysis and permitting
- Phase 2: Engineering design for the development at the selected ferry landing site; technical studies and other services to support environmental review for compliance with CEQA and securing necessary environmental permits
- Phase 3: Bid and construction stage A/E services

### **Phase 1**

With respect to the preferred site at 16<sup>th</sup> Street and the most viable alternative site located approximately 100' north of the 16<sup>th</sup> Street site, the Consultant will do the following:

- Interview project stakeholders to establish additional ferry landing design criteria.
- Commence the sediment investigation.
- Commence the regulatory agency outreach regarding environmental review and permit applications.
- Conduct public outreach.
- Prepare conceptual A/E designs for the two ferry landing sites, including preliminary construction cost estimates.

### **Phase 2**

Based on the Phase 1 findings, Port staff will select the preferred site, and the A/E Consultant will do the following:

- Schedule additional meetings with project stakeholders - refine the project scope.
- Conduct public outreach.

- Complete the selected site design, including all specifications and drawings.
- Prepare reports, applications, and supporting documents needed to complete environmental review under the California Environmental Quality Act (“CEQA”) and obtain regulatory and environmental permits.

### **Phase 3**

During Phase 3, the Port will direct the Consultant to perform the following:

- Assist staff during the bidding and construction phase, including responding to contractors' questions, attending the pre-bid conference, and revising drawings and technical specifications as required.
- Provide technical services during the construction process to assure that construction is proceeding in accordance with the contract documents and all regulatory requirements.

### **SELECTION PROCESS**

Port staff proposes an RFP to solicit and procure the requested services through a fair and competitive process, which the City’s Contract Monitoring Division (“CMD”) will facilitate. Port staff and a CMD representative will convene a selection panel consisting of at least one Port staff member and two non-Port representatives. The selection panel will have expertise in the required fields and knowledge of the project area and objectives and meet diversity goals. The selection process is envisioned to include the following steps:

#### **Written Proposal Evaluation, Ranking, and Short-List**

After Port and CMD staff review proposals for responsiveness, the selection panel will score each written proposal based upon criteria included in the RFP. Expected criteria include an understanding of project objectives, experience of the firm and project staff, and management approach. Scores will be tabulated and ranked to determine short-listed firms with the highest scores.

#### **Oral Interviews**

Interviews with the short-listed firms will include a firm presentation and responses to a list of standard questions. The selection panel members will individually score each firm and a total score will be tabulated. Final ranking of the short-listed candidates will be based on the cumulative total of written proposal and oral interview scores.

#### **Contract Negotiation and Award**

After final scoring and determination of the highest-ranked candidate, Port staff will seek Port Commission authorization to enter into contract with the highest-ranked firm based on acceptable terms for the project scope of work, schedule and budget. The form of agreement will be included in the RFP. If staff cannot complete successful negotiations with the highest-rank firm, Port staff may elect to negotiate with the next highest-ranked firm in descending order.

## LOCAL BUSINESS ENTERPRISE PARTICIPATION

It is the goal of the Port to maximize participation of Local Business Enterprises (“LBE”) in its contracting opportunities. Potential roles for LBEs in this contract include structural engineering, electrical engineering, geotechnical engineering, and architectural services.

The City’s Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination in Contracting Ordinance, establishes discounts for LBE prime consultants and empowers the CMD to set a project specific goal for LBE subcontractor participation.

For this proposed professional services contract, the ordinance establishes rating discounts for LBE prime consultants and joint ventures as follows:

- Five percent (5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%);
- Seven and one half percent (7.5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds forty percent (40%); and
- Ten percent (10%) to an LBE prime contractor or a Joint Venture among LBE prime contractors.

CMD set the LBE subcontracting participation goal for this proposed contract at 20%. The selected prime contractor will be obligated to subcontract a minimum of 20% of the total contract value to certified LBE firms.

## OUTREACH

Port staff presented the alternatives analysis that COWI Engineering prepared to the Port Commission on May 10, 2016. Prior to that date, Port staff had presented preliminary analysis about the potential siting at the Mission Bay Citizens Advisory Committee (“Mission Bay CAC”) meetings and as a part of the Mission Bay Bayfront Park community workshops and Central Waterfront Advisory Group meetings.

Since the May 10<sup>th</sup> Port Commission meeting, the Port has conducted extensive community outreach to all of its Advisory Groups, the Mission Bay CAC and at the Mission Bay Ball park Transportation Coordinating Committee. The Water Emergency Transportation Agency (WETA) participated in each of the community meetings.

In general, the community advisory groups and interested citizens were very supportive of the project.

The following summarizes the general comments received and the Port’s response:

- *Why is the Port leading this project rather than WETA?* The project is a joint project between WETA and the Port. The Port is taking the lead on design because the Port has expertise and capacity. This project is a high priority for the City and County of San Francisco to accommodate planned growth for the Southern Waterfront. The Port is the lead agency for development of the Mission Bay ferry landing and is working in close partnership with WETA as a future service operator

at the new facility. Roles and responsibilities for the design, funding, construction, and operation of the new landing will be defined for each respective party in a forthcoming MOU that will be presented to the Port Commission on September 13, 2016 and WETA Board for consideration later this year. In addition, the planning and design work will require coordination with existing Port tenants in the area and the Port is best suited for that coordination. If the Port did not take the lead, delivery of the facility would be significantly delayed as funding for the project is not identified in WETA's capital plan.

- *Who will pay for the capital construction cost?* The Port will work with WETA, the City, the Metropolitan Transportation Commission and other funding partners to help secure the necessary funding to construct the facility. Port staff anticipate State and Federal grant funding sources will support the majority of the construction budget.
- *Who will operate the ferry service and what are departure and destinations?* WETA has indicated they would service the facility, both as regular service and to support events at the Event Center. The Port will also work with GGTD on arranging potential service. The Port is in discussions with water taxi operators on how they can serve the area.
- *How quickly can the facility be built?* The Port anticipates that it may take five to six years to design, permit and construct the facility should the project secure the necessary construction funding in a timely manner. The Port will endeavor to shorten the project delivery timeframe in collaboration with the Office of Economic and Workforce Development.

**SCHEDULE**

Civil Service Commission Authorization to issue the proposed RFP was obtained on June 20, 2016. The remaining RFP and tentative contract dates are:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	July 12, 2016
Commence RFP Advertisement	July 26, 2016
Pre-submittal Meeting	August 4, 2016
Proposal Due Date	September 8, 2016
Port Commission Request to Award Contract	October 11, 2016
Notice to Proceed	November 7, 2016

**FUNDING**

The proposed consulting services have an estimated cost of \$7.0 million that will be funded through the FY 2016-17 and FY 2017-18 Capital Budget. The Port Commission previously approved \$3.47 million in funding for this project. Additionally, Mayor Edwin Lee added \$3.5 million from the General Fund to support completion of this initial phase of an estimated \$42.7 million project.

## **SUMMARY**

Port staff is ready to seek competitive proposals for architectural and engineering services as described in this report. Therefore, staff requests that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Proposals, soliciting professional architectural and engineering consulting services for the Mission Bay Ferry Landing Project.

Prepared by: Boris Delepine, Contracts Administrator  
Finance and Administration Division and  
Joe Roger, Structural Engineer  
Engineering Division

For: John Woo, Acting Deputy Director  
Finance and Administration Division and  
Eunejune Kim, Chief Harbor Engineer

### Attachments

A: CMD Goal Memo

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

**RESOLUTION NO. 16-19**

WHEREAS, the Port of San Francisco previously contracted with COWI Marine to study the impact of establishing a ferry landing in the City's Mission Bay neighborhood; and

WHEREAS, the Port of San Francisco seeks to design and develop a ferry landing and water taxi facility that maximizes transportation efficiency in the Mission Bay neighborhood, cost effectively, without unfavorable impact to existing navigation or ship repair operations, and with the least potential for adverse environmental impact; and

WHEREAS, to complete this project, Port staff requires specialized architectural, engineering and environmental consulting services which are currently beyond the capabilities of the Port and City staff; and

WHEREAS, Port staff obtained approval from the Civil Service Commission on June 20, 2016 to contract with a private firm for architectural and engineering consulting services for the Mission Bay Ferry Landing project; and

WHEREAS, the Port Commission and Mayor Edwin Lee have allocated capital funds in the Fiscal Year 2016-17 and Fiscal Year 2017-18 budgets to pay for these proposed consulting services, which are estimated to cost \$7.0 million; and

WHEREAS, Port staff have drafted a Request For Proposals to solicit architectural and engineering consulting services for design and development of the Mission Bay Ferry Landing project; and

WHEREAS, Port staff will incorporate a 20% subcontracting goal for Local Business Enterprises in the proposed Request For Proposals as recommended by the City's Contract Monitoring Division; now, therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request For Proposals to solicit professional architectural and engineering consulting services for design and development of the Mission Bay Ferry Landing project and to initiate a competitive selection process that will result in a staff recommendation for contract award to the highest-ranked firm at a future Port Commission meeting.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of July 12, 2016.***

---

Secretary