

MEMORANDUM

October 20, 2017

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

FROM: Elaine Forbes
Executive Director

SUBJECT: Request authorization to advertise for competitive bids for Construction Contract No. 2787, Pier 27 Passenger Shelter

DIRECTOR'S RECOMMENDATION: Approve Attached Resolution

Executive Summary

Port staff requests the Port Commission's authorization to advertise for competitive bids for Contract No. 2787, Pier 27 Passenger Shelter ("Project").

The Project base scope of work includes construction of approximately 2,600 sq. feet of steel-framed passenger shelter outside Pier 27 James R. Herman Cruise Terminal. The new passenger shelter will replace the temporary non-permitted shelter currently in place at the Pier 27 Cruise Terminal. The new permanent shelter is needed to provide weather protection for cruise passengers transferring to and from the cruise terminal by buses or automobiles. The Project scope will also include an alternate bid item for installation of new steel bollards along the shelter perimeter to separate the pedestrian circulation area from the bus parking area. The Port Commission has not previously approved this project through the budget because the proposed funding is savings from the debt issued to construct the James R. Herman Cruise Terminal.

Strategic Objectives

This Project supports the Port's Strategic Plan objectives as follows:

- **Livability:** The Project promotes living wage jobs by providing an opportunity for local business enterprises (LBE's) and by meeting mandates for Local Hire in construction projects.

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- Sustainability: The Project will include best practices for construction consistent with the Cruise Terminal's Leadership in Energy and Environmental Design (LEED) Gold certification.
- Economic Vitality: The Project will enhance the cruise terminal passenger experience, providing a stand-alone weather protected shelter at the designated bus passenger waiting area.

Background

Pier 27 is an active cruise terminal that will receive 66 ship calls and host 43 special events in 2017. All cruise calls and many special events have passengers or visitors arriving and departing the terminal via bus at the adjacent ground transportation area, about 100 feet from the cruise terminal. The need to define a bus passenger waiting area and provide weather protection in the ground transportation area has prompted the terminal operator to install temporary, non-permitted canopies until permanent canopies are constructed.

Project Description

To be located within the Pier 27 Ground Transportation Area, the passenger shelter will provide queuing organization for boarding and off-loading buses, weather protection for passengers, and pedestrian orientation to the Terminal entry and exit points. The shelter will measure 162' long by 16' wide and 16' tall for its taller roof section. The minimal supports and flat roof will maximize transparency below and through the structure. Rainwater will be diverted to the adjacent planter, and materials and finishes would adhere to those specified for the Cruise Terminal, maintaining consistency with the Terminal's LEED Gold certification.

The Project is designed to be architecturally compatible with both the new cruise terminal and the historic Pier 29 shed, with finish materials closely mirroring those of the new cruise terminal. The Project has been reviewed for consistency with the adjacent Pier 29 and the Embarcadero Historic District, for consistency with the Secretary of the Interior Standards for Historic Rehabilitation.

The Project technical drawings and specifications were prepared by the Port's As-Needed Architectural and Engineering Consultants.

Regulatory Approvals and Permits

The proposed shelter structure is a component of the Pier 27 Cruise Terminal project which completed an environmental review pursuant to the California Environmental Quality Act (CEQA) in the 34th America's Cup & James R. Herman Cruise Terminal and Northeast Wharf Plaza Final Environmental Impact Report, Planning Department Case No. 2010.0493E, certified by the San Francisco Planning Commission on December 15, 2011.

Construction of the new passenger shelter was permitted by San Francisco Bay Conservation and Development Commission (BCDC) per BCDC Permit 2012.002.05 for Pier 27 Cruise Terminal Development, issued March 22, 2012 as Amended through August 10, 2015 (Amendment No. Five). The Project does not require permits from the Regional Water Quality Control Board or U.S. Army Corps of Engineers.

Climate Action

Sea Level Rise is not expected to impact the Project during its projected design life, which is anticipated to be approximately 30 years.

Local Business Enterprise (LBE)

The Contract Monitoring Division (CMD) enforces the City's Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination in Contracting Ordinance. CMD and the Port have reviewed the scope and determined the LBE subcontractor participation requirement shall be **20%**. The ordinance establishes **10%** bid discounts for LBE prime contractors and empowers CMD to set LBE subcontractor participation requirements based upon availability of LBE firms to complete the type of work included in the contract. CMD staff have reviewed the Project scope and funding sources for this contract, and determined a **20%** Local Business Enterprise subcontractor participation requirement based on the base bid scope of work.

Under the proposed bid solicitation, qualified bidders must possess a Class A or B Contractor's License with at least five (5) years of experience working on steel structures. Port staff will work with CMD for small business outreach to encourage bidding from local construction contractors. Bids will be advertised to reach contractors through the following methods:

- Port Internet
- Direct targeted emails based on location and trade
- Chambers of Commerce and Merchant Associations – Postings and alerts within the traditional and ethnic Chambers
 - Hispanic Chamber of Commerce
 - San Francisco African Chamber of Commerce
 - Chinese Chamber of Commerce
 - LGBT Chamber of Commerce
- Minority/Women Business Enterprise Agencies
- Direct phone calls to targeted individuals and businesses to promote joint ventures
- Contract Monitoring Division list of contractors
- Office of Contract Administration Internet Site
- SFPUC Contractor Assistance Center
- San Francisco Public Library
- Plan Rooms (Builders Exchange, Contractors Information Network, etc.) 18 total
- San Francisco Chronicle (or Examiner)

- Community Newspapers:
 - Bay Area Reporter
 - Central City Extra
 - El Mensajero
 - EL Reportero
 - Marina Times/Northside Publications
 - Potrero View
 - San Francisco Bayview
 - Sing Tao Daily
 - Small Business Exchange
 - The Western Edition
 - World Journal
 - Sun Reporter

After the solicitation and receipt of bids, Port staff will report to the Commission and propose award of the contract to the lowest responsive, responsible bidder.

Funding

The total estimated construction cost for this Project, which includes a 10% contingency, is \$737,000. The engineer’s estimate and funding sources for this Project are noted below:

Project Scope	Engineer’s Estimate	Funding Source (Sub Funds)	Funding Available
Pier 27 Passenger Shelter	\$670,000		
10% Contingency	\$67,000		
Total Estimated Cost with contingency	\$737,000	5P-CPF-12B	\$351,762
		5P-CPF-13A	\$418,738

The estimated Project cost and the 10% contingency are fully funded by the sources identified in the table above.

Bid documents will include the previous referenced additive alternative bid item, should bid amounts allow for inclusion of the alternate work in the Project scope.

Schedule

The following is the anticipated Project schedule and is subject to change:

Port Commission Approval to Advertise	October 24, 2017
Advertise for Bids	November 2017
Award of Contract	December 2018
Notice to Proceed	February 2018
Substantial Completion	May 2018

Summary

The Project will provide a new passenger shelter at Pier 27 Cruise Terminal. The Project will provide weather protection for cruise passengers transferring to and from the cruise terminal by buses and automobiles.

Recommendation

Port staff is prepared to seek competitive bids for this Project. Therefore, Port staff requests Port Commission authorization to advertise for competitive bids for Contract No. 2787, Pier 27 Passenger Shelter.

Prepared by: Winnie Lee
Engineer

and

Dan Hodapp
Senior Waterfront Planner

For: Rod Iwashita
Chief Harbor Engineer

Attachments

A: Area of Work Location Map

B: Project Site Plan

C: CMD Review Memorandum

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

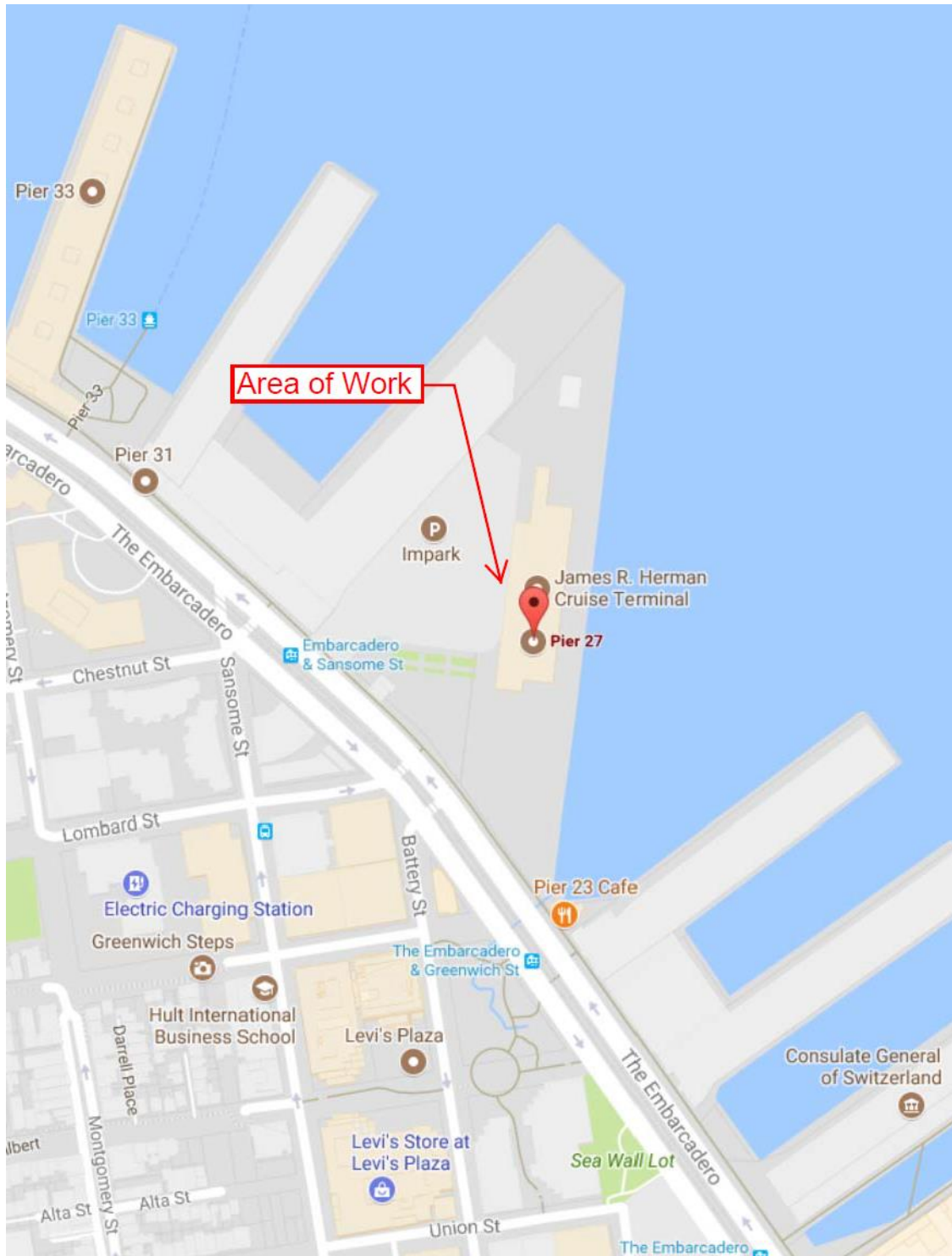
RESOLUTION NO. 17-57

- WHEREAS, Port staff seeks authorization to obtain competitive bids for Construction Contract No. 2787, Pier 27 Passenger Shelter (the “Project”); and
- WHEREAS, the Project base scope of work entails the construction of a steel-framed passenger shelter at Pier 27 Cruise Terminal, and
- WHEREAS, the Project bid documents will include an additive alternate bid item for new bollards along the passenger shelter, and
- WHEREAS, Port’s as-needed architectural and engineering consultants have prepared design drawings and specifications for the Project; and
- WHEREAS, the current estimated cost for the Project is \$670,000, the corresponding 10% contingency is \$67,000 for a total estimated cost of \$737,000; and
- WHEREAS, the current estimated Project cost, including the 10% contingency is fully funded by a combination of proceeds from the Port’s Certificates of Participation financing and its 2014 Revenue Bond issuance; and
- WHEREAS, the proposed shelter structure is a component of the Pier 27 Cruise Terminal project which completed an environmental review pursuant to the California Environmental Quality Act (CEQA) in the 34th America’s Cup & James R. Herman Cruise Terminal and Northeast Wharf Plaza Final Environmental Impact Report, Planning Department Case No. 2010.0493E, certified by the San Francisco Planning Commission on December 15, 2011; and
- WHEREAS, the Project was permitted per Pier 27 Cruise Terminal Development, Bay Conservation and Development Commission Permit 2012.002.05, issued March 22, 2012 as Amended through August 10, 2015, Amendment No. Five; and needs no permit from the Regional Water Quality Control Board or the U.S. Army Corps of Engineers; and
- WHEREAS, Port staff will incorporate the subcontracting requirement of 20% for Local Business Enterprises (LBEs) as recommended by the City’s Contract Monitoring Division (CMD) and requirements of the San Francisco Local Hiring Ordinance including the mandatory participation level for each qualifying trade, in the solicitation of bids for this Project; now, therefore be it
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise for and accept competitive bids for Construction Contract No. 2787, Pier 27 Passenger Shelter.

I hereby certify that the foregoing resolution was adopted by the San Francisco Port Commission at its meeting of October 24, 2017.

Secretary

ATTACHMENT A
AREA OF WORK LOCATION MAP



Contract 2787 Pier 27 Passenger Shelter

ATTACHMENT B
PROJECT SITE PLAN



ATTACHMENT C
CMD Goal Approval Memo



OFFICE OF THE CITY ADMINISTRATOR
CONTRACT MONITORING DIVISION



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

Romulus Asenloo, Director

MEMORANDUM

Date: October 5, 2017

To: Winnie Lee, Port of San Francisco

From: Finbarr Jewell, CMD *F Jewell*

Subject: Goal Approval Memo
Pier 27 Passenger Shelter, Contract # 2787

The Contract Monitoring Division (CMD) has reevaluated the Engineer's Estimate for the subcontractor opportunities for the above referenced project, as well as LBE availability data. Based upon this review, the LBE subcontractor requirement for the project is now **20%**. Small and Micro-LBEs certified by CMD can be used to meet the subcontracting requirement.

In addition, the following availability information should be conveyed in the bid specifications.

The LBE subcontracting participation requirement for this contract is **20%**. Small and Micro-LBEs certified by CMD can be used to meet this subcontracting requirement.

Pursuant to Sec. 14B.9 of the San Francisco Administrative Code, bidders are hereby advised that the availability of Minority Business Enterprise ("MBE"), Women Business Enterprise ("WBE"), and Other Business Enterprises ("OBE") to perform subcontracting work on this project is as follows: **12.9%** MBE, **0.7%** WBE, and **6.4%** OBE.

Bidders are further advised that they may not discriminate in the selection of subcontractors on the basis of race, gender, or other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.

Should you have any questions please do not hesitate to contact me at 415 274 0511.

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