

MEMORANDUM

January 25, 2018

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

FROM: Elaine Forbes
Executive Director

SUBJECT: Request Approval to issue a Request for Proposals Soliciting Technical Support Services for the Pier 70 and Mission Rock Special Use Districts

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Proposals ("RFP") to solicit technical support services for the Pier 70 and Mission Rock Special Use Districts¹. The selected consultant will provide services that include review and implementation of various maps, infrastructure system design, facilitation and coordination of various approval processes. The proposed solicitation will be pursuant to each of the development projects' respective Interagency Cooperation Agreements ("ICA")² to assist Port staff with efficiently fulfilling their obligations for expeditiously processing submittals for the projects.

The selected consultant will work with the Port to facilitate the ICA process, review submissions with respect to the Port's proprietary role and authority for permitting, advise the Port on infrastructure issues, and provide constructive feedback recommendations, troubleshoot, and resolve design and construction plan review issues. The City's Contract Monitoring Division has assigned a 23% Local Business Enterprise ("LBE") subcontracting goal for the services procured under this proposed RFP.

This Print Covers Calendar Item No. 10A

¹ A Special Use District was created for both Pier 70 and Mission Rock to control land uses and create design guidelines.

² The ICA sets out cooperative procedures amongst the City agencies to expeditiously approve permit applications.

After the evaluation and scoring of qualified consultants, Port staff will recommend award of a professional service contract to the highest-ranked consultant. Staff anticipate the proposed contract will have an initial contract term of four years with the option to renew for one additional year, at the Port's sole option and subject to funding availability.

STRATEGIC OBJECTIVE

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

Renewal:

By prioritizing Pier 70 and Seawall 337/Pier 48 to create vibrant new neighborhoods for residents, commercial and industrial/PDR businesses and employees.

Livability:

By increasing the proportion of funds spent by the Port with LBE and micro-LBEs; and by proactively working with agency partners to ensure integrated transportation plans to ease traffic congestion on the waterfront, provide parks, housing and facilities for the arts.

Resiliency:

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

BACKGROUND

Pier 70 Special Use District and Development Project: In October 2017, the Port approved the Disposition and Development Agreement ("DDA") with Forest City to redevelop the Pier 70 Special Use District 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 Special Use District and Development Project: In January 2018, the Port Commission will consider the development of the Mission Rock Special Use District development project at Seawall Lot 337 and Pier 48 which includes construction of approximately 1,600 units of new rental housing and 1.4 million square feet of new commercial and office space, as well as space for small-scale manufacturing, retail, and neighborhood services, waterfront parks, public infrastructure, and sets forth a process aimed at rehabilitation of historic Pier 48.

Each of these development projects will require a variety of pre-development submittals according to a process described in the ICA, and these submittals must be consistent with the overarching entitlement documents, including but not limited to the following:

- Project's respective Special Use District
- Final Environmental Impact Reports
- Design for Development and Design Control documents
- Project Infrastructure Plan and Supplements

- Subdivision Code and Regulations
- Pier 70 Streetscape Master Plan, and
- Master Utility Plans.

The purpose of the proposed RFP is to solicit and 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.

SCOPE OF WORK

The RFP proposed by staff will seek a qualified consultant to provide contract services divided into seven tasks as follows:

1. Conceptual Planning

- A. Become familiar with the Projects' entitlement documents (approvals under the California Environmental Quality Act [CEQA], DDA, and similar documents).
- B. Advise the Port in the planning of all infrastructure systems, be aware of and work to mitigate negative impacts of infrastructure system design on the Projects, permits, existing Port tenancies, and the public as required by entitlement documents.
- C. Understand and communicate how project design proposals will effect project goals and objectives and provide solutions to mitigate negative impacts on the Project.
- D. Facilitate the development, modification, and acceptance of design and construction standards, regulations, codes, Master Utility Plans and other plan document updates as required.

2. Existing Street and Utility Systems

- A. Review and assist in the coordination of shut downs, relocations, and transitions of existing streets and utility systems.
- B. Review and assist in the coordination of the timing and need for extensions, upgrades, re-design, and relocation of existing or new City-owned utility systems or third party-owned systems.
- C. Assist in developing any and all required easements or other agreements for rights of way and utilities.

3. Mapping

- A. Advise in mapping topics including easements, encroachments, quiet title matters, and other title issues.
- B. Advise the Port in the determination of boundaries and conditions of approval on all map related items, and participate in mapping meetings as required.

- C. Assist in preparing and processing subdivision map applications, Conditions of Approval related to Tentative Maps, Tentative Transfer Maps, Final Maps, phased Final Maps, Final Transfer Maps, Parcel Maps, and Lot Line Adjustments. Assist in preparing Public Improvement Agreements, Acquisition Agreements, encroachments, and other map related services as needed.

4. Land Transfers

- A. Advise the Port from a technical perspective in land transfers, by attending any meetings as necessary and identifying any potential issues as they relate to existing or planned infrastructure systems.
- B. Assist in the review Boundary Surveys, ALTA Surveys, Records of Survey, as needed.

5. Coordinate Review Process through Approval

- A. Coordinate document transmittal and monitor project progress at various City agencies in accordance with the ICA for each development project.
- B. Convene meetings with individual or multiple agencies to resolve plan review comments.

6. Infrastructure Submission Review

- A. Support Port's in-house staff in their review of all project development submittals as required by the entitlement documents, including but not limited to: Infrastructure Plans and Supplements; Streetscape Master Plan; Basis of Design Report, First Submittal, Second Submittal, Permit Sets, and Improvement Plans.
- B. Assist in managing and monitoring the City review process in accordance with the entitlement documents and report status of review to Port staff. Collect and compile plan review responses from City agencies.
- C. Convene special meetings with City departments as necessary to provide additional requested information or troubleshoot on individual issues as they relate to development plan submittals.
- D. Review cost estimates to support the City's proposed acquisition of infrastructure, streets and parks with public financing, as needed. Recommend modified unit pricing where variation is above 10%.
- E. Participate, as required by the Port, in technical meetings related to infrastructure systems supporting the project development submittals, including pre-submittal conferences, and identify any inconsistencies with entitlement documents either being proposed, or offered as a comment by another City department.

7. Construction

- A. Facilitate the acquisition of publicly financed infrastructure on behalf of the Port

- B. Facilitate the Port's schedule of performance compliance process under the DDA pursuant.

EVALUATION AND SELECTION PROCESS

Port staff proposes a RFP to procure the requested services through a fair and competitive process, facilitated and monitored by the City's Contract Monitoring Division ("CMD"). Port staff and a CMD representative will convene an evaluation panel consisting of at least one Port staff member and two non-Port representatives. The evaluation panel will have expertise in the required fields, knowledge of the project area and objectives, and meet diversity goals as determined by CMD. Port staff expects the evaluation process to take the following steps to review and rank responses to the RFP:

Written Proposal Evaluation, Ranking, and Short-List

After Port and CMD staff review proposals for responsiveness, the panel will score each written proposal based upon criteria included in the RFP. Expected evaluation 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.

Oral Interviews

The panel will conduct interviews only with the short-listed firms, which will last approximately 45 minutes and include a firm presentation and responses to a list of standard questions. The evaluation panel members will individually score each firm and a total score from the interview 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 the final ranking of firms, Port staff will seek Port Commission authorization to negotiate and enter into an agreement with the highest-ranking firm based the Port's scope of work and an acceptable budget. The form of the agreement will be included in the RFP. If staff cannot complete successful negotiations with the highest-ranking firm, Port staff may elect to negotiate with the next highest-ranked firm in descending order.

Local Business Enterprise

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 civil engineering, structural engineering, construction management, and surveying 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 technical 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 23%. The selected prime contractor will be obligated to subcontract a minimum of 23% of the total contract value to certified LBE firms.

OUTREACH

Subject to Port Commission authorization, Port staff will advertise the RFP opportunity on the Port and Office of Contract Administration websites. LBE firms certified to provide civil engineering, structural engineering, construction management, and surveying services will be contacted directly through phone calls and emails.

Additionally, Port staff will send copies of the RFP to interested parties compiled through industry market research. The Port will host a pre-submittal conference to review the RFP, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFP using the following resources:

- Contract Monitoring Division Directory of Certified LBEs
- San Francisco African American Chamber of Commerce
- Hispanic Chamber of Commerce of San Francisco
- Chinese Chamber of Commerce, San Francisco
- LGBTQ Chamber of Commerce, San Francisco (Golden Gate Business Association)
- San Francisco Local Business Enterprise Advisory Committee
- San Francisco Chamber of Commerce
- #@SFPORT (Port Twitter account)
- City and County of San Francisco Bids and Contracts Database

SCHEDULE

The tentative RFP and award schedules are:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	January 30, 2018
Civil Service Commission Authorization to Issue RFP	February 5, 2018
Commence RFP Advertisement*	February 12, 2018
Pre-submittal Meeting	February 22, 2018
Proposal Due Date	March 16, 2018
Port Commission Request to Award Contract	April 24, 2018
Notice to Proceed	May 1, 2018

FUNDING

Port staff estimate that the proposed consulting services will cost approximately \$600,000 per year during a four or five year term, and will be funded by Port capital funds allocated to the Waterfront Development Project (Authority #12740).

SUMMARY

Port staff is ready to seek competitive proposals for technical support services for the Pier 70 and Mission Rock Special Use Districts. Therefore, staff requests that the Port Commission authorize staff to advertise a Request for Proposals, soliciting professional technical support services for the Pier 70 and Mission Rock Special Use Districts.

Prepared by: Boris Delepine, Contracts Administrator
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and

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For: Katharine Petrucione, Deputy Director
Finance and Administration Division

and

Rod Iwashita, Deputy Director
Engineering Division

Attachments

A: CMD Goal Memo

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

RESOLUTION NO. 18-02

WHEREAS, In October 2017, the Port approved the Disposition and Development Agreement with Forest City to redevelop the Pier 70 Special Use District 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, In January 2018, the Port Commission will consider the development of the Mission Rock Special Use District at Seawall Lot 337 and Pier 48 which includes construction of approximately 1,600 units of new rental housing and 1.4 million square feet of new commercial and office space, as well as space for small-scale manufacturing, retail, and neighborhood services, waterfront parks, public infrastructure, and sets forth a process aimed at rehabilitation of historic Pier 48; and

WHEREAS, to complete the Pier 70 and Mission Rock Special Use Districts, Port staff requires technical support services which are currently beyond the capabilities of the Port and City staff; and

WHEREAS, the Port Commission has allocated capital funds in the Waterfront Development Project (Authority #12740) to pay for these proposed consulting services, which are estimated to cost \$600,000 annually for a duration of four to five years; and

WHEREAS, Port staff have drafted a Request for Proposals to solicit technical support services for the Pier 70 and Mission Rock Special Use Districts; and

WHEREAS, Port staff will incorporate a 23% subcontracting goal for participation of Local Business Enterprises in the proposed RFP 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 technical support services for the Pier 70 and Mission Rock Special Use Districts and to initiate a competitive selection process that will result in a staff recommendation for contract award at a future Port Commission meeting.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of January 30, 2018.

Secretary