

MEMORANDUM

March 9, 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 to solicit an Environmental Consultant to provide California Environmental Quality Act (CEQA) review of the Waterfront Plan Update Project

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) form qualified environmental consultants to complete environmental review of the Waterfront Plan Update Project, pursuant to requirements of the California Environmental Quality Act (CEQA) and city environmental review procedures in San Francisco Administrative Code, Chapter 31. The selected consultant will analyze the environmental effects associated with proposed amendments to the Port of San Francisco Waterfront Land Use Plan, generated from an extensive Waterfront Plan Update public planning process.

The San Francisco Planning Department's Environmental Planning Division (SF Planning) is the City's Lead CEQA agency, and will provide direction to the selected environmental consultant hired through the proposed RFP to prepare the CEQA analysis and documentation for the Waterfront Land Use Plan. The consultant's CEQA review will include analysis of proposed amendments to the Waterfront Land Use Plan, and San Francisco Bay Conservation and Development Commission (BCDC) San Francisco Waterfront Special Area Plan, and Francisco General Plan and Planning Code amendments, as needed. The Waterfront Land Use Plan Update planning process is still underway, which may identify waterfront improvement opportunities that could be included in the CEQA review. Collectively, proposed Plan or Code amendments and any implementation efforts will be referred to as the "Waterfront Plan Update Project".

THIS PRINT COVERS CALENDAR ITEM NO. 7A

The consultant's CEQA review will include analysis of existing conditions and environmental effects, mitigation measures, and possible alternatives covering a comprehensive range of issues, including of land use, transportation, historic and cultural resources, water quality, and biological resources. At this time, it is not known what type of CEQA environmental document will be required by SF Planning, which affects the scope of analysis, schedule and cost of the CEQA environmental consultant contract. The environmental review process may take 1-2 years to complete after consultant selection process and preparation of the draft Waterfront Plan amendments this summer.

The City's Contract Monitoring Division has assigned an 18% Local Business Enterprise ("LBE") subcontracting goal for the services procured under this proposed RFP. After the evaluation and scoring of qualified consultants, Port staff will recommend award of a professional service contract to the highest-ranked consultant. Staff anticipates the proposed contract will have an initial contract term of four years with a not-to-exceed amount of \$1,000,000.

STRATEGIC OBJECTIVE

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

Port Renewal

Develop community-supported recommendations to update the Waterfront Land Use Plan, including long-term use policy direction for the Northeast and South Beach waterfront areas.

Public Engagement

Promote the richness the Port has to offer through education, marketing, and maintaining strong relationships with Port users and stakeholders.

Livability

Ensure Port improvements result in advances in the environment, social equity, and quality of life for San Francisco residents and visitors.

Resiliency

Lead the City's efforts in addressing threats from earthquakes and flood risks through research and infrastructure improvements to the Seawall and Port property.

Sustainability

Limit climate change impacts and employ strong environmental stewardship principles through implementation of Port-wide practices that protect the environment and promote ecological balance.

Stability

Guide land uses that maintain the Port's financial strength for future generations.

Economic Vitality

Attract and retain maritime and non-maritime commerce to contribute to the long-term viability of the Port and the City.

BACKGROUND

At the February 27, 2018 Port Commission meeting, Port staff provided an informational presentation about the Waterfront Plan Update, Port-wide policy recommendations resulting from Part 2 of the public process, and the next steps to conclude Part 3 of the public planning process. The Port Commission will further review recommendations from the public process and Port staff will request that the Commission endorse the proposed amendments to the Waterfront Plan in the summer of 2018. This effort will provide direction for Port staff to draft proposed amendments to update the Waterfront Land Use Plan, anticipated in summer 2018. Port staff will be working with BCDC to develop amendments to the BCDC San Francisco Waterfront Special Area Plan to align Port and BCDC policies for the Port of San Francisco waterfront. Port staff also is working closely with SF Planning, and may identify General Plan, Planning Code or other amendments to align City policies for the waterfront as well. Any waterfront improvement implementation efforts that may be identified during the process also may be included for environmental review. Collectively, proposed Plan or Code amendments and any implementation efforts will be referenced as the Waterfront Plan Update Project.

The Waterfront Plan Update Project must undergo environmental review pursuant to the CEQA and city environmental review regulations in San Francisco Administrative Code, Chapter 31, prior to consideration for approval by the Port Commission or other decision makers. SF Planning is the City's lead CEQA agency. The Port must hire an environmental consultant to prepare the CEQA document, which will occur under the direction of the SF Planning's Environmental Planning Division.

Given the substantial time to complete the competitive solicitation process, Port staff seeks Port Commission authorization to issue a RFP to hire the CEQA consultant now, before completion of Part 3 of the public process. The environmental review process may take 1-2 years to complete after consultant selection process and preparation of the draft Waterfront Plan amendments this summer.

SCOPE OF WORK

The RFP proposed by staff will seek a qualified consultant to provide environmental review services to comply with applicable CEQA and City requirements for the Waterfront Plan Update Project. At this time, it is not known what type of CEQA environmental document will be required by the City Planning Department, which will affect the final scope of analysis, schedule and cost of the CEQA environmental consultant contract. The RFP will request information from proposers regarding a proposed work program to complete a Mitigated Negative Declaration, and an Environmental Impact Report (EIR).

The consultant's scope of services and analysis will include:

1. Project Scoping, Information Management, and Project Management Work Plan

- A) Provide project management and meetings, coordination with SF Planning, production of preliminary draft reports and responses to agency comments
- B) Support public scoping meetings and prepare responses to public comments
- C) Provide data collection, information management and analysis
- D) Provide graphics and maps

2. Existing Conditions and Environmental Effects Analysis

- A) Under direction and review by SF Planning, evaluate and document existing conditions, setting and environmental effects of the Waterfront Plan Update Project which may require production of technical studies to support publication of CEQA Initial Study, Mitigated Negative Declaration, or EIR which will include the following environmental topics and considerations, or others as directed by SF Planning:

- Existing Plans and Policies
- Land Use, Population & Housing
- Urban Design & Visual Resources
- Historic and Cultural Resources
- Transportation & Circulation
- Air Quality & Greenhouse Gas Emissions
- Noise
- Hydrology & Water Quality
- Biological Resources
- Hazards and Hazardous Materials
- Geology & Soils

3. Cumulative Analysis, Mitigation Measures, Possible Alternatives

- A) Under direction and review by SF Planning, analyze cumulative environmental effects, develop mitigation measures to reduce or avoid significant environmental effects and, as required for EIRs, identify and analyze alternatives.

4. Document Preparation

- A) Provide all analysis, written documents, editing services, responses to SF Planning and Port
- B) Produce CEQA draft environmental document, responses to public comments, revise environmental documents, and produce final environmental document, findings, mitigation monitoring reports, as directed.

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 evaluation 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 which will be invited to the next evaluation phase for interviews.

Oral Interviews

The evaluation 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 for each firm. Final ranking of the short-listed candidates will be based on the cumulative total of the written proposals 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 will reserve the right 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 may include preparation of maps and graphics, environmental resource impacts analysis, planning and urban design impact analysis, historic and cultural resources services, socio-economic statistical analysis, technical writing, and translation 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 18%. The selected prime contractor will be obligated to subcontract a minimum of 18% 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 environmental review compliance and analysis services, technical studies on a diverse range of environmental topics such as land use planning, urban design, historic and cultural, biological resources, water quality, transportation, air quality and hazardous materials 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 contract award schedules are as follows:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	March 13, 2018
Commence RFP Advertisement	April 2, 2018
Pre-submittal Meeting	April 12, 2018
Proposal Due Date	May 4, 2018
Port Commission Request to Award Contract	June 19, 2018
Notice to Proceed	August 10, 2018

FUNDING

Port staff estimates that the proposed consulting services may cost up to \$1,000,000 for the four year term of the contract, depending on the type of CEQA document

determined to be required by SF Planning. The proposed contract will be funded by professional services funding within the Planning and Environment Division's operating budget.

SUMMARY

Port staff is ready to seek competitive proposals for an environmental consultant to provide CEQA review of the Waterfront Plan Update Project. Therefore, staff requests that the Port Commission authorize staff to advertise a Request for Proposals, soliciting environmental consulting services to provide CEQA review and analysis of the Project as described in this memorandum.

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

Diane Oshima, Deputy Director
Planning & Environment Division

Attachments

A: CMD Goal Memo

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

RESOLUTION NO. 18- 20

- WHEREAS, the Waterfront Land Use Plan was initially adopted by the Port Commission in 1997, defining acceptable uses, policies, and land use information applicable to all properties under the Commission's jurisdiction; and
- WHEREAS, in October 2015, the Port of San Francisco initiated a public planning process to update the Waterfront Land Use Plan; and
- WHEREAS, at the February 27, 2018 Port Commission meeting, Port staff provided an informational presentation about the Waterfront Plan Update, Port-wide policy recommendations resulting from the public process; and
- WHEREAS, the Port Commission will further review recommendations from the public process and Port staff will request that the Commission endorse the proposed amendments to the Waterfront Plan in the summer of 2018; and
- WHEREAS, the Waterfront Plan Update effort will provide direction for Port staff to draft proposed amendments to update the Waterfront Land Use Plan, which are anticipated in summer 2018; and
- WHEREAS, proposed amendments to the Waterfront Land Use Plan must undergo environmental review pursuant to the requirements of the California Environmental Quality Act (CEQA) and the city environmental review procedures and requirements in San Francisco Administrative Code Chapter 31; and
- WHEREAS, Port and City staff currently lack the resources and capabilities for review and preparation of the required CEQA documents for the anticipated Waterfront Land Use Plan amendment; and
- WHEREAS, Port staff now seeks Port Commission authorization to issue a Request for Proposals to provide CEQA review and analysis of amendments to the Waterfront Plan Update; and
- WHEREAS, the Port Commission has allocated professional services funding within the Planning and Environment Division's operating budget to pay for these proposed consulting services, which are estimated to cost up to \$1,000,000 over a four-year contract term; and
- WHEREAS, Port staff will incorporate an 18% 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 subject to authorization from the Civil Service Commission, the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals to solicit professional services from an environmental consultant to provide CEQA review of the Waterfront Plan Update Project.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of March 13, 2018.

Secretary