

MEMORANDUM

September 7, 2018

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

FROM: Elaine Forbes
Executive Director

SUBJECT: Request authorization to award a contract to Hollins Consulting, Inc. for Technical Support Services for the Pier 70 and Mission Rock Special Use Districts in an amount not to exceed \$2,400,000, with a term of four years and the Port's option to extend the term for one additional year

DIRECTOR'S RECOMMENDATION: Approve Attached Resolution

Executive Summary

On January 30, 2018, the Port Commission authorized Port staff, through Resolution 18-02, to issue a Request for Proposals ("RFP") to solicit technical support services for the Pier 70 and Mission Rock Special Use Districts. Staff subsequently then initiated a competitive selection process for award of a single professional services contract. Port staff received three proposals, all of which were determined to meet the minimum qualifications. A panel then evaluated and scored written proposals and oral interviews. The Contract Monitoring Division ("CMD") applied the Local Business Enterprise ("LBE") prime contractor 10% rating bonuses and determined responsiveness to the LBE subcontracting goal. After the panel's evaluation and scoring of the proposals and application of the LBE rating bonus, Port staff identified Hollins Consulting, Inc. as the highest-ranked firm.

Port staff now requests Port Commission authorization to award a professional services contract for technical support services for the Pier 70 and Mission Rock Special Use Districts to the highest ranked consultant, Hollins Consulting, Inc. The proposed contract, for the not to exceed amount of \$2,400,000, carries a term of four years with the option to extend the term for one additional year at the Port's sole discretion. The contract will have a LBE subcontracting goal of 24% which CMD established pursuant to the San Francisco Administrative Code Chapter 14B.

THIS PRINT COVERS CALENDAR ITEM NO. 12A

Strategic Objectives

This proposed contract 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 on services provided by LBE and micro-LBE firms; and by proactively working with agency partners to ensure integrated transportation plans to ease traffic congestion on the waterfront, and 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

Both development projects at Pier 70 and Mission Rock are now in the implementation phase and will be going through extensive planning, engineering, and construction activities in the next few years. The underlying agreements with the respective developers of these projects allow the Port to contract with a third party "Project Coordinator" to assist Port staff with efficiently fulfilling their obligations for expeditiously processing submittals related to the Project.

Project Scope

The Port is required to review and issue permits, coordinate the review of engineered submissions by other departments, and facilitate the purchase and acquisition of infrastructure. The scope of work under the proposed contract includes facilitating the Interdepartmental Cooperation Agreement (ICA) process on behalf of the Port; review of submissions with respect to the Port's proprietary role and authority for permitting, advising the Port on infrastructure issues, and providing constructive feedback recommendations, troubleshooting and resolving plan review comments.

Following is a detailed summary of the project and proposed contract scope of work. The consultant will be expected to perform the following contract services::

1. Conceptual Planning
 - A. Become familiar with the Projects' entitlement documents, such as approvals under the California Environmental Quality Act (CEQA), Disposition and Development Agreements (DDAs), 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 design will affect project goals and objectives and provide solutions to mitigate negative impacts on the Project.
 - D. Provide multi-disciplinary and engineering technical support, help resolve conflicting positions from different City departments, and provide guidance to Port staff towards obtaining approval of infrastructure improvements.
 - E. Provide engineering input, guidance, and feedback on temporary utilities, systems, relocations, and other infrastructure planning.
 - F. 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.
 - D. Review and assist in managing existing and new tenant utility and access needs in an emerging, transforming large scale development area.
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. Advise the Port in preparing Conditions of Approval related to Tentative Maps, Tentative Transfer Maps, Final Maps, phased Final Maps, Final Transfer Maps, Parcel Maps, and Lot Line Adjustments. Advise the Port 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 progress of various City agencies in accordance with the ICA.
 - 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 Development Project 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 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 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 review of Developers' reimbursement requests for compliance with requirements of Community Facilities Districts (CFD) and Infrastructure Financing Districts (IFD).
- B. The Consultant shall review construction cost documentation, including soft costs, to assist in determining the eligibility of costs for reimbursement of public funds to private parties.
- C. Facilitate the Port's Determination of Completion process under the DDA pursuant to the Schedule of Performance.

Selection Process

On May 31, 2018, the Port issued the RFP, with submittals due on July 20, 2018. A pre-submittal meeting was held on June 13, 2018. Thirty people representing 24 unique consulting firms attended the pre-submittal meeting. The list of pre-submittal meeting attendees is contained in Attachment 1 of this report and was also posted on the Port's website.

The Port received three responses to the RFP in advance of the submittal deadline. The following three consultant teams (identified by the lead consultant in alphabetical order) responded to the RFP:

1. Freyer & Laureta (LBE-MBE)
2. Hollins Consulting Inc. (LBE-MBE)
3. Telamon Engineering Consultants (LBE-MBE)

Port staff determined that all three firms met the RFP's minimum qualifications. CMD then reviewed the submittals for compliance with the RFP's LBE requirements. The Port's CMD Contract Compliance Officer concluded that all three firms met the RFP's LBE subcontracting requirements.

Evaluation Panel

A three member evaluation panel was convened to evaluate and score written proposals on August 6, 2018. The panel consisted of a senior program manager from the Office of Economic and Workforce Development, a senior project manager from the Office of Community Investment and Infrastructure, and the Port's Chief Operating Officer. The panel was diverse in terms of race and gender and has expertise in infrastructure design, construction management, and urban planning. The Port's CMD Contract Compliance Officer approved the panel composition and attended all evaluation panel meetings.

Evaluation Criteria

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

- 30 points – proposer's technical approach
- 25 points – proposer assigned staff qualifications
- 20 points – proposer team experience
- 20 points – proposer's firm and sub-consultant qualifications
- 5 points – proposal clarity and completeness
- 100 points total

Port staff forwarded all three proposals to the second phase of the evaluation process for oral interviews. On August 15, 2018, oral interviews were evaluated and scored by each member of the panel based upon the following criteria:

- 30 points – proposer's technical approach
- 25 points – proposer assigned staff qualifications
- 20 points – proposer team experience
- 20 points – proposer's firm and sub-consultant qualifications
- 5 points – proposal clarity and completeness
- 100 points total

The City Administrative Code Chapter 14B, the LBE and Non-Discrimination in Contracting Ordinance, establishes rating bonuses for LBE firms. All three proposers are LBEs and were granted a 10 percent rating bonus. The final evaluation rankings are shown in *Table 1*. In accordance with the RFP scoring criteria, Port and CMD staff determined the highest ranked consultant, Hollins Consulting, Inc., is eligible for contract award.

Table 1: Technical Support Services RFP Proposal Scores

Proposer	Written Proposal Score	Oral Interview Score	LBE Rating Bonus	Final Total Score	Final Rank
Hollins Consulting	281	273	+10%	609	1
Freyer & Laureta	249	252	+10%	551	2
Telamon Engineering Consultants	224	233	+10%	503	3

Port staff issued a Notice of Intent to Award a Contract to Hollins Consulting, Inc., the highest ranked firm, on August 17, 2018. No protests were received during the 5-day protest period.

Selected Consultant

Hollins Consulting, Inc. is a LBE-MBE construction management firm, which has been headquartered in San Francisco since 2008. Hollins Consulting, Inc., currently serves as subconsultant on the Port's Seawall Resiliency Design contract. They provide infrastructure permitting support on the Hunters Point Shipyard Redevelopment, Treasure Island Development, and the redevelopment of Candlestick Point. Hollins Consulting, Inc. will be self-performing 46% of the contract work and proposes to subcontract the remaining 54% of the work to LBEs listed in Table 2 below.

Table 2: Technical Support Services LBE Subconsultant Participation

Firm	Type of Work	% of Contract Work	LBE Type
Lotus Water	Civil Engineering	38%	OBE
Vara Land Surveying	Surveying	8%	WBE
Geotechnical Consultants	Geotechnical Engineering	4%	MBE
Urban Fabrick	Architectural Services	2%	OBE
Leahy Engineering	Civil Engineering	2%	OBE
	Total	54%	

On August 17, 2018, CMD issued a memorandum determining the Port's selection process for the Technical Support Services RFP for the Pier 70 and Mission Rock Special Use Districts was compliant with the LBE Ordinance.

Funding

Port staff proposes a contract award to Hollins Consulting for an initial term of four years with an option to extend the term an additional year at the Port's sole discretion and a not-to-exceed value of \$2,400,000. These services will be funded by Port capital funds budgeted under the Development Projects budget (Authority #12740; Subfund 39700).

Schedule

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

Port Commission Authorization to Award	September 11, 2018
Notice to Proceed	October, 2018

Recommendation

Port staff has completed the evaluation of responses to the Technical Support Services RFP for the Pier 70 and Mission Rock Special Use Districts, and selected Hollins Consulting, Inc. as the most qualified consulting firm to provide the contract services described in this report. Therefore, staff requests that the Port Commission adopt the attached resolution authorizing award of the contract to Hollins Consulting, Inc., in an amount not to exceed \$2,400,000.

Prepared by: Boris Delepine, Contracts Administrator
Finance and Administration Division

and

Kevin Masuda, Project Manager
Engineering Division

For: Katharine Petrucione, Deputy Director
Finance and Administration Division

and

Rod Iwashita, Deputy Director
Engineering Division

Attachments

A: CMD Review Memorandum

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

RESOLUTION NO. 18-50

- 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 approved 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, on January 30, 2018, the Port Commission authorized staff to issue a Request for Proposals (“RFP”) to solicit technical support services for the Pier 70 and Mission Rock Special Use Districts (Port Commission Resolution 18-02); and
- WHEREAS, Port staff advertised the RFP on May 31, 2018, and received three proposals on July 20, 2018, all of which were responsive to the requirements of the RFP; and
- WHEREAS, an evaluation panel was convened to evaluate and score the proposals, and after applying the Local Business Enterprise (LBE) rating points pursuant to the City Administrative Code Chapter 14B, the City’s Contract Monitoring Division and Port staff determined the most qualified and highest ranked proposer is Hollins Consulting, Inc.; now, therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to award a professional services contract to Hollins Consulting, Inc., for technical support services for the Pier 70 and Mission Rock Special Use Districts in an amount not to exceed \$2,400,000, with a contract term of four years and the option to extend the term for one additional year at the Port's sole discretion.

I hereby certify that the foregoing resolution was adopted by the San Francisco Port Commission at its meeting of September 11, 2018.

Secretary