

## MEMORANDUM

January 4, 2019

**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 Approval to issue a Request for Proposals to Solicit Youth Employment Services Organizations for a Maximum of two Contracts to Administer the Port's Youth Employment Program Each Contract with a Term of Four Years

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

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### EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Proposals ("RFP") to solicit youth employment program services that will provide job readiness and on-the-job training for economically disadvantaged and at-risk San Francisco youth ages 16 through 24, particularly those who live in areas adjacent to Port property. The program, managed by the Port's Maintenance Division since 2004, has provided supervised, paid work training and experience in environmental maintenance of Port facilities including weed abatement, hand watering and manual fertilization of plants, graffiti removal, and litter removal.

The Port Commission approved contracts for Youth Employment Program services in 2004, 2008, 2012, and 2016. Port staff intends to award a maximum of two contracts under this RFP to encourage competition and to build program reach and capacity. The selected firms will receive proposed contracts to hire and provide work readiness training and supervision for 15 to 20 youth participants per contract.

The Port's current youth employment training contracts will expire in May 2019. After the issuance of the proposed RFP, followed by evaluation and scoring of qualified consultants, Port staff will recommend award of professional service contracts to the two highest-ranked consultants. The proposed contracts will each have a contract term of four years with a not-to-exceed budget of \$1,240,000.

**THIS PRINT COVERS CALENDAR ITEM 10B**

## **STRATEGIC OBJECTIVE**

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

Livability – Ensure that Port improvements advance the environment, social equity, and quality of life for San Francisco residents and visitors. Promote living wage jobs and local hire participation on Port property.

An estimated 95 percent of the work of the youth employment program is located in and will help beautify the Southern Waterfront. Annually there are landscaping and clean-up projects at the following Port properties: Illinois Street; 20th Street; Pier 70; 22nd Street; 23rd Street; 24th Street; Warm Water Cove; Michigan Street; Cesar Chavez Street; Pier 80; Tulare Park; Amador Street; Cargo Way; Islais Creek Park; Pier 96; Heron's Head Park; Terry François Boulevard; Agua Vista Park; Pier 54 Boat Launch and various parking lots.

Additionally, this program is designed to employ economically disadvantaged and at-risk San Francisco youth ages 16 through 24. 488 youth have graduated from the program over the last four years.

Sustainability – Employ strong environmental stewardship principles and implement practices that protect the environment and promote ecological balance.

The environmental services provided by the participants of the youth employment program include litter and graffiti abatement. The litter abatement reduces the potential of debris ending up in the Bay thus helping to prevent negative impacts on marine life. The graffiti abatement improves the overall experience of visitors to Port property.

Public Engagement – Promote the richness the Port has to offer through education and maintaining strong relationships with Port users and stakeholders.

## **BACKGROUND**

During its review of the Port's Fiscal Year 2004-05 budget, the Board of Supervisors appropriated \$150,000 of the Budget Analyst's cuts to fund a youth employment program at the Port of San Francisco aimed at providing jobs to economically disadvantaged and at-risk San Francisco youth ages 16 through 24. Port staff determined that the Port would benefit from a program that supports the Port's efforts to maintain landscaped areas, including weed abatement, hand watering, planting, and manual fertilization of Port plants, and graffiti and litter removal.

Subsequently, the Port Commission adopted three resolutions authorizing Port staff to enter into three separate four-year grant agreements, from 2004 through 2016, totaling \$2.4 million. The first two contracts were awarded to the San Francisco Conservation Corps ("SFCC") while the third was shared between SFCC and Hunters Point Family ("HPF").

The annual allocation of funding for the two current contracts is \$265,000, including \$160,000 for SFCC and \$105,000 for HPF. Through the overall contract amount of \$1,060,000 these firms have trained and graduated 488 youth from their respective programs in the past four years. The current contracts are due to expire on May 28, 2019.

## **SCOPE OF WORK**

Under the proposed RFP, the contractors will be required to administer a youth employment program that provides job readiness and on-the job training in collaboration with the Port Maintenance Division. The RFP will specify that the contractors shall provide for a minimum of ten (10) youth participants plus two (2) supervisors and a minimum of five (5) youth participants plus one (1) supervisor per sub-contractor. Additionally, the selected contractor(s) will recruit, hire and provide work readiness training and supervision in environmental services to prepare program participants for future employment. This includes job seeking, interviewing, and safety training, and basic language and literacy skill-building necessary to retain employment.

Prior to commencement of the contract and no later than 60 days following contract award, the contractor(s) shall provide a pre-apprenticeship training and safety program curriculum to be reviewed and pre-approved by Port staff and applicable union organizations. The contractors will measure and report on their performance/success in developing and implementing the pre-apprenticeship training and safety program.

At the direction of the Port project manager, the contractors will provide environmental maintenance services of Port facilities including weed abatement, hand watering, planting and manual fertilization of plants, graffiti removal, and litter removal. The contractors shall provide participants, tools, safety equipment, and supervision along with all required training, including tool operation and safety. The contractors will be responsible for final work product and for meeting all reporting requirements.

Port staff will collaborate with the successful contractors to develop scopes of work, work plans, and work schedules. Port staff will monitor and evaluate work in progress and upon completion. Port staff will inspect the work accomplished to evaluate performance and consult with the contractors to ensure acceptable service levels are maintained throughout the term of the contract.

## **EVALUATION AND SELECTION PROCESS**

Port staff proposes to publish 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 program 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 to be included in the RFP. Evaluation criteria will include firm qualifications, management approach, and experience of project staff. Scores will be tabulated and ranked to determine short-listed firms.

### Oral Interviews

The evaluation panel will conduct interviews only with the short-listed firms, which will 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 agreements with a maximum of the two highest-ranking firms based on 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 firms, Port staff may elect to negotiate with the next highest-ranked firms in descending order.

### Local Business Enterprise

The Contract Monitoring Division waived the project's Local Business Enterprise ("LBE") subcontracting goal due to the project's size and single scope of work. Though there is no LBE subcontracting goal for this project the Port strongly encourages LBEs to submit proposals and will provide LBE prime proposers with rating bonus.

For these proposed contracts, 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.

## **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 educational and training services and employment development programs will be contacted directly through phone calls and emails.

Additionally, Port staff will send copies of the RFP to interested parties identified 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)
- Mayor’s Office of Economic and Workforce Development
- 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:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	January 8, 2019
Commence RFP Advertisement	January 26, 2019
Pre-submittal Meeting	February 8, 2019
Proposal Due Date	March 8, 2019
Port Commission Award of Contract	April 23, 2019
Notice to Proceed	May 15, 2019

## **FUNDING**

Port staff estimates that the proposed services will cost up to \$1,240,000 for the four year term of the contracts. This is a \$45,000 annual increase to the contracts, recognizing potential new project sites and allowing for some cost escalation for existing services. The contract will be funded by Port operating funds allocated annually to the Youth and Employment Project (Sub-fund 23690, Authority 17726).

## **SUMMARY**

Port staff is ready to seek competitive proposals from organizations to implement and administer the Port’s Youth Employment Program. Therefore, staff requests that the Port Commission authorize staff to advertise a Request for Proposals, to solicit youth employment services organizations for the award of no more than two contracts to administer the Port’s Youth Employment Program during a term of four years.

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and

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For: Katharine Petrucione, Deputy Director  
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and

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

**RESOLUTION NO. 19-02**

- WHEREAS, In 2004, the San Francisco Board of Supervisors directed the Port to create a youth employment program targeting economically disadvantaged and at-risk youth; and
- WHEREAS, On November 9, 2004 the Port Commission adopted Resolution 04-90 authorizing Port staff to enter into a four year contract with the San Francisco Conservation Corps (SFCC) to operate a youth employment program by providing assistance in maintaining Port property; and
- WHEREAS, Because of the success of the program, the Port Commission approved a subsequent contract solicitation in 2008 and authorized Port staff to enter into a new four year contract with the SFCC to operate the Port's youth employment program by Resolution 08-65 on October 28, 2008; and
- WHEREAS, The Port Commission subsequently awarded the youth employment program services contracts in 2004, 2008, 2012, and 2016; and
- WHEREAS, The Port's youth employment program (1) provides employment services to over 30 youths annually through the services of its contractor, (2) if continued, the program will provide employment services for approximately 20-40 youths annually for the next four years, (3) the services have been of good quality, (4) and the Port continues to need assistance in maintaining its property; and
- WHEREAS, The Port does not have the expertise to directly recruit, hire, provide work readiness training and supervision for youth employees; and
- WHEREAS, Port staff is proposing to issue a Request for Proposals for contracts with a maximum of two organizations to organize, implement, and administer a youth employment program to provide job training and assist in maintaining the Port's property each with a term of four (4) years with a total amount not to exceed \$1,240,000; and
- WHEREAS, After solicitation and evaluation of proposals, Port staff intends to seek Port Commission authorization to award a maximum of two contracts to provide youth employment program services, each contract with a maximum term of four (4) years, in the amount of \$310,000 annually, and an aggregate not to exceed amount of \$1,240,000 for two contracts; now, therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals to solicit youth employment services organizations for a maximum of two contracts to organize, implement, and administer a youth employment program to assist in maintaining the Port's property, each contract with a term of four (4) years, and a total amount not to exceed of \$1,240,000 (at \$310,000 per year).

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of January 8, 2019.***

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Secretary