



MEMORANDUM

January 8, 2021

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

FROM: Elaine Forbes
Executive Director 

SUBJECT: Request authorization to award two contracts to (1) RDJ Enterprises, LLC and (2) Larkin Street Youth Services for a Youth Employment Program for Maintenance on Port Facilities, each contract in an amount not to exceed \$530,000

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 21-02

EXECUTIVE SUMMARY

Pursuant to Port Commission authorization (Resolution 19-02), Port staff issued 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. Four proposals were submitted by firms in response to the RFP. The Contract Monitoring Division ("CMD") determined that all of the firms met the City's Local Business Enterprise ("LBE") Ordinance eligibility requirements. A selection panel then evaluated and scored the written proposals and held oral interviews. CMD monitored the panel evaluation process and applied the LBE rating bonus to all eligible firms.

Port staff now seeks Port Commission authorization to award professional services contracts for a youth employment program for maintenance of Port facilities to the following highest-scoring firms: (1) RDJ Enterprises, LLC ("RDJ Enterprises") and (2) Larkin Street Youth Services. Staff recommends the award of each contract in the not-to-exceed amount of \$530,000, with a term of four years. The cumulative value of the

two contracts amount to \$1,060,000 over a maximum term of four years. This amount maintains the previous funding levels for this service. These proposed contracts will be funded through the Port's Harbor Fund.

STRATEGIC PLAN OBJECTIVE

This contracting opportunity supports the goals of the Port's Strategic Plan as follows:

Equity – 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.

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

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

Evolution – Improve Port open spaces to provide well-maintained amenities.

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 separate agreements, from 2004 through 2016, totaling \$2.4 million. Since 2004, the total value of these contracts has increased from \$150,000 to \$265,000 a year to accommodate additional service areas and account for increasing costs. 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 Port's recent practice is to award two contracts to ensure participation of a diverse group of disadvantaged youth. The last contract expired in Spring 2019.

SCOPE OF WORK

Under the RFP, the contractors will be required to administer a youth employment program that provides job readiness and on-the job training for economically-disadvantaged youth in collaboration with the Port Maintenance Division. The RFP specified that the contractors shall (1) recruit, hire, and provide work readiness and safety training (2) employ at least one program coordinator to oversee the program activities, and (3) work with the Port and Office of Economic and Workforce Development ("OEWD") to provide alignment with the City's overall workforce strategy.

The training required for program participants includes job seeking, interviewing, and safety training, basic language and literacy skill-building necessary to retain employment.

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, including personal protective equipment (“PPE”), 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.

The Port requested and CMD approved that these contracts have no LBE subcontracting requirement in waiver 9951. The nature of these contracts do not provide subcontracting opportunities as the largest cost item are the youth salaries.

CONTRACT ADVERTISEMENT AND OUTREACH

In June 2020, Port staff contacted the previous awardees of the youth employment contract, Hunters Point Family and the San Francisco Conservation Corps, to ascertain the ability of non-profit organizations to respond to a request for proposal during the pandemic. Both entities confirmed an ability to complete a proposal during the health orders.

On September 3, 2020, the Port issued the RFP. The advertisement was posted on the Port website and the City and County of San Francisco Supplier Portal. The Port identified twenty-eight organizations for outreach and emailed and telephoned each organization. The Port contacted six City agencies who work with youth. The Department of Children Youth and their Families posted the Port advertisement on its website and the Office of Economic Development advertised to its grantees.

A pre-proposal meeting was held on September 14, 2020. Over twenty people representing nine non-profits or firms attended the pre-submittal meeting. The Port received and responded to thirty-six questions from potential respondents. The Port extended the proposal response deadline one week to provide additional time for responses.

SELECTION PROCESS

Submittals were due on October 14, 2020 and the Port received four responses to the RFP in advance of the submittal deadline. The following four consultant teams responded to the RFP:

1. Centers for Equity and Success, Inc. (non-LBE)
2. Cornerstone Transportation Consulting Inc (SBA-LBE)
3. Larkin Street Youth Services (non-LBE)
4. RDJ Enterprises, LLC (LBE-MBE)

CMD staff reviewed and determined that all firm complied with the CMD requirements.

Selection Panel

A three-member evaluation panel was convened to evaluate and score proposals on November 19, 2020 and December 10, 2020. The panel consisted of a manager from the Port executive team, one manager from the Recreation and Park Department, and an analyst from San Francisco Public Works. The panel members are experienced in apprenticeship programs, supervision of maintenance programs, grants management and youth programs. The Port’s CMD Compliance Officer approved the panel composition and attended all selection panel meetings.

Evaluation Criteria

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

- 35 points – Firm and Program Staff Qualifications
- 65 points – Program Approach
- 20 points – Program Budget
- 120 points Total

On December 10, 2020, the panel conducted oral interviews, evaluated and scored each candidate firm based on five questions worth a total of 120 points.

Port Staff evaluated the program budget, per the requirements of the RFP. This was worth a total of 160 points.

The City Administrative Code Chapter 14B, the LBE and Non-Discrimination in Contracting Ordinance, establishes rating bonuses for LBE firms and LBE joint venture partnerships. One firm was granted a rating bonus. The complete rankings are shown in Table 1.

Table 1. Youth Employment Program Scores

Proposer	Written Proposal Score	Oral Interview	Budget	LBE Rating Bonus	Final Total Score	Final Rank	Ethnicity¹
RDJ Enterprises (LBE-MBE)	360.80	349.80	175.4	10%	886.60	1	African American
Larkin Street Youth Services	314.00	326.00	160	-	800.00	2	Not Available
Centers for Equity and Success, Inc	316.00	322.00	160	-	798.00	3	Not Available

¹ This information is for informational and data collection purposes only and may not be taken into account by the Port Commission when considering the approval or disapproval of any contract award. See Attachment 1, CMD Award memo.

Cornerstone Transportation Consulting Inc	296.00	303.00	160	-	759.00	4	African American ²
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The Port received one protest of the notice of intent to award this contract on December 30, 2020. Port staff evaluated the protest and denied this protest on January 4, 2021 after determining that the protest lacked merit.

SELECTED CONSULTANTS

About RDJ Enterprises

RDJ Enterprises is an LBE-MBE that provides workforce development and training and placement programs. Its past work experience includes work for the San Francisco Public Utilities workforce programs “CityWorks” and the Professional Services Job Training and Opportunities Program. RDJ Enterprises is a subconsultant for the Port on the resilience program and on the private development projects at Mission Rock and Pier 70. RDJ will subcontract with Young Community Developers, Inc. (“YCD”), a small-LBE-OBE, to provide recruitment and case management services. YCD has contracts with the Mayor’s Office of Criminal Justice and the Department of Children, Youth and their Families. The RDJ Enterprises and YCD partnership has been in place for over ten years and this team is 100% LBE certified.

About Larkin Street Youth Services

Larkin Street Youth Services is a San Francisco-based non-profit. Its programs for homeless youth include a service continuum to address both the needs for shelter and educational and employment needs. The YouthForce Program, in operation since 2001 is a low-barrier job employment readiness program that combines classroom-based job readiness training with on-the-job training through supervised work crews doing environmental maintenance work throughout the City. Larkin Street Youth Services contracts with the City and County of San Francisco include the Mayor’s Office of Housing and Community Development, Department of Children, Youth and their Families, and Office of Economic and Workforce Development.

FUNDING

Funding for these proposed contract services will be allocated on an annual basis through the Port’s programmatic projects in the budget.

SCHEDULE

The planned contracting schedule is shown below:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Award Contracts	January 12, 2021
Notice To Proceed	February 12, 2021
Contract Completion	February 12, 2025

² Cornerstone Transportation Consulting Inc is a SBA-LBE, but did seek nor receive a rating bonus. See Attachment 1, CMD Award memo. Ethnicity information was provided by the Contract Monitoring Division to the Port for all certified firms as of May 14, 2020.

RECOMMENDATION

Port staff request authorization to award two contracts to (1) RDJ Enterprises (2) Larkin Street Youth Services for the Youth Employment Program for Maintenance at Port Facilities each contract in an amount not to exceed \$530,000, with a term of four years. The contracts will be funded through the Port's Harbor Fund.

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Finance and Administration Division

For: Katharine Petrucione, Deputy Director
Finance and Administration Division

and

Oscar Wallace, Maintenance Supervisor
Maintenance Division

Attachments

A: CMD Award Memo

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

RESOLUTION NO. 21-02

- 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 to operate a youth employment program by providing assistance in maintaining Port property; and
- WHEREAS, The Port Commission approved a subsequent contract solicitation in 2008 and authorized Port staff to enter into a new four year contract with the San Francisco Conservation Corps to operate the Port's youth employment program by Resolution 08-65 on October 28, 2008; and
- WHEREAS, Given the program's success, the Port Commission subsequently awarded youth employment program services contracts in 2005, 2008, 2012, and 2016;
- WHEREAS, From 2004 to 2019 the Port's youth employment program provided employment services to over 30 youths annually through the services of its contractors, the services have been of good quality and the Port continues to need assistance in maintaining its property; and
- WHEREAS, The proposed continuation of the program will provide employment services for approximately 15-35 youths annually for the next four years; and
- WHEREAS, The Port does not have the expertise to directly recruit, hire, provide work readiness training and supervision for youth employees; and
- WHEREAS, At its meeting on January 8, 2019 through Resolution 19-02, the Port Commission authorized staff to issue a Request for Proposals ("RFP") to solicit and select up to two organizations 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 \$1,240,000 (at \$310,000 per year); and
- WHEREAS, Port staff advertised the RFP on September 3, 2020 and received four timeline responsive proposals on October 14, 2020; and
- WHEREAS, Port staff convened an evaluation panel to evaluate and score the proposals and hold oral interviews; and

WHEREAS, Port staff selected the highest responsive score recipients, RDJ Enterprise, LLC and Larkin Street Youth Services for contract award; and,

WHEREAS, The Port Commission has allocated through the Port's Bi-Annual Operating budgets for Fiscal Years 2020-2021 \$265,000 annual in the Maintenance Division for Youth Employment Programs to assist with the maintenance of Port properties; now, therefore be it

RESOLVED, That the Port Commission authorizes Port staff to award Professional Services Contract Event ID: 0000004405, Youth Employment Program for Maintenance of Port facilities for the services described in the accompanying staff report, to RDJ Enterprises, LLC in an amount not to exceed \$530,000 and to Larkin Street Youth Services in an amount not to exceed \$530,000, each contract with a term of four (4) years and a total combined amount for both contracts not to exceed \$1,060,000.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of January 12, 2021.

Secretary