

## **Scope of Work for the History of the Port of San Francisco**

### ***Background for the Port of San Francisco's Racial Equity Action Plan***

The City and County of San Francisco has a long history of creating and maintaining through its laws, policies and institutions a culture of racial inequality that permeates throughout all parts of the City. In September 2019, the City of San Francisco passed Ordinance 188-19, creating an Office of Racial Equity (ORE) to address these inequities. The purpose of the ORE is to create a citywide Racial Equity Framework, assist City departments with the development of Racial Equity Action Plans, and carry out various other policy and reporting functions regarding racial equity. By December 31, 2020, each City department is required to produce a Racial Equity Action Plan (REAP), which will set forth a process and strategies, guided by the citywide Racial Equity Framework, to enact institutional and structural change to achieve racial equity.

The Port of San Francisco is currently in the process of preparing its REAP and is seeking a graduate-level student studying history, public policy, ethnic studies, or similar field, to prepare the background historical context for the REAP. The project would involve research, collecting data, and possibly conducting interviews as-needed, to prepare a written history of the Port of San Francisco with a focus on the Port's racial and ethnic history. Where appropriate, the report should summarize and draw from already prepared race history reports (see "Background Materials" below).

The report should include a brief background of the waterfront's early history prior to the Port's inception in 1863 (including Ohlone and Native Americans, the 1848 arrival of the Federal government and the role of African-Americans, and early uses of the San Francisco waterfront). The bulk of the report should focus on the history of the Port from its inception in 1863, with the creation of the State Harbor Commission, to the present. The report should focus on the racial, ethnic and cultural populations living, working, and utilizing the waterfront, and the policies and practices that have influenced, created, or perpetuated racial inequities that persist today. Historical moments may include, for example, the City of San Francisco's redlining, zoning and other policies and their effect on the Port of San Francisco; the history of China Basin Park; the history of African-Americans in the southern waterfront; the shipyard industry, labor unions and housing; maritime history, and the Port's employment history and restrictions.

An outline of the report will be required prior to the drafting of the report to further define the focus areas, key historical moments, and data that will be included in the report. The report will provide the historical basis and background context for the goals and objectives that will be developed in the Port's REAP.

**Timeframe:** Summer/Fall research project. Total time commitment is estimated at 150-200 hours to deliver a work product of acceptable quality. Actual time spent will not change compensation described below.

**Deliverables:** Fixed fee totaling \$9,000 paid over four invoices:

1. Draft outline and Work Plan due Monday, August 31, 2020
  2. 50% Draft report (minimum of 10 pages) due Monday, September 14, 2020
  3. Final Draft report with historical references and citations due Monday, September 28, 2020
  4. Incorporate edits from Port, finalize report, create abstract for inclusion in the Port's REAP due Monday, October 5, 2020
- Weekly check-ins with the project point of contact are required throughout the internship period.
  - Deliverable due dates may change with mutual agreement by both the contractor and the Port.

**Application Requirements:**

- A cover letter explaining why you are the best candidate for the position highlighting research and writing experience;
- A resume; and
- A writing sample, minimum 3 pages;
- A compensation proposal including invoice amounts expected upon completion of each deliverable phase and an estimate of incidental costs;

Submit application materials to: [robert.g.davis@sfport.com](mailto:robert.g.davis@sfport.com)

Continuous filing deadline; First review of applications will occur on Friday, July 31, 2020.

**Other Information:**

- Selected Candidate must be or become an approved City supplier in the SF City Partner system. Technical assistance is available for compliance.
- Payments will be provided within 30 days of invoicing the Port. Invoices from candidate are due to Port when deliverables shown above are provided.
- Port may reimburse incidental costs not to exceed \$500. This may include copying, transportation, scanning, or other similar expenses associated directly and solely to this project.
- The contractor must provide their own computer, appropriate software, and office supplies at their own cost.
- The City and County of San Francisco commercial terms and general contract provisions are not negotiable and must be agreed to by contractor. A copy of these terms can be provided upon request.

### Useful Background Materials:

- ORE Ordinance and Findings: <https://sfbos.org/sites/default/files/o0188-19.pdf>
- General Port of SF History: <https://sfport.com/port-history>
- “Port City: The History and Transformation of the Port of San Francisco 1848 - 2010” by Michael R. Corbett
- African-American Historical Context from Planning Dept website:  
[https://default.sfplanning.org/Preservation/african\\_american\\_HCS/AfricanAmericanHistoricContextStatement\\_Draft\\_Jan2016.pdf](https://default.sfplanning.org/Preservation/african_american_HCS/AfricanAmericanHistoricContextStatement_Draft_Jan2016.pdf)
- BCDC Environmental Justice Background Report: <https://www.bcdc.ca.gov/cm/2019/0620BPA2-17BackgroundReport.pdf>
- California Maritime Academy
- FoundSF: <http://www.foundsf.org/>