

**Treasure Island Development Authority
City and County of San Francisco**

Resolution Approving a Professional Services Contract for Relocation Services between Treasure Island Development Authority and Associated Right of Way Services, Inc.

SUMMARY OF PROPOSED ACTION:

This item seeks approval and authorization to execute a Professional Service Agreement between Treasure Island Development Authority and Associated Right of Way Services Inc., a California corporation, for the creation of Relocation Plans and to provide advisory and consulting services for implementation of the Transition Housing Rules and Regulations of the Treasure Island/Yerba Buena Island Development.

BACKGROUND:

Former Naval Station Treasure Island is a military base located on Treasure Island and Yerba Buena Island (the "Base"). The Base was selected for closure and disposition by the Base Realignment and Closure Commission in 1993. The Base is in the process of ownership transfer from the United States Navy to the Treasure Island Development Authority ("TIDA") for civilian use; approximately 60% of the Base has been transferred. TIDA was created by San Francisco Board of Supervisors ("BOS") in 1997 as a non-profit, public benefit corporation dedicated to the planning, redevelopment, reconstruction, rehabilitation, reuse and conversion of former Naval Station Treasure Island.

In early 2000, TIDA initiated a master developer selection process, culminating in the selection of Treasure Island Community Development, LLC (the "Master Developer"). On June 7, 2011, the BOS voted 11-0 on various pieces of legislation authorizing the Treasure Island/Yerba Buena Island Development Project (the "Project"), including a Disposition and Development Agreement (the "DDA").

Included as an exhibit to the DDA was a Housing Plan which, amongst other matters, granted certain housing opportunities and benefits as part of the Project to existing residents of affordable and market units on the island. The benefits available to residents of housing units leased to and operated by affordable housing providers under the Treasure Island Homeless Development Initiative ("TIHDI") were enumerated in the TIHDI Transition Housing Plan, and the benefits available to residents of market rate units leased to and operated by the John Stewart Company were enumerated in the Transition Housing Rules and Regulations for the Villages at Treasure Island (the "THRR").

The Project contains a variety of land uses that promote both a new San Francisco neighborhood and a major new destination for local, regional, national and international visitors. The four primary components of the land use plan continue to be (i) residential, (ii) open space and recreation, (iii) commercial and adaptive reuse, and (iv) community and public facilities. The Project includes up to approximately 8,000 residential units of which approximately 27.2% (2,173 units) are intended to be development as affordable housing to a variety of income levels.

TIDA issued Request for Proposal (“RFP”) TIDA-17-01 for professional services to assist in the relocation of residents in accordance with the Transition Housing Rules and Regulations for the Villages at Treasure Island (the “THRR”). The THRR was created to give Transitioning Households (as defined in the THRR) certain housing opportunities and benefits as part of the Project.

Treasure Island has approximately 678 dwelling units that are currently suitable for occupancy. Of those 678 units, 250 are affordable units leased to and operated by TIHDI housing providers. The remaining 428 dwelling units are market rate units leased to and operated by the John Stewart Company (“JSCO”). As described in the THRR, eligible households that are required to move in connection with the Project are entitled to certain Transition Benefits.

Although the development is a multi-year, multi-phased Project and it will be several years before the first permanent relocations will be possible, there is an immediate need for the consulting firm to begin pertinent data collection of Relevant Household Information and to educate households on options under the THRR. Implementation Plans will be created in close coordination and collaboration with the ongoing Project development and will involve coordination with TIDA, JSCO, TIHDI, and the Mayor’s Office of Housing and Community Development (MOHCD), as well as the City Attorney’s Office.

Proposals associated with this RFP were due on Friday, May 3, 2017. Three (3) firms submitted response Proposals by the deadline. An Initial Screening of these three proposals was conducted by TIDA and the City and County of San Francisco Contact Monitoring Division (“CMD”) for compliance with the RFP’s stated Minimum Qualifications and references. Two proposals (2) were determined to be compliant and advanced for further consideration and evaluation by a Review Panel. The Panel’s Selection Criteria included Project Approach, Team Qualifications Past Project and Work, and an Oral Interview. At the completion of the selection process, Associated Right of Way Services (ARWS) was the highest scoring proposer.

TIDA Staff has completed contract negotiations with ARWS. The proposed service contract is for an original term of five (5) years. TIDA shall have two (2) options to extend the term for a period of two (2) years each, which TIDA may exercise in its sole discretion. All the work will be performed upon request and at the direction of TIDA staff. TIDA shall negotiate Task Orders annually to ARWS and when needed.

The salient terms of the Agreement include:

1. **Effective Date:** Effective date of the Agreement shall be September 1, 2017, or the date of final Board of Supervisors approval of the Agreement.
2. **Term:** This Agreement shall be an original term of five (5) years. TIDA shall have two options to extend the term for a period of two (2) years each, which TIDA may exercise in its sole discretion. All work will be performed upon

request and at the direction of TIDA staff and TIDA will prepare task orders as and when needed.

3. **Compensation:** Not to exceed One Million Two Hundred and Fifty Thousand Dollars (\$1,250,000) over initial 5 year term.

4. **General Scope of Services:**

- A. **Conduct Household Needs Assessment:** Determine Transitioning Household Eligibility and Unit Needs.
- B. **Development and Implementation of Plan for Transitioning Households Interim Moves:** Advise TIDA in the development of forms and the implementation of policies and procedures necessary to support an effective relocation from an existing unit to another existing unit.
- C. **Development and Implementation Individual Site Plans for Transitioning Households Long-Term Moves:** Advise TIDA in the development and implementation of policies, procedures and forms necessary to support an effective relocation for Long-Term Moves to newly constructed units.
- D. **Moving Assistance:** If requested by TIDA, provide Moving Assistance to Transitioning Households that make Interim Moves and that select the Transition Unit Option for Long-Term Move, including transportation of personal property, packing, unpacking and insurance coverage while in transit.
- E. **As- Needed Consulting Services:** Provide additional relocation-related consulting services, as needed, on an on-going basis to implement the THRR, to include utilization of outside counsel if pre-approved by the San Francisco Office of the City Attorney.

The full Scope of Services is contained in Attachment A of the Professional Services Agreement between TIDA and ARWS.

The Agreement is consistent with current City and County of San Francisco contractual requirements. TIDA has received approval from the Civil Service Commission (PSC 480405-16/17) to enter into a Professional Service Agreement for the proposed services.

RECOMMENDATION:

Approve the Professional Services Agreement between the Treasure Island Development Authority and Associated Right of Way Services, Inc., for an amount not to exceed \$1,250,000 for the term of the Agreement.

Robert P. Beck, Treasure Island Director