
The Mayor's Hunters Point Shipyard Citizens Advisory Committee (CAC)
Business and Employment Meeting Minutes
Remote/Virtual Meeting
Thursday, October 17, 2024
(1 hour 2 minutes)

I. Call to Order

Dedria Smith called the Business and Employment meeting to order at 6:15 pm. There was a quorum at roll call.

II. Routine Business:

A. Roll Call

Present: Dr. Veronica Hunnicutt, Neola Gans and, Dedria Smith

Excused: Joyce Armstrong

Absent: Servio Gomez

B. Approval of Agenda: October 17, 2024

Dr. Veronica Hunnicutt moved to approve the October 17, 2024 agenda. Neola Gans seconded, and the motion was passed.

C. The Approval of the Meeting Minutes: September 11, 2024

Dr. Hunnicutt moved to approve the September 11, 2024 meeting minutes. Neola Gans seconded, and the motion was passed.

E. Announcements

40 Anniversary of the Shipyard Open Studios happening October 19-20, 2024 6pm. Visit 140 Shipyard Artist studio.

October 19, 2024, Crane Illumination at the Shipyard 6-9pm

III. Continued Business/ Presentations/ Updates

Representatives from Naval Facilities Engineering Systems Command (NAVFAC) Base Realignment and Closure (BRAC) and NAVFAC Southwest Contracting Office will share updates on the Hunters Point Naval Shipyard (HPNS) Building Demolition Project. Topics include:

- **Building Demolition Contracting Information Hub** (Navy website link for all information related to building demolition <https://www.bracpmo.navy.mil/BRAC-Bases/California/Former-Naval-Shipyard-Hunters-Point/Building>. Demolition-Industry-Day/) Navy will discuss the new information posted since September 2024 HPSCAC B&E Meeting.
- **Building Demolition Contracting Update: Amendments to the Request for Offers (RFO) for Parcel G Demolition.** Presenters include: • Michael Pound, HPNS Environmental Coordinator (NAVFAC BRAC)
- Jennifer Reese, Director, Planning, Design and Construction Contracting Core (NAVFAC Southwest) NorCal APEX Accelerators has been invited to provide an update on their involvement with local businesses as related to the HPNS Building Demolition project

1 The Hunters Point Shipyard Citizens Advisory Committee (HPNS CAC) Business &
2 Employment Subcommittee Meeting on October 17, 2024, focused on updates regarding the
3 Hunters Point Naval Shipyard (HPNS) Building Demolition Project. The meeting covered
4 topics such as contracting and subcontracting opportunities, changes to the request for offers
5 (RFO), local hiring requirements, and community engagement initiatives.
6 The Building Demolition Contracting Information Hub was discussed as a primary resource
7 for project details. Updates included revisions made in response to community feedback and
8 adjustments to the request for offers (RFO) for Parcel G. The NAVFAC Southwest
9 Contracting Team, represented by Renae Kvendru, Jennifer Reece, and Chad Slade,
10 provided an overview of key changes to the RFO. The contracting vehicle used for this
11 project is MACC N62473-19-D-1237, with the request for offers initially issued on June 6,
12 2024. Proposals are due by October 31, 2024, and the task order award is anticipated to
13 occur in February 2025, with demolition work commencing later in the year.
14 A key topic of discussion was the community's request for an independent community
15 liaison to oversee contractor engagement and ensure transparency. This request was
16 originally raised at the September 11, 2024, HPNS CAC Business & Employment
17 Subcommittee meeting. The Navy is currently evaluating the request and seeking
18 community input to understand the specific support needs that may not be addressed by
19 existing services such as those offered by NorCal APEX Accelerator and the Small Business
20 Administration (SBA). The community has been invited to submit thoughts and ideas
21 regarding the role of a Navy community liaison by November 1, 2024.
22 The meeting also addressed the local hiring requirements for the demolition project.
23 Previously, local hiring was encouraged but not mandated. However, as of the latest RFO
24 amendments, local hiring has transitioned from a goal to a requirement. To qualify as a local
25 business, the company's headquarters must be located within the City of San Francisco and
26 listed in either the San Francisco Local Business Enterprise Directory or the System for
27 Award Management (SAM). Furthermore, businesses classified as hyper-local must be
28 situated in the 94107, 94124, or 94134 ZIP codes. The RFO now requires contractors to
29 include at least two hyper-local businesses in their proposals and provide commitment
30 letters from these businesses. Suppose a hyper-local business identified in a prime
31 contractor's proposal needs to be replaced. In that case, the prime contractor must find
32 another hyper-local business as a substitute, which the Administering Contracting Officer
33 must approve. Additionally, the awardee of Parcel G will be required to attend at least three
34 HPNS CAC meetings per year to ensure ongoing community engagement.
35 The NorCal APEX Accelerator, represented by Thomas Burns, provided insight into their
36 no-cost government contracting assistance program. APEX has actively supported local
37 businesses, offering resources such as training sessions and networking events. The
38 organization participated in a community meeting in April 2024, which was attended by at
39 least twenty local business owners, four of whom immediately signed up for APEX services.
40 During the HPNS Industry Day event, more than five Bayview-based businesses enrolled in
41 the program. APEX also provided SAM.gov registration support for multiple clients,
42 ensuring they could work as subcontractors under the HPNS Parcel G RFO prime
43 contractors.
44 The meeting provided several ways for community members and businesses to stay
45 informed and engaged. Individuals can sign up for newsletters and notifications through
46 multiple channels, including the NorCal APEX Accelerator Newsletter, the HPNS

Environmental Cleanup Program Newsletter, and updates from the HPNS Building Demolition Industry Day Networking Opt-in. The HPNS Website also serves as a valuable resource for ongoing project updates.

A summary of RFO amendments was presented, highlighting twelve changes made to address evaluation criteria, hiring requirements, and deadline extensions. Key amendments included revisions to local hiring factors, additional requirements for subcontractor participation, and modifications to the evaluation process to prioritize businesses with strong community ties.

To further support small businesses interested in working on the HPNS Building Demolition Project, the meeting provided contact information for several key resources, including the U.S. Small Business Administration (San Francisco District Office), NAVFAC Small Business Office, NorCal APEX Accelerator, and the San Francisco Small Business Development Center. These organizations offer assistance with government contracting, business certification, and subcontracting opportunities.

The meeting emphasized the importance of transparency, community participation, and local business engagement in the Hunters Point Building Demolition Project. The discussion reinforced the Navy's commitment to incorporating community input and ensuring that local businesses benefit from Hunters Point Naval Shipyard's demolition and redevelopment efforts.

V. Public Comment on Non-Agenda items:

Please refer to the October 17, 2024, Business and Employment meeting virtual meeting recording to hear the meeting in detail.

VI. Adjournment:

There was no other business that came before the committee and the meeting adjourned at 7:14pm.