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1      **The Mayor's Hunters Point Shipyard Citizens Advisory Committee (CAC)**  
2      **Business and Employment Meeting Minutes**  
3           **Remote/Virtual Meeting**  
4           **Thursday, October 17, 2024**  
5           (1 hour 2 minutes)

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6      **I. Call to Order**

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

10     **II. Routine Business:**

11     **A. Roll Call**

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

13     Excused: Joyce Armstrong

14     Absent: Servio Gomez

16     **B. Approval of Agenda: October 17, 2024**

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

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

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

24     **E. Announcements**

25     40 Anniversary of the Shipyard Open Studios happening October 19-20, 2024 6pm. Visit 140  
26     Shipyard Artist studio.

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

30     **III. Continued Business/ Presentations/ Updates**

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

35     • **Building Demolition Contracting Information Hub** (Navy website link for all  
36     information related to building demolition <https://www.bracpmo.navy.mil/BRAC-Bases/California/Former-Naval-Shipyard-Hunters-Point/Building>). Demolition-  
37     Industry-Day/) Navy will discuss the new information posted since September 2024  
38     HPSCAC B&E Meeting.

40     • **Building Demolition Contracting Update: Amendments to the Request for Offers**  
41     **(RFO) for Parcel G Demolition.** Presenters include: • Michael Pound, HPNS  
42     **Environmental Coordinator (NAVFAC BRAC)**  
43     • Jennifer Reese, Director, Planning, Design and Construction Contracting Core  
44     **(NAVFAC Southwest) NorCal APEX Accelerators** has been invited to provide an  
45     update on their involvement with local businesses as related to the HPNS Building  
46     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

1 Environmental Cleanup Program Newsletter, and updates from the HPNS Building  
2 Demolition Industry Day Networking Opt-in. The HPNS Website also serves as a valuable  
3 resource for ongoing project updates.  
4 A summary of RFO amendments was presented, highlighting twelve changes made to  
5 address evaluation criteria, hiring requirements, and deadline extensions. Key amendments  
6 included revisions to local hiring factors, additional requirements for subcontractor  
7 participation, and modifications to the evaluation process to prioritize businesses with strong  
8 community ties.  
9 To further support small businesses interested in working on the HPNS Building Demolition  
10 Project, the meeting provided contact information for several key resources, including the  
11 U.S. Small Business Administration (San Francisco District Office), NAVFAC Small  
12 Business Office, NorCal APEX Accelerator, and the San Francisco Small Business  
13 Development Center. These organizations offer assistance with government contracting,  
14 business certification, and subcontracting opportunities.  
15 The meeting emphasized the importance of transparency, community participation, and  
16 local business engagement in the Hunters Point Building Demolition Project. The discussion  
17 reinforced the Navy's commitment to incorporating community input and ensuring that local  
18 businesses benefit from Hunters Point Naval Shipyard's demolition and redevelopment  
19 efforts.

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21 **V. Public Comment on Non-Agenda items:**  
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23 *Please refer to the October 17, 2024, Business and Employment meeting virtual meeting  
24 recording to hear the meeting in detail.*

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26 **VI. Adjournment:**  
27 There was no other business that came before the committee and the meeting adjourned at  
28 7:14pm.