

SCOPE OF WORK

On behalf of the Citizens' General Obligation Bond Oversight Committee (CGOBOC), the Office of the Controller is seeking a qualified firm to provide consulting services to map San Francisco's construction and capital projects design review process and identify best practices in design review. The goal of this project is to gain a comprehensive understanding of San Francisco's design review process and determine opportunities for efficiency gains, specifically as they relate to the design within the City's General Obligation Bond Programs' construction and capital programs and projects.

The scope of work for this project involves researching the City's design review process and comparing it against that of other jurisdictions to identify best practices and opportunities for improved efficiency. The Contractor will issue a report that will:

1. **Describe the Design Review Process in San Francisco:** The Contractor will describe the City's current design review process for its General Obligation Bond Programs' construction and capital projects. City departments review designs for compliance with federal, state and City regulations and standards. As part of the description and narrative documentation, the Contractor will identify and describe the challenges and obstacles encountered by construction program managers in the design review process.
2. **Map the Design Review Process in San Francisco:** The contractor will map the design review process showing the sequence, dependencies, and timeline for all reviews and permits required from the design to construction phase. The contractor will describe and map the design review process for all types of capital projects including, but not limited to, parks, buildings and streets.
3. **Identify/Account for the Regulatory Environment:** The following is a sample list of regulations and standards with which capital project design plans must comply and which would be the subject of the contractor's narrative and mapping:
 - California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA)
 - Historical Preservation requirement
 - Administrative Code
 - Building Code
 - Fire Code
 - Planning Code
 - Public Works Code
 - Transportation Code
 - Arts Commission Civic Design Review
 - San Francisco General Plan
 - Department of Public Work's Disability Access Coordinator/Mayor's Office on Disability
 - Department of Public Work's Bureau of Street Use and Mapping (BSM)
 - Board of Supervisors
 - SF Public Utilities Commission
 - SF Police Department
 - SF Fire Department

4. **Identify Design Review Best Practices:** The Contractor will identify and research at a minimum five comparable jurisdictions to determine best practices in design review. In identifying comparable jurisdictions, the Contractor will consider such factors as population density, governmental structure (e.g., city, county, or city and county), complexity, geography, economy, size and type of capital projects, and other variables for comparison. The Contractor will then collect information and conduct a survey of these comparable jurisdictions to identify approaches, techniques and strategies for efficient design review, including the number and type of required permits and approvals, sequence and timeline.

5. **Recommend Design Review Process Improvement Strategies:** Based on the results of its observations of the City's current process and best practices review, the Contractor will recommend a roadmap of strategies and detailed plans for how to make the design review process more efficient, with attention to the City's political, operational, and civic environment. At a minimum, these recommendations will address the following questions:
 - a. What approaches, techniques, and strategies should City departments use in order to address the challenges and obstacles identified in the City's current review process?
 - b. What are the proposed ways to make the City's current review process more cost and time efficient? Are there any duplicative or unnecessary reviews? Is there a more efficient sequence of permits and approval reviews that may reduce the overall timeline? Are there any permits or approvals that can be obtained simultaneously?

The Contractor will submit the following deliverables:

Deliverable	Description of Deliverable	Target Completion Date	Estimated Number of Hours	Not-To-Exceed Deliverable Budget
1.1	Written Project Work Plan. The work plan should include an explanation of the methodology to be followed to perform the services required in the Scope of Work. The work plan should also include time estimates for each significant segment of the work and the staff to be assigned.	August 2012	XX	
1.2	Written Draft Survey. The draft survey should include a list of the recipient jurisdictions.	October 2012	XX	
1.3	Written Final Survey. The final survey will include a list of the recipient jurisdictions.	October 2012	XX	
1.4	Written Draft Report. The draft report will include an Executive Summary and Methodology, as well as relevant sections addressing all aspects of the Scope of Work.	November 2012	XX	
1.5	Written Final Report. The final report will include an Executive Summary and Methodology, as well as relevant sections addressing all aspects of the Scope of Work.	December 2012	XX	
1.6	Presentation of Results to CGOBOC and City staff.	December 2012	XX	
Total for Agreement			XXX	\$XX,XXX