

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

50 California Street • Suite 2600 • San Francisco, California 94111 • (415) 352-3600 • Fax: (415) 352-3606 • www.bcdc.ca.gov

April 15, 2011

TO: Commissioners and Alternates
FROM: Will Travis, Executive Director (415/352-3653 travis@bcdc.ca.gov)
Joe LaClair, Chief Planner (415/352-3656 joel@bcdc.ca.gov)
SUBJECT: **Staff Report and Recommendation on a Contract for Cartographic and Graphic Services**
(For Commission consideration on April 21, 2011)

Summary and Recommendations

The staff recommends that the Commission authorize its Executive Director to enter into a \$200,000 contract with Yuki Kawaguchi, Cartographer, to provide the Commission with cartographic and graphic services over a two-year period from July 1, 2011 through June 30, 2013. The staff further recommends that the Commission authorize its Executive Director to renew the contract for up to two additional years at a cost of \$100,000 each fiscal year, if the services continue to be needed, if funding is available in the Commission's budget to support the contract, and the renewal agreement does not involve any substantial changes to the services provided.

Staff Report

Background. The Commission needs professional cartographic and graphic services to: (1) prepare maps and other materials for staff reports where clear and concise mapping is essential to communicating information in a geographic context; (2) recommend general design and format for planning reports, land use plans, the Commission's annual report, and similar documents; (3) prepare exhibits for public presentations, and other administrative and executive products such as brochures, computer presentations, and special event invitations; (4) prepare outreach and public communication materials; and (5) advise the Commission regarding the various forms of reproduction for documents and graphic materials and represent the Commission in all printing matters with outside contractors. The Commission's staff does not have the full range of professional and technical expertise to provide these needed services.

To secure the needed services, as required by the policies of the State Contracting Manual, a Request for Proposal for cartographic services was issued on March 2, 2011. Two proposals



Making San Francisco Bay Better

were received and reviewed in accordance with the criteria stated in the Request for Proposal. Based on the selection criteria, the staff has determined that Yuki Kawaguchi, Cartographer, is the most highly qualified candidate. Mr. Kawaguchi holds degrees in Geography and Cartography with a minor in planning, and has over thirty years of cartographic and graphic analysis, design, and presentation experience. Mr. Kawaguchi's firm is also certified as a small business by the Department of General Services. Under previous contracts, Mr. Kawaguchi has provided the required services to BCDC since 1983.

Therefore, the staff recommends that the Commission enter into a new two-year contract with Mr. Kawaguchi in the amount of a maximum of \$100,000 each year for the next two fiscal years. The Governor's proposed FY 11-12 budget for BCDC includes funding to support this contract. It is expected the FY 12-13 budget will also include funding for this contract.

For administrative efficiency, the staff also recommends that the Commission authorize its executive director to extend the contract for an additional two fiscal years if the services continue to be needed and funds continue to be available to support the contract.

To ensure that the contract fully complies with all of the state's legal and procedural requirements, it would not go into effect until it has been approved by the Department of General Services.