



**Meeting Date:** 09/16/2022

**To:** Public Works Commission  
Lauren Post, Chair  
Fady Zoubi, Vice Chair  
Lynne Newhouse Segal  
Paul Woolford

**Through:** Carla Short, Interim Public Works Director

**From:** Elizabeth Ramos, Proposition B Project Analyst  
Rachel Alonso, Proposition B Project Director  
Alexander Burns, Manager of Contract Administration

**Subject:** Approving Contract Items Overview

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**Director's Recommendation:** Information item only. Receive and discuss.

**Executive Summary:** This presentation provides a background for the materials and resources created for Public Works staff and an overview of documents that the Public Works Commission will receive as part of the contract item approval process. The first part of the presentation will cover contract approval background and resources and showcase the new Public Works Department's Commission Agenda Item System. The second part of the presentation will detail the contract agenda item documents.

**Attachments:**  
1. Presentation

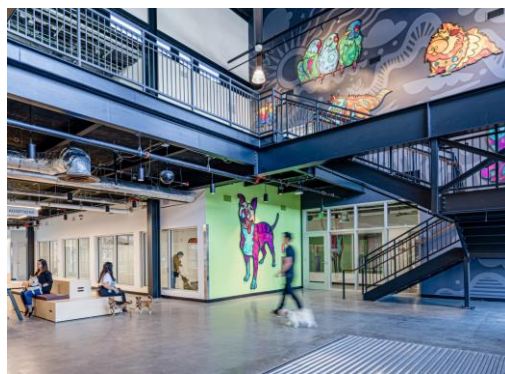


September 16, 2022



# Approving Contract Items

Elizabeth Ramos, Proposition B Project Analyst  
Rachel Alonso, Proposition B Project Director  
Alex Burns, Manager of Contract Administration



# Public Works Commission Contract Approval Background

- Starting September 1, 2022, the Public Works Commission shall approve all contracts proposed to be entered into by the Department, provided that the Commission may delegate this responsibility to the Director of Public Works, or the Director's designee (Charter § 4.141(c)(3)).
- On September 2, 2022, the Public Works Commission adopted a contract delegation policy.
- In August 2022, Public Works project staff started using the Commission Agenda Item System to draft and submit contract agenda item materials for future Public Works Commission meetings.
- Today's goal: Review contract item background and approval process.



# Contract Item Approval Resources

City and County of San Francisco Commissions' contract item materials and best practices

Office of Contract Administration (OCA)

Mayor's Designee forms

Public Works Contract Administration procedures

Municipal Transportation Agency (MTA) and Public Utilities Commission (PUC) workflow systems





# Commission Agenda Item System

- Public Works IT developed a system for staff to manage commission agenda item development.

Commission Agenda

Home

Meeting Dates

## View My Tasks / Agenda items Pending Approval

Agenda Item ID	Agenda Item Title	Commission Meeting Date	Deadline to Approve	Agenda Item Type	Status	Approval Step	Approver Name
All							
PW-ContractItem-6	<a href="#">SFGH Building 5 Seismic Retrofit - Approve Contract Modification</a>	10/21/2022	10/06/2022	Contract Item	In Progress	City Attorney	Yadira Taylor
PW-ContractItem-8	<a href="#">Project and Construction Management System Software</a>	10/21/2022	10/06/2022	Contract Item	In Progress	Owner	Jocelle Alberto
PW-DepartmentBusiness-12	<a href="#">Employee and Organizational Development</a>	10/21/2022	10/06/2022	Department Business	In Progress	Owner	Alexandra Bidot-Cruz



# Commission Agenda Item System

Department \*  Status: In Progress

Agenda Item Type \*

Agenda Item Title \*

Agenda Item Description \*

Commission Meeting \*

\* Required Field

### Agenda Item Documents

Documents required for this Agenda Item. Please select a Staff Report and a Commission Resolution (if any) from the drop-down list, upload a Presentation (if any), and generate documents.

Staff Report

Commission Resolution

Presentation has been uploaded to the folder?  Yes  No

[Generate Documents](#)

[Click Here to access documents](#)

### Agenda Item Approvals

Select the Secondary Initiator and Primary and Secondary Approvers from the drop-down list.

Initiator *	<input type="text" value="Lindsay Hu"/>	<input type="text" value="Joe Chin"/>
Owner *	<input type="text" value="Lindsay Hu"/>	<input type="text" value="Joe Chin"/>
Contract Administration *	<input type="text" value="Belle Macaranas"/>	<input type="text" value="Alexander Burns"/>
Section/Program Manager *	<input type="text" value="Joe Chin"/>	<input type="text" value="Timothy Kempf"/>
Bureau Manager *	<input type="text" value="Charles Higuera"/>	<input type="text" value="Joe Chin"/>
City Attorney *	<input type="text" value="Yadira Taylor"/>	<input type="text" value="Tyson Arbuthnot"/>
Deputy Director(s) *	<input type="text" value="Ronald Alameida"/>	<input type="text" value="Charles Higuera"/>
Deputy Director of Finance and Admin *	<input type="text" value="Bruce Robertson"/>	<input type="text" value="Jennifer Marquez"/>
Commission Affairs Manager *	<input type="text" value="Robert Fuller"/>	<input type="text" value="Robert Fuller"/>
Director *	<input type="text" value="Carla Short"/>	<input type="text" value="Ronald Alameida"/>

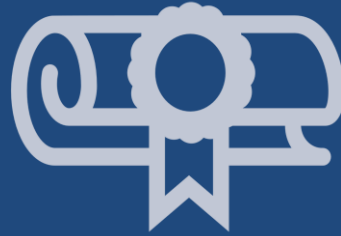


# Contract Item Documents



## Staff Report

Consent and Regular  
Agenda Items



## Resolution

Consent and Regular  
Agenda Items



## Presentation

Regular  
Agenda Items



# Staff Report

## Contract Award Example

Contract award staff reports include:

- Director's recommendation for commission action
- Contract background
- Solicitation process
- Contract details



**Meeting Date:** Commission Meeting Date

**To:** Public Works Commission  
Lauren Post, Chair  
Fady Zoubi, Vice Chair  
Lynne Newhouse Segal  
Paul Woolford

**Through:** Carla Short, Interim Public Works Director  
Deputy Director Name, Deputy Director Title

**From:** Sandra Francisco, Project Manager

**Subject:** ABC Architectural Engineering Services  
Award Professional Services Contract

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**Director's Recommendation:** Award Professional Services Contract, ABC Architectural Engineering Services, in the amount of \$2,000,000.00 for 1,234 calendar days to XYZ Consultant for architectural engineering services.

**Contract Background:** Project goals, scope of work, and contract history.

**Solicitation Process:** Process of seeking bids, proposals, etc., from contractors. The department's procurement evaluation process.





# Staff Report

## Contract Award Example

### Contract Details:

<b>Contract Title:</b>	ABC Architectural Engineering Services
<b>Personal Services Contract No.:</b>	Personal Services Contract (PSC) authorization number and date associated with the Civil Service Commission or Department of Human Resources (DHR) approval
<b>Contract Award Amount:</b>	\$2,000,000.00
<b>Contract Funding Sources (if applicable):</b>	General Fund, Earthquake Safety and Emergency Response Bond
<b>Anticipated Project Schedule:</b>	Anticipated project milestones (e.g., notice-to-proceed, design/construction start and end dates)
<b>Contract Duration:</b>	1,234 calendar days
<b>Contractor Name:</b>	XYZ Consultant



# Staff Report

## Contract Award Example

<p><b>Compliance with Chapter 14B Local Business Enterprise Ordinance:</b></p>	<p>The Contract Monitoring Division (CMD) established a Local Business Enterprise (LBE) subcontracting requirement of 25% for this contract. The contractor committed to LBE participation of 25% in its bid submittal, and San Francisco Public Works received CMD’s recommendation to award.</p>
<p><b>Environmental Determination (if applicable):</b></p>	<p>Status of the project’s environmental clearance. Examples: 1. California Environmental Quality Act (CEQA) determination date and case number. 2. Regulatory Affairs Final Quality Assurance / Quality Control Review signature date. 3. Categorically exempt from environmental review CEQA guidelines.</p>
<p><b>Other Compliance:</b></p>	<p>Common options are 12B, 12X, Bay Conservation and Development Commission (BCDC).</p>
<p><b>Additional Information:</b></p>	<p>Additional information can be added here.</p>
<p><b>Attachments:</b></p>	<p>Attachment A: Resolution Attachment B: Presentation Attachment C: Bid Tabulations/ Evaluation Results Attachment D: Contract Monitoring Division (CMD) Award Memo</p>



# Staff Report

## Contract Changes Example

Contract contingency and contract modification staff reports include:

- Original approved amounts
- Modifications approved to date
- Requested changes

**Explanation of Requested Contract Cost and Duration:** Brief narrative explaining need for contract cost and duration contingency change.

**Summary of Contract Value:**

<b>Contract Cost Amount</b>	<b>Amounts</b>	<b>Percentage Increase from Original Amount:</b>
Original Contract Amount:	\$1,000,000.00	-
Original Contingency Amount:	\$100,000.00	10%
Previously Approved Contingency Reserve:	-	-
Additional Contingency Reserve Requested:	\$100,000.00	10%
<b>Authorized Contract Amount:</b>	<b>\$1,200,000.00</b>	<b>20%</b>

<b>Contract Duration</b>	<b>Days</b>	<b>Percentage Increase from Original Duration:</b>
Original Contract Duration:	1,000	-
Original Contingency Duration:	100	10%
Previously Approved Contingency Reserve:	-	-
Additional Contingency Reserve Requested:	100	10%
<b>Authorized Contract Duration:</b>	<b>1,200</b>	<b>20%</b>



# Resolution

## Contract Award Example

Public Works Commissioners will:

- Consent items: Motion to approve the consent calendar
- Regular items: Motion to approve item no. 123

**PUBLIC WORKS COMMISSON  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 2022-0010**

WHEREAS, On July 1, 2022, San Francisco Public Works (Public Works) advertised Professional Services Contract, ABC Architectural Engineering Services, through a Request for Qualifications (RFQ) outlining the intention to award to the highest ranking responsive and responsible firm; and

WHEREAS, The selected consultant will provide architectural engineering services as described in the RFQ; and

WHEREAS, The contract amount is \$2,000,000; and

WHEREAS, The contract duration is 1,234 consecutive calendar days; and

WHEREAS, The selected panel evaluated the proposal from XYZ Consultant and required documentation for compliance pursuant to the RFQ and has determined the proposal was deemed responsible by Public Works Contract Administration staff and the proposer was deemed responsible by Public Works Project Controls and Services staff; and

WHEREAS, The proposal was deemed compliant to Local Business Enterprise requirements by Contract Monitoring Division; now, therefore, be it

RESOLVED, That this Commission hereby awards Professional Services Contract, ABC Architectural Engineering Services, in the amount of \$2,000,000 for 1,234 calendar days to XYZ Consultant for architectural engineering services.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of Month Day, Year.*

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Robert Fuller, Commission Affairs Manager  
Public Works Commission



# Contract Item Approval Process







Thank you