



Meeting Date: April 30, 2026

To: Public Works Commission

Through: Carla Short, Public Works Director
Bruce Robertson, Deputy Director

From: Jacky Ng, Contract Manager

Subject: As-Needed Inspector of Record Inspection Services No. 3, Contract ID 1000031532 – Contract Modification

Director’s Recommendation: Approve modification to As-Needed Inspector of Record (IOR) Inspection Services No. 3, Contract ID 1000031532 with Montgomery Corporation to increase the not-to-exceed contract amount by \$500,000 for a new not-to-exceed amount of \$1,500,000.

Contract Background: Montgomery Corporation, with its team of sub-consultants, shall provide inspector of record inspection services and other related services on an as-needed basis. Services to be performed include but are not limited to, specialized inspection services for hospital projects on an as-needed basis. As required by the Department of Health Care Access and Information (HCAI) – a State Agency, Inspectors of Record for hospital projects must be certified by HCAI.

The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow HCAI to efficiently monitor the construction process, and ensure that the work is being performed in accordance with HCAI-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and HCAI, the IOR observes and reports the results of each inspection to all responsible parties. Consultant may provide the requested services for an entire project, a portion of a project, or a project phase.

Reason for Modification: The proposed modification would increase the contract amount by \$500,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Inspector of Record Inspection Services No. 3 on an as-needed basis. These as-needed contract service orders are necessary to support Public Works staff with their workload and to harness the consultant’s specialized services.

Contract Details:

Contract Title:	As-Needed Inspector of Record Inspection Services No. 3
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on November 6, 2023 (48750-23/24)
Contract Original Award Amount:	Up to \$1,000,000
Contract Original Duration:	1,825 days
Contractor Name:	Montgomery Corporation

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$1,000,000.00	1,825 Days	2/7/2024-2/7/2029
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$500,000.00	0 days	2/7/2024-2/7/2029
Total Contract Values, if approved	\$1,500,000.00	1,825 Days	2/7/2024-2/7/2029

Previously Approved Modifications:

Modification	Amount	Extension (days)	Description
N/A	N/A	N/A	N/A

Contract Funding Sources:	Client funding, depending on the project
Compliance Information:	Public Works Contract Administration staff verified that the Consultant complies with the Equal Benefits Provisions of Article 131 of the City’s Administrative Code. Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract.
Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: Resolution

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

RESOLUTION NO. _____

WHEREAS, On December 15, 2023, San Francisco Public Works awarded a contract for As-Needed Inspector of Record Inspection Services No. 3, Contract ID 1000031532, to Montgomery Corporation in the amount of \$1,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase of \$500,000 to the not-to-exceed contract amount is requested; and

WHEREAS, This \$500,000 increase remains within the approved Personal Services Contract (PSC) amount approved by the Civil Service Commission on November 6, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves the Modification to increase the not-to-exceed contract amount by \$500,000, resulting in a new not-to-exceed amount of \$1,500,000, for As-Needed Inspector of Record Inspection Services No. 3, with Montgomery Corporation.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission