



**Meeting Date:** April 9, 2026

**To:** Public Works Commission

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

**From:** Allison N. Chan, Contract Manager

**Subject:** As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program),  
Contract ID 1000031236 – Contract Modification

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**Director’s Recommendation:** Approve Modification to As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program), Contract ID 1000031236 with Mike O’Dell Surveys, Inc., to increase the not-to-exceed contract amount by \$1,000,000 for a new not-to-exceed amount of \$3,000,000.

**Contract Background:** Mike O’Dell Surveys, Inc., with its team of sub-consultants, shall provide surveying services and other related services. Services to be performed include but are not limited to highly specialized professional land surveying work, such as topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, AutoCAD Civil3D drafting, and help with special projects (monumentation, Geographical Information System (GIS) mapping, GPS network, etc.). 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 \$1,000,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program) 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:**

<b>Contract Title:</b>	As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)
<b>Personal Services Contract No. (Required for Professional Services Only):</b>	The Civil Service Commission approved the original contract on August 07, 2023 under DHRPSC0002657 (previously as PSC 49201-22/23)
<b>Contract Original Award Amount:</b>	\$2,000,000.00
<b>Contract Original Duration:</b>	1,825 days

<b>Contractor Name:</b>	Mike O’Dell Surveys, Inc.
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**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
Original Contract Amount:	\$2,000,000.00	1,825 days	2/15/2024 – 2/14/2029
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$1,000,000.00	0 days	2/15/2024 – 2/14/2029
<b>Total Contract Values, if approved</b>	<b>\$3,000,000.00</b>	<b>1,825 days</b>	<b>2/15/2024 – 2/14/2029</b>

**Previously Approved Modifications:**

<b>Modification</b>	<b>Amount</b>	<b>Extension (days)</b>	<b>Description</b>

<b>Contract Funding Sources:</b>	Client funding, depending on the project
<b>Compliance Information:</b>	Article 131 – Equal Benefits Provision; Article 111 - Minimum Compensation Ordinance; Article 121 – Health Care Accountability Ordinance; Business Tax Registration; Insurance Compliance
<b>Related Commission Actions:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: CMD Approval of Master Agreement Mod 1 Attachment 2: Resolution

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

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, on December 15, 2023, San Francisco Public Works Commission approved resolution 2023-0129 awarding a contract to Mike O'Dell Surveys, Inc., entering San Francisco Public Works into an agreement under Contract ID 1000031236 in the amount of \$2,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, Public Works and Mike O'Dell desire to enter into Contract Modification No.1 to increase the not-to-exceed contract amount by \$1,000,000; and

WHEREAS, this Modification request is still within the approved Personal Services Contract amount approved by the Civil Service Commission on August 7, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves the Modification No.1, an increase to the not-to-exceed contract amount by \$1,000,000, for a total not-to-exceed amount of \$3,000,000, for As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program), with Mike O'Dell Surveys, Inc.

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

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Commission Affairs Manager  
Public Works Commission

**City & County of San Francisco**  
Daniel Lurie, Mayor



**Office of the City Administrator**  
Carmen Chu, City Administrator  
**Contract Monitoring Division**  
Regina Chan, Director

**MEMORANDUM**

Date: February 23, 2026  
To: Jacky Ng, Public Works  
Allison Chan, Public Works  
From: Queena Chen, Contract Monitoring Division  
Subject: Contract #: 1000031236 – As-Needed Surveying Services No. 7 (MLBE) – Modification 1

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San Francisco Public Works has requested to modify the above referenced contract by increasing the contract amount by \$1,000,000.00, for a total agreement amount of \$3,000,000.00. Pursuant to communications with Public Works, the scope of work for Modification No. 1 is to continue to provide as-needed surveying services.

CMD reviews modification requests that cumulatively increase the total contract amount by more than 20% of its original or last CMD approved value.

The Micro/Small-LBE subcontracting participation requirement does not apply to Micro-LBE set-asides. The Micro-LBE Prime must perform at least 25% of the contract work.

As of February 20, 2026, Mike O’Dell Surveys (MOS) has invoiced \$841,425.68 and performed 100% of the work. There are no LBE subcontractors on this contract.

Going forward, PW Works staff and MOS will continue to notify and obtain CMD approval for any proposed subcontractor additions and/or substitutions throughout the term of this contract as well as any changes to the scope of work. CMD will review this information to determine and facilitate progress towards the project’s LBE subcontracting requirement. Contingent upon the conditions set forth above, CMD approves this modification.

Should you have any questions and/or concerns, I can be reached at [Queena.Chen@sfgov.org](mailto:Queena.Chen@sfgov.org).