



Meeting Date: April 9, 2026

To: Public Works Commission

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

From: Jacky Ng, Contract Manager

Subject: As-Needed Waterproofing Consultation Services No. 4, Contract ID 1000030144 – Contract Modification

Director’s Recommendation: Approve Modification to As-Needed Waterproofing Consultation Services No. 4, Contract ID 1000030144 with McGinnis Chen Associates, Inc. to increase the not-to-exceed contract amount by \$350,000 for a new not-to-exceed amount of \$1,050,000.

Contract Background: McGinnis Chen Associates, Inc., with its team of sub-consultants, shall provide waterproofing services and other related services on an as-needed basis. Services to be performed include, but are not limited to, recommending systems and reviewing drawings and specifications of waterproofing details and specifications to reduce the risk of water intrusion. In addition, provides field observations during construction to ensure that the construction is proceeding per the drawings and specifications in relation to waterproofing. 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 \$350,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Waterproofing Consultation Services No. 4 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 Waterproofing Consultation Services No. 4
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on April 17, 2023 (46787-22/23)
Contract Original Award Amount:	Up to \$700,000
Contract Original Duration:	1,825 days

Contractor Name:	McGinnis Chen Associates, Inc.
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Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$700,000.00	1,825 Days	11/2/2023-11/1/2028
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$350,000.00	0 days	11/2/2023-11/1/2028
Total Contract Values, if approved	\$1,050,000.00	1,825 Days	11/2/2023-11/1/2028

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 September 15, 2023, the San Francisco Public Works Commission approved resolution 2024-0085 awarding the As-Needed Waterproofing Consultation Services No. 4, Contract ID 1000030144 to McGinnis Chen Associates, Inc. in the amount of \$700,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$350,000 is requested for As-Needed Waterproofing Consultation Services No. 4; and

WHEREAS, This \$350,000 increase to the contract will still be within the approved Personal Services Contract (PSC) amount approved Department of Human Services on behalf of the Civil Service Commission on July 5, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves the Modification, an increase to the not-to-exceed contract amount by \$350,000, for a new not-to-exceed amount of \$1,050,000, for As-Needed Waterproofing Consultation Services No. 4, with McGinnis Chen Associates, Inc.

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

Commission Affairs Manager
Public Works Commission