



Meeting Date: February 26, 2026

To: Public Works Commission

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

From: Allison N. Chan, Contract Manager

Subject: As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1, Contract ID 1000028920 – Contract Modification

Director’s Recommendation: Approve Modification No. 1 to As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1, Contract ID 1000028920 with Veneklasen Associates, Inc. to increase the not-to-exceed contract amount by \$250,000 for a new not-to-exceed amount of \$750,000.

Contract Background: The Public Works Commission approved the as-needed contract with Veneklasen Associates, Inc., and its team of sub-consultants, on June 16, 2023, to provide Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services involving measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility, precise and accurate sound, preparing environmental noise reports, and other related services. The consultant’s team 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 \$250,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1 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 team’s specialized services.

Contract Details:

Contract Title:	As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on March 06, 2023 (43545-22/23)
Contract Original Award Amount:	Up to \$500,000.00

Contract Original Duration:	1,825 days
Contractor Name:	Veneklasen Associates, Inc.

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$500,000.00	1,825 days	8/7/2023 – 8/6/2028
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$250,000.00	0 days	8/7/2023 – 8/6/2028
Total Contract Values, if approved	\$750,000.00	1,825 days	8/7/2023 – 8/6/2028

Previously Approved Modifications:

Modification	Amount	Extension (days)	Description

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) established a Local Business Enterprise (LBE) subcontracting requirement of 20% for this contract.
Related Commission Actions:	Contract Award – Commission Resolution 2023-0058 on June 16, 2023.
Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod 1 Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On June 16, 2023, San Francisco Public Works awarded As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1, Contract ID 1000028920 to Veneklasen Associates, Inc. in the amount of \$500,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$250,000 is requested for As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1; and

WHEREAS, This \$250,000 increase to the contract will still be within the approved Personal Services Contract amount approved by the Civil Service Commission on March 6, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves modification No. 1, an increase to the not-to-exceed contract amount by \$250,000, for a new not-to-exceed amount of \$750,000, for As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1, with Veneklasen 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



MEMORANDUM

Date: January 9, 2026
 To: Allison Chan, Public Works
 From: Queena Chen, Contract Monitoring Division
 Subject: Contract #: 1000028920 – As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1 – Modification 1

San Francisco Public Works has requested to modify the above referenced contract by increasing the contract amount by \$250,000.00, for a total agreement amount of \$750,000.00. Pursuant to communications with Public Works, the scope of work for Modification No.1 is to continue to provide as-needed acoustics, AV, IT and security system consulting 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 established for this contract is 20%. At time of proposal, the prime contractor, Veneklasen Associates, Inc. (Veneklasen), committed 30% of the total contract value to be performed by LBE subcontractors. The LBE subcontracting participation commitment applies to the entire contract including any modifications, change orders and amendments.

As of January 6, 2026, Veneklasen has invoiced \$ 246,931.53. The following details Veneklasen’s LBE subcontracting commitment listed on CMD Form 2A at the time of proposal and the their Micro/Small-LBE subcontracting participation to date:

LBE Subcontractor	Scope of Work	LBE Status and Size	Credited Participation (Listed at time of proposal)	LBE Participation to Date	
Vibrasure Consulting Engineers, Inc.	Acoustic, Noise Analysis	SF-LBE (Micro)	10%	\$0.00	0%
Bay Area Consulting Engineers	IT Support, Electrical	SF-LBE (Micro)	20%	\$74,216.74	30.06%
TOTAL			30%	\$74,216.74	30.06%

During a call on November 11, 2025, Tanisha Dua from Veneklasen provided the following explanations regarding the LBE participation.

Vibrasure Consulting Engineers, Inc. (Vibrasure)

Vibrasure has not been utilized and Veneklasen is assessing different ways to integrate Vibrasure for future CSOs.

Veneklasen informed CMD that it anticipates meeting its 20% Micro/Small LBE subcontracting participation requirement as follows:

LBE Subcontractor	Scope of Work	LBE Status and Size	Projected Participation (including Modification No. 1)	
Vibrasure Consulting Engineers, Inc.	Acoustical, Noise Analysis	SF-LBE (Micro)	\$ 75,000.00	10%
Bay Area Consulting Engineers	IT Support, Electrical	SF-LBE (Micro)	\$150,000.00	20%
TOTAL			\$225,000.00	30%

Going forward, PW Works staff and Veneklasen 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.