



**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 1000028919 – Contract Modification

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**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 1000028919 with Arup US, Inc. to increase the not-to-exceed contract amount by \$250,000 for a new not-to-exceed amount of \$750,000.

**Contract Background:** Arup US, Inc., with its team of sub-consultants, shall 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 report, 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:**

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

<b>Contract Original Duration:</b>	1,825 days
<b>Contractor Name:</b>	Arup US, Inc.

**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
Original Contract Amount:	\$500,000.00	1,825 days	7/17/2023 – 7/16/2028
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$250,000.00	0 days	7/17/2023 – 7/16/2028
<b>Total Contract Values, if approved</b>	<b>\$750,000.00</b>	<b>1,825 days</b>	<b>7/17/2023 – 7/16/2028</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>	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.
<b>Related Commission Actions:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	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 1000028919 to Arup US, 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; 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 Arup US, 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: January 30, 2026  
To: Allison Chan, Public Works  
From: Queena Chen, Contract Monitoring Division  
Subject: Contract #: 1000028919 – 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, Arup US, Inc (Arup), committed 20% 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 28, 2026, Arup has invoiced \$ 274,539.76. The following details Arup's LBE subcontracting commitment listed on CMD Form 2A at the time of proposal and 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	
Vibro-Acoustic Consultants	Acoustical Engineering	SF LBE (Micro)	20%	\$24,500.00	8.92%
<b>TOTAL</b>			<b>20%</b>	<b>\$24,500.00</b>	<b>8.92%</b>

On the CMD Form 10 that Arup submitted on January 29, 2026, Arup explained that Vibro-Acoustic Consultants' (Vibro) participation was limited due to the scopes of work associated with the as-needed CSOs. Arup is adding audio/visual services to Vibro's scope of work to ensure LBE subcontracting participation is met.

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

<b>LBE Subcontractor</b>	<b>Scope of Work</b>	<b>LBE Status and Size</b>	<b>Projected Participation (including Modification No. 1)</b>	
Vibro-Acoustic Consultants	Acoustical Engineering and Audio/ Visual Services	SF LBE (Micro)	\$ 150,000.00	20.00%
<b>TOTAL</b>			<b>\$ 150,000.00</b>	<b>20.00%</b>

Going forward, PW Works staff and Arup 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).