



Meeting Date: January 8, 2026

To: Public Works Commission

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

From: Jacky Ng, Contract Manager

Subject: As-Needed Mechanical Engineering Services No. 3
Contract ID 1000031114 – Contract Modification

Director's Recommendation: Approve the modification to As-Needed Mechanical Engineering Services No. 3, Contract ID 1000031114 with GHD, Inc., to increase the not-to-exceed contract amount by \$750,000 for a new not-to-exceed amount of \$2,250,000.

Contract Background: On December 1, 2023, the Public Works Commission awarded this contract to GHD, Inc. with Resolution 2023-0016. GHD, Inc., with its team of sub-consultants, shall provide mechanical engineering services and other related services on an as-needed basis. Services to be performed include, but are not limited to, constructability analysis, condition assessment reports, field investigations, third-party quality assurance/quality control peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; force mains; hydraulic and pneumatic systems, auxiliary water supply systems; related industrial facilities and its appurtenances; heating, ventilation, and air conditioning systems; plumbing systems, fire and life safety systems; emergency generator systems, surge analysis, energy modeling, and other related services. 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 \$750,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Mechanical Engineering 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 Mechanical Engineering Services No. 3
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on June 5, 2023 (44631-22/23)
Contract Original Award Amount:	Up to \$1,500,000

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

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Term
Original Contract Amount:	\$1,500,000.00	1,825 Days	1/17/2024 – 1/17/2029
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$750,000.00	0 days	1/17/2024 – 1/17/2029
Total Contract Values, if approved	\$2,250,000.00	1,825 Days	1/17/2024 – 1/17/2029

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) established a Local Business Enterprise subcontracting requirement of 20% for this contract.
Related Commission Actions:	Resolution 2023-0016 on December 1, 2023
Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod 3 Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On December 1, 2023 the Public Works Commission awarded As-Needed Mechanical Engineering Services No. 3, Contract ID 1000031114 to GHD, Inc. in the amount of \$1,500,000 with a contract duration of 1,825 calendar days; and

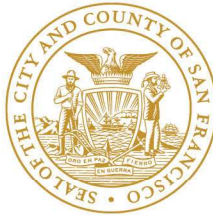
WHEREAS, An increase to the not-to-exceed contract amount by \$750,000 is requested for As-Needed Mechanical Engineering Services No. 3; and

WHEREAS, This \$750,000 increase to the contract will still be within the approved Personal Services Contract amount approved by the Civil Service Commission on June 5, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves modification, an increase to the not-to-exceed contract amount by \$750,000, for a new not-to-exceed amount of \$2,250,000, for As-Needed Mechanical Engineering Services No. 3, with GHD, 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: December 5, 2025

To: Jacky Ng, Public Works

From: Queena Chen, Contract Monitoring Division

Subject: Contract #: 1000031114 – As-Needed Mechanical Engineering Services No.3 – Modification 1

San Francisco Public Works has requested to modify the above referenced contract by increasing the contract amount by \$750,000.00, for a total agreement amount of \$2,250,000.00. Pursuant to communications with Public Works, the scope of work for Modification No.1 is to continue to provide as-needed mechanical engineering 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, GHD Inc. (GHD), 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 December 4th, 2025, GHD has invoiced \$768,923.13. The following details GHD's LBE subcontracting commitment listed on CMD Form 2A at the time of proposal and the 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	
EDesignC, Inc.	Electrical Engineering	SF-LBE (Micro)	10%	0%	\$0.00
NBA Engineering, Inc.	Mechanical Engineering	SF-LBE (Micro)	10%	1.80%	\$13,845.00
SJ Engineers	Mechanical Engineering/ Fire Protection Engineering	SF-LBE (Micro)	Not listed	4.04%	\$31,080.40
TOTAL			20%	5.84%	\$44,925.40

During a call on November 20, 2025, Dan Reiter from GHD provided the following explanations regarding the LBE participation.

EDesignC

EDesignC has not been utilized as the majority of the work pertains to Mechanical Engineering. GHD is assessing different ways to integrate EDesignC for future CSOs.

NBA Engineering (NBA) and SJ Engineers (SJ)

GHD added SJ to the contract, as requested by PW. Both NBA and SJ have been utilized for mechanical engineering scopes. For future assignments involving mechanical engineering, GHD intends to offer NBA the first right of refusal, followed by SJ.

GHD 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)	
EDesignC, Inc.	Electrical Engineering	SF-LBE (Micro)	9%	\$202,500.00
NBA Engineering, Inc.	Mechanical Engineering	SF-LBE (Micro)	8%	\$180,000.00
SJ Engineers	Mechanical Engineering/ Fire Protection Engineering	SF-LBE (Micro)	3%	\$67,500.00
TOTAL			20%	\$450,000.00

Going forward, PW Works staff and GHD 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.