



Meeting Date: June 18, 2026

To: Public Works Commission

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

From: Jacky Ng, Contract Manager

Subject: As-Needed Surveying Services No. 6, Contract ID 1000031234 – Contract Modification

Director’s Recommendation: Approve Modification to As-Needed Surveying Services No. 6, Contract ID 1000031234 with Towill, 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: Towill, Inc, with its team of sub-consultants, shall provide surveying services and other related services on an as-needed basis. The Consultant will perform 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 Civil 3D drafting, and help with special projects (monumentation, 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. 6 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 Surveying Services No. 6
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on August 07, 2023 (49201-22/23).
Contract Original Award Amount:	Up to \$2,000,000
Contract Original Duration:	1,825 days

Contractor Name:	Towill, Inc.
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Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$2,000,000.00	1,825 Days	2/7/2024-2/7/2029
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$1,000,000.00	0 days	2/7/2024-2/7/2029
Total Contract Values, if approved	\$3,000,000.00	1,825 Days	2/7/2024-2/7/2029

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 (LBE) subcontracting requirement of 20% for this contract.
Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On December 15, 2023, San Francisco Public Works awarded As-Needed Surveying Services No. 6, Contract ID 1000031234 to Towill, Inc. in the amount of \$2,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$1,000,000 is requested for As-Needed Surveying Services No. 6; and

WHEREAS, This \$1,000,000 increase to the contract will still be within the approved Personal Services Contract (PSC) amount approved by the Civil Service Commission on August 7, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves the Modification, an increase to the not-to-exceed contract amount by \$1,000,000, for a new not-to-exceed amount of \$3,000,000, for As-Needed Surveying Services No. 6, with Towill, 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

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: May 20, 2026
To: Jacky Ng, Public Works
Allison Chan, Public Works
From: Queena Chen, Contract Monitoring Division
Subject: Contract #: 1000031234 – As-Needed Surveying Services No. 6 – Modification 1

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 established for this contract is 20%. At time of proposal, the prime contractor, Towill, Inc (Towill), committed 27% 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 May 20, 2026, Towill has invoiced \$1,484,419.92. The following details Towill’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	
Telamon Engineering Consultants, Inc.	Office and field survey support	SF-LBE (Small)	20%	35.29%	\$523,852.84
Transamerican Engineers & Associates	Office and field survey support	SF-LBE (Micro)	7%	1.27%	\$18,910.40
TOTAL			27%	36.56%	\$542,763.24

In a letter dated December 7, 2025, Frank Borges from Towill acknowledged Transamerican Engineers & Associates (TEA) have not been utilized and that they’re working on giving TEA more work on future CSO.

Towill 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)	
Telamon Engineering Consultants, Inc.	Office and field survey support	SF-LBE (Small)	24.04%	\$721,169.76
Transamerican Engineers & Associates	Office and field survey support	SF-LBE (Micro)	4.67%	\$140,000.00
TOTAL			28.71%	\$861,169.76

Going forward, PW Works staff and Towill 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. Towill will also accurately complete online FSP payment affidavits to ensure LBE utilization compliance. 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.