



Meeting Date: May 14, 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 1000031113 – Contract Modification

Director’s Recommendation: Approve Modification to As-Needed Mechanical Engineering Services No. 3, Contract ID 1000031113 with Stantec Consulting Services, 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: Stantec Consulting Services, 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 (QA/QC) 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 (AWSS), related industrial facilities and its appurtenances, heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, fire and life safety systems, and 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:	Stantec Consulting Services, Inc.

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$1,500,000.00	1,825 Days	1/11/2024 – 1/11/2029
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$750,000.00	0 days	1/11/2024 – 1/11/2029
Total Contract Values, if approved	\$2,250,000.00	1,825 Days	1/11/2024 – 1/11/2029

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 1, 2023, San Francisco Public Works Commission awarded As-Needed Mechanical Engineering Services No. 3, Contract ID 1000031113 to Stantec Consulting Services, Inc. in the amount of \$1,500,000 with a contract duration of 1,825 calendar days; and

WHEREAS, The proposed Modification 1 would increase the not-to-exceed contract amount by \$750,000 to provide additional contract capacity for continued as-needed services; and

WHEREAS, this contract is subject to a Local Business Enterprise subcontracting participation requirement, and this Modification is consistent with that requirement; and

WHEREAS, This Modification remains within the Personal Services Contract (“PSC”) authority approved by the Civil Service Commission under PSC No. 44631-22/23 on June 5, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves the Modification No.1 to As-Needed Mechanical Engineering Services No. 3, Contract ID 1000031113, with Stantec Consulting Services, Inc., increasing the not-to-exceed contract amount by \$750,000, for a new total of \$2,250,000, with no change to the contract duration of 1,825 calendar days.

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: April 14, 2026
 To: Jacky Ng, Public Works
 Allison Chan, Public Works
 From: Queena Chen, Contract Monitoring Division
 Subject: Contract #: 1000031113– 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, Stantec Consulting Services, Inc. (Stantec), 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 1/30/2026, Stantec has invoiced \$ 785,366.96. The following details Stantec’s LBE subcontracting commitment listed on CMD Form 2A at the time of proposal and the Micro/Small-LBE subcontracting participation to date from CMD form 10:

LBE Subcontractor	Scope of Work	LBE Status and Size	Credited Participation (At time of proposal)	LBE Participation to Date	
Bay Area Consulting Engineers, Inc	Electrical Engineering	SF LBE - MICR	5.00%	9.02%	\$70,866.92
Joe Hill Consult Engineers, Inc	Construction Mgmt (CM), Civil Engineering	SF LBE - MICR	2.00%	0.00%	\$0.00
MHC Engineering, Inc	Mechanical Engineering (MEP, HVAC)	SF LBE - MICR	5.00%	0.64%	\$5,062.50
MK Engineers, Inc.	Mechanical Engineering (Fire Protection)	SF LBE - MICR	4.50%	0.00%	\$0.00
M Lee Corporation	Value/Quality Engineering (Cost Estimating)	SF LBE - SML	1.50%	0.00%	\$0.00
NBA Engineering, Inc	Mechanical Engineering (Commissioning)	SF LBE - MICR	2.00%	0.00%	\$0.00
Tuan & Robinson Structural Engineers, Inc	Structural Engineering	SF LBE - MICR	0%	2.31%	\$18,126.00
AGS, Inc	Civil Engineering	SF LBE - MICR	0%	2.53%	\$19,875.00
TOTAL			20%	9.02%	\$70,866.92

During a call on February 23, 2026, Nancy Barnes from Stantec explained the Micro/Small LBE subcontracting projections are revised to more accurately reflect the needs of this as-needed contract.

Stantec 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)	
Bay Area Consulting Engineers, Inc	Electrical Engineering	SF LBE - MICR	8.00%	\$180,000.00
Joe Hill Consult Engineers, Inc	Construction Mgmt (CM), Civil Engineering	SF LBE - MICR	0.50%	\$11,250.00
MHC Engineering, Inc	Mechanical Engineering (MEP, HVAC)	SF LBE - MICR	5.00%	\$112,500.00
MK Engineers, Inc.	Mechanical Engineering (Fire Protection)	SF LBE - MICR	2.00%	\$45,000.00
M Lee Corporation	Value/Quality Engineering (Cost Estimating)	SF LBE - SML	1.00%	\$22,500.00
NBA Engineering, Inc	Mechanical Engineering (Commissioning)	SF LBE - MICR	1.00%	\$22,500.00
Tuan & Robinson Structural Engineers, Inc	Structural Engineering	SF LBE - MICR	1.50%	\$33,750.00
AGS, Inc	Civil Engineering	SF LBE - MICR	1.00%	\$22,500.00
TOTAL			20.00%	\$450,000.00

Going forward, PW staff and Stantec 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.