



PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Daniel Lurie, Mayor

Correspondence Log

April 4, 2025, through May 1, 2025

Date Received	From	Subject
April 11, 2025	Bruce Robertson	Response through the Chair regarding as-needed contracts



Date: April 11, 2025

To: Public Works Commission

Through: Carla Short, Public Works Director

From: Bruce Robertson, Deputy Director
Robert C. Begley, Contract Manager

Subject: Response Through Chair Regarding As-Needed Contracts

Date of Request of Department Staff: April 4, 2025

Request of Department Staff: Commissioner Zoubi requested general information on as-needed contracts as follows:

1. Are the as-needed contracts connected to certain projects?
2. Does Public Works have full discretion on which projects to utilize their services on?
3. Are there certain consultants working on multiple projects?
4. Lastly how does it fit into Public Works' budget?

Response: Summary of Department Response:

As-needed contracts are not connected to any specific project. As-Needed consultant services are utilized when Public Works cannot provide the services in a timely manner due to lack of staffing or when specialty services are required. City departments tap into as-needed contracts when the need for consultant services arises, such as staff taking time-off (FMLA, educational, personal, etc.), and for highly specialized services.

The decision to tap into an as-needed contract is made by department managers at the time of need for specific services only after determining that internal city staff is not available to provide the required services or that specialty services are needed.

Consultants may provide services on multiple projects if they have qualified resources available.

As-needed contracts are not funded at the time of contract award. Their contract amount is a set contracting capacity only. Projects utilizing the as-needed contracts fund their usage only when the need for consultant services is identified. As-needed contract amounts are not included in Public Works' budget.

Additional Actions: N/A

Attachments: None.