



**Meeting Date:** May 8, 2025

**To:** Public Works Commission

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

**From:** Olivia Lee, Contract Manager

**Subject:** As-Needed Civil Engineering Services No. 4, Contract ID 1000025111 – Contract Modification

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**Director's Recommendation:** Approve Modification No. 5 to As-Needed Civil Engineering Services No. 4, Contract ID 1000025111 with Woodard & Curran - Urban Design Consulting Engineers JV to increase the not-to-exceed contract amount by \$1,500,000 for a new not-to-exceed amount of \$4,500,000.

**Contract Background:** Woodard & Curran - Urban Design Consulting Engineers JV, with its team of sub-consultants, provides civil engineering services and other related services on an as-needed basis. The consultant performs highly specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and American with Disabilities Act requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation 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 \$1,500,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Civil Engineering Services No. 4 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:**

<b>Contract Title:</b>	As-Needed Civil Engineering Services No. 4
<b>Personal Services Contract No. (Required for Professional Services Only):</b>	The Civil Service Commission approved the original contract on November 1, 2021 (45793-21/22), and the Department of Human Resources approved the increased contract amount on October 30, 2023.
<b>Original Contract Award Amount:</b>	Up to \$3,000,000

<b>Original Contract Duration:</b>	1,825 days
<b>Contractor Name:</b>	Woodard & Curran - Urban Design Consulting Engineers JV

**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
Original Contract Amount:	\$3,000,000.00	1,825 Days	8/1/2022 – 7/31/2027
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$1,500,000.00	0 days	8/1/2022 – 7/31/2027
<b>Total Contract Values, if approved:</b>	<b>\$4,500,000.00</b>	<b>1,825 Days</b>	<b>8/1/2022 – 7/31/2027</b>

**Previously Approved Modifications:**

<b>Modification</b>	<b>Amount</b>	<b>Extension (days)</b>	<b>Description</b>
1	\$0.00	0	Remove billing rates for a subconsultant.
2	\$0.00	0	Update billing rates by adding a new job classification.
3	\$0.00	0	Adjust billing rates based on the Consumer Price Index only.
4	\$0.00	0	Adjust billing rates based on the Consumer Price Index only.

<b>Contract Funding Sources:</b>	Client funding, depending on the project
<b>Compliance Information:</b>	<p>Public Works Contract Administration staff verified that the Consultant complies with the Equal Benefits Provisions of Article 131 of the City’s Administrative Code.</p> <p>Contract Monitoring Division (CMD) established a Local Business Enterprise (LBE) subcontracting requirement of 25% for this contract.</p>

	Consultant Woodard & Curran - Urban Design Consulting Engineers JV committed to LBE subconsultant participation of 25% in its proposal.
<b>Related Commission Actions:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: CMD Approval of MA Mod 5 Attachment 2: Resolution

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

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, On July 14, 2022, San Francisco Public Works awarded As-Needed Civil Engineering Services No. 4 (Contract ID 1000025111) to Woodard & Curran - Urban Design Consulting Engineers JV in the amount of \$3,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On August 16, 2022, the Public Works Director approved modification no. 1 to remove billing rates for a subconsultant; and

WHEREAS, On June 15, 2023, the Public Works Director approved modification no. 2 to add a new job classification and its billing rate; and

WHEREAS, On July 24, 2023, the Public Works Director approved modification no. 3 to adjust the billing rates based on the Consumer Price Index; and

WHEREAS, On August 1, 2024, the Public Works Director approved modification no. 4 to adjust the billing rates based on the Consumer Price Index; and

WHEREAS, An increase to the not-to-exceed contract amount by \$1,500,000 is requested for As-Needed Civil Engineering Services No. 4 (Contract ID 1000025111), as modification no. 5 to this contract; and

WHEREAS, On October 30, 2023, Department of Human Resources approved the modification of Professional Service Contract (PSC) 45793-21/22 to increase the contract amount by \$1,500,000; and

WHEREAS, This \$1,500,000 increase to the contract will still be within the approved Personal Services Contract (PSC) amount; now, therefore, be it

RESOLVED, That this Commission hereby approves modification no. 5, an increase to the not-to-exceed contract amount by \$1,500,000, for a new not-to-exceed amount of \$4,500,000, for As-Needed Civil Engineering Services No. 4, with Woodard & Curran - Urban Design Consulting Engineers JV.

*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: March 18, 2025

To: Olivia Lee, SF Public Works

From: Ivan Oldenkamp, Contract Monitoring Division

Subject: 1000025111 Civil Engineering Services No. 4 – Woodard & Curran – Urban Design Consulting Engineers Joint Venture

SF Public Works has requested an amendment for the above referenced contract by increasing the contract amount by \$1,500,000 for a total agreement amount of \$4,500,000. Per the Department, the scope of work for Amendment No. 1 consists of continuing to provide civil engineering services on an as-needed basis.

**LBE Subconsulting Participation**

The Micro/Small-LBE subconsulting participation requirement established for this contract is 25%. The Micro/Small-LBE subconsulting participation requirement applies to the entire contract including any modifications, change orders and amendments. The Micro/Small-LBE participation reflected on the Proposer's, Woodard & Curran – Urban Design Consulting Engineers Joint Venture's ("WC-UDCE JV"), CMD Form 2A at the time of proposal is as follows:

Subcontractor	Scope of Work	Status	LBE Credited Participation
Meridian Surveying Engineering, Inc	Survey	SF LBE-OBE (Micro)	3.00%
Urba Buena Inc., dba Vara Land Surveying	Survey	SF LBE-WBE (Micro)	7.00%
MicroEstimating, Inc.	Cost Estimating	SF LBE-MBE (Micro)	2.00%
Interstice Architects, Inc	Landscaping Design	SF LBE-WBE (Micro)	10.00%
Divis Consulting, Inc	Geotech	SF LBE-OBE (Micro)	2.00%
Hydroconsult Engineers, Inc.	Hydraulic Design	SF LBE-WBE (Micro)	2.00%
TransPac Engineering	Curbs, Ramps & Roadways	SF LBE-OBE (Micro)	10.00%
Adavant Consulting	Traffic Control and Speed Data Collection	SF LBE-OBE (Micro)	2.00%
Monica Wilson	Public Outreach and Coordination	SF LBE-WBE (Micro)	2.00%
TOTAL			40.00%

As of February 14, 2025, WC-UDCE JV invoiced \$1,155,149.95. The Micro/Small-LBE participation achieved by WC-UDCE JV is as follows:

Subcontractor	Scope of Work	Status	Credited LBE Participation	LBE Participation To-Date (NOT including Amendment No. 1)	
				Invoiced	
Meridian Surveying Engineering, Inc	Survey	SF LBE-OBE (Micro)	3.00%	\$4,700.00	0.41%
Urba Buena Inc., dba Vara Land Surveying	Survey	SF LBE-WBE (Micro)	7.00%	\$0	0.00%
MicroEstimating, Inc.	Cost Estimating	SF LBE-MBE (Micro)	2.00%	\$0	0.00%
Interstice Architects, Inc	Landscaping Design	SF LBE-WBE (Micro)	10.00%	\$0	0.00%
Divis Consulting, Inc	Geotech	SF LBE-OBE (Micro)	2.00%	\$0	0.00%
Hydroconsult Engineers, Inc.	Hydraulic Design	SF LBE-WBE (Micro)	2.00%	\$0	0.00%
TransPac Engineering	Curbs, Ramps & Roadways	SF LBE-OBE (Micro)	10.00%	\$89,649.82	7.76%
Adavant Consulting	Traffic Control and Speed Data Collection	SF LBE-OBE (Micro)	2.00%	\$0.00	0.00%
Monica Wilson	Public Outreach and Coordination	SF LBE-WBE (Micro)	2.00%	\$0.00	0.00%
<b>TOTAL</b>			<b>40.00%</b>	<b>\$94,349.82</b>	<b>8.17%</b>

\*LBE subconsultants added after contract award

LBE subconsultants Vara Land Surveying and Hydroconsult Engineers have both ceased LBE operations to join the City as employees. Pursuant to communications with WC-UDCE JV, LBE subconsultants MicroEstimating, Interstice Architects, Divis Consulting, Advant Consulting, and Monica Wilson have no participation to-date because their listed scopes of work have not surfaced. However, WC-UDCE JV understands that it must commit to utilizing these LBE subconsultants when their respective scopes of work arise during the contract.

WC-UDCE JV's projected Micro/Small-LBE utilization is as follows:

Subcontractor	Scope of Work	Status	Amount Invoiced To-Date	Projected LBE Participation for entire contract including this Amendment No. 1	
Meridian Surveying Engineering, Inc	Survey	SF LBE-OBE (Micro)	\$4,700.00	\$585,000.00	13.0%
Urba Buena Inc., dba Vara Land Surveying**	Survey	SF LBE-WBE (Micro)	\$0	\$0	0.00%
MicroEstimating, Inc.	Cost Estimating	SF LBE-MBE (Micro)	\$0	\$90,000.00	2.00%

Interstice Architects, Inc	Landscaping Design	SF LBE-WBE (Micro)	\$0	\$180,000.00	4.00%
Divis Consulting, Inc	Geotech	SF LBE-OBE (Micro)	\$0	\$90,000.00	2.00%
Hydroconsult Engineers, Inc.**	Hydraulic Design	SF LBE-WBE (Micro)	\$0	\$0.00	0.00%
TransPac Engineering	Curbs, Ramps & Roadways	SF LBE-OBE (Micro)	\$89,649.82	\$675,000.00	15.00%
Adavant Consulting	Traffic Control and Speed Data Collection	SF LBE-OBE (Micro)	\$0.00	\$90,000.00	2.00%
Monica Wilson	Public Outreach and Coordination	SF LBE-WBE (Micro)	\$0.00	\$90,000.00	2.00%
<b>TOTAL</b>			<b>\$94,349.82</b>	<b>\$1,800,000.00</b>	<b>40.00%</b>

\*\*LBE has ceased business operations and withdrawn from all City contracts

### **LBE Joint Venture Participation**

Additionally, as a recipient of the 7.5% Joint Venture/LBE Rating Bonus, Urban Design Consulting Engineers, as the LBE JV Partner is to perform a minimum of 40% of the total joint venture work. As of February 14, 2025, WC-UDCE JV invoiced to PW \$1,080,273.03; and the LBE joint venture participation to date is as follows:

<b>Firm</b>	<b>Scope of Work</b>	<b>Status</b>	<b>Original Credited Participation</b>	<b>Participation To-Date (not including this Amendment No. 1)</b>
Woodard & Curran	Civil Engineering	Non-LBE	50%	29.45%
Urban Design Consulting Engineers	Civil Engineering	SF LBE-MBE (Micro)	50%	70.55%
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>

Going forward, SF Public Works staff and WC-UDCE JV will obtain CMD approval for each subconsultant addition and LBE substitution according to established procedures. Additionally, in order to ensure compliance with the LBE ordinance and requirements, SF Public Works and WC-UDCE JV must notify CMD of any changes to the scope of work. Contingent on the conditions set forth above, CMD approves the subject amendment.

Should you have any questions, please contact Ivan Oldenkamp at [ivan.oldenkamp@sfgov.org](mailto:ivan.oldenkamp@sfgov.org).