



Meeting Date: September 11, 2025

To: Public Works Commission

Through: Carla Short, Public Works Director
Albert Ko, Deputy Director

From: Robert C. Begley, Contract Manager

Subject: As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022),
Contract ID 1000028999 – Contract Modification

Director's Recommendation: Approve modification to As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022), Contract ID 1000028999 with Anchor QEA, LLC to increase the not-to-exceed contract amount by \$450,000 for a new not-to-exceed amount of \$1,350,000.

Contract Background: Anchor QEA, LLC, with its team of sub-consultants, shall provide sediment characterization and coastal engineering consultation services, and other related services on an as-needed basis. The scope of work may include but not limited to the following: preparation of sampling and analyzing plans pertaining to sediments, soils, water quality in marine, freshwater, land, and wetland environments and ecosystems; collecting and analyzing samples; preparation of environmental regulatory plans and documentations; managing collected sample data; interacting with regulatory agencies; implementation of approved plans; and Quality Assurance/Quality Control (QA/QC) review. The 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 \$450,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022) 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 Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022)
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on January 25, 2023 (47163-22/23).

Original Contract Award Amount:	Up to \$900,000
Original Contract Duration:	1,825 days
Contractor Name:	Anchor QEA, LLC

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$900,000.00	1,825 Days	7/19/2023 - 7/18/2027
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$450,000.00	0 days	7/19/2023 – 7/17/2028
Total Contract Values, if approved:	\$1,350,000.00	1,825 Days	7/19/2023 – 7/17/2028

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:	<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 20% for this contract.</p> <p>Consultant Anchor QEA, LLC, is committed to LBE subconsultant participation of 27% in its proposal.</p>
Related Commission Actions:	N/A

As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022), Contract ID 1000028999 – Contract Modification
Public Works Commission Meeting: September 11, 2025

Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod 1 Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On May 05, 2023, San Francisco Public Works awarded As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022), Contract ID 1000028999, to Anchor QEA, LLC in the amount of \$900,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$450,000 is requested for As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022); and

WHEREAS, This \$450,000 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. 1, an increase to the not-to-exceed contract amount by \$450,000, for a new not-to-exceed amount of \$1,350,000, for As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022), with Anchor QEA, LLC.

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: June 27, 2025

To: Olivia Lee, SF Public Works

From: Norbu Dhonyo, Contract Monitoring Division

Subject: Modification 1 for 1000028999 As-Needed Sediment Characterization and Coastal Engineering Consultation Services (ASQ 2022) –Anchor QEA, LLC

SF Public Works ("PW") has requested a modification for the above referenced contract by increasing the contract amount by \$450,000.00 for a total agreement amount of \$1,350,000.00. Per PW and Anchor QEA, LLC ("Anchor"), the Prime Consultant, the scope of work for Modification No. 1 consists of continuing to provide Sediment Characterization and Coastal Engineering Consultation Services on an as-needed basis.

LBE Subconsulting Participation

The Micro/Small-LBE subconsulting participation requirement established for this contract is 25.00%. The Micro/Small-LBE subconsulting participation requirement applies to the entire contract including any modifications, change orders and amendments. As of May 27, 2025, Anchor has invoiced a total of \$95,929.00. The Micro/Small-LBE participation reflected on Anchor's CMD Form 2A at the time of proposal and the Micro/Small-LBE participation achieved by Anchor to date is as follows:

Subcontractor	Scope of Work	Status	LBE Credited Participation (Form 2A at Time of Proposal)	LBE Participation To-Date (NOT including Modification No. 1)	
AEW Engineering, Inc.	Environmental and Hazardous Materials Services	SF LBE - MBE (Micro)	4.00%	\$0.00	0.00%
Boudreau Associates, LLC	Waterfront Program Management	SF LBE - WBE (Micro)	10.00%	\$2,283.75	2.38%
CDIM Engineering, Inc.	Environmental and Hazardous Waste Services	SF LBE - OBE (Micro)	4.00%	\$0.00	0.00%
Mike O'Dell Surveys, Inc.	Land and Aerial Surveying	SF LBE - OBE (Micro)	1.00%	\$0.00	0.00%
Natalie Macris	Editing Services	SF LBE - WBE (Micro)	0.50%	\$0.00	0.00%
PCH Survey, LLC	Hydrographic Surveying	SF LBE - OBE (Micro)	1.50%	\$0.00	0.00%
Sapere Environmental, LLC	Environmental Services	SF LBE - OBE (Micro)	4.00%	\$0.00	0.00%
		TOTAL	25.00%	\$2,283.75	2.38%

After inquiring with PW as to why a modification was being requested this early into the contract (since Anchor had only invoiced a total of \$95,929.00 to date), PW clarified that a total of 3 CSOs has already been executed on this contract for a total of \$644,088.00. There remains a contract amount of \$255,912.00 and therefore PW would like to modify the contract to create more contracting capacity should the City have a need for these services in the future.

Regarding the current LBE shortfall, Anchor stated that so far, the only work provided to them has been repeat maintenance dredging permitting, design and sediment management work of a highly specialized and repetitive nature. The only subs that are both qualified and have institutional knowledge, and whom the City has repeatedly used, which results in cost-savings for the City, were not LBEs. Furthermore, Anchor has acknowledged that they did accept some pass-through work on CSO #2 (Mission Creek and Islais Creek Channels Sediment Investigation). CMD notified them that this was a business decision made by Anchor and that portion of work will count towards the LBE participation calculation on the contract.

Anchor has stated that they do anticipate some work for one of their LBE subs (Boudreau Associates, LLC) on the upcoming 2025 dredging support scope but is unsure if any future work will be available for the other LBEs on their team. Nevertheless, they stated that they are very much aware of their LBE commitments on the contract and will make a concerted effort to utilize their LBE subs.

CMD reminded Anchor that they need to make a genuine good faith effort to utilize their LBE subs. That includes keeping LBE subs informed about potential work opportunities under the contract and proactively engaging with underutilized LBEs to explore whether they can support other scopes of work available under the contract. CMD also asked Anchor to document all these types of communications with their LBE subs. Anchor acknowledged that they are still required to utilizing Micro/Small-LBE subconsultants listed at the time of proposal to meet their 25% LBE commitment.

Going forward, PW staff and Anchor 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, PW and Anchor must notify CMD of any changes to the scope of work. Contingent on the conditions set forth above, CMD approves the subject modification.

Should you have any questions, please contact Norbu Dhonyo at norbu.dhonyo@sfgov.org.