



Meeting Date: September 24, 2026

To: Public Works Commission

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

From: Jacky Ng, Contract Manager

Subject: As-Needed Project Controls & Construction Management Services No. 4 – Micro-LBE Set-Aside Program, Contract ID 1000034945 – Contract Modification

Director's Recommendation: Approve Modification to As-Needed Project Controls & Construction Management Services No. 4 – Micro-LBE Set-Aside Program, Contract ID 1000034945 with Construction Management West, 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: Construction Management West, Inc., with its team of sub-consultants, provide project controls and construction management services, and other related services on an as-needed basis. Services performed or to be performed include specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, 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 Project Controls & Construction Management Services No. 4 – Micro-LBE Set-Aside Program 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 Project Controls & Construction Management Services No. 4 – Micro-LBE Set-Aside Program
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on April 1, 2024 (45988-23/24)
Contract Original Award Amount:	Up to \$1,500,000

Contract Original Duration:	1,825 days
Contractor Name:	Construction Management West, Inc.

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$1,500,000.00	1,825 Days	1/24/2025-1/23/2030
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$750,000.00	0 days	1/24/2025-1/23/2030
Total Contract Values, if approved	\$2,250,000.00	1,825 Days	1/24/2025-1/23/2030

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) waived the Local Business Enterprise (LBE) subcontracting requirement 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 9, 2024, San Francisco Public Works Commission approved the award of As-Needed Project Controls and Construction Management Services No. 4 (Micro-LBE Set-Aside Program), Contract ID 1000034945 to Construction Management West, Inc. in the amount of \$1,500,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$750,000 is requested for As-Needed Project Controls and Construction Management Services No. 4 (Micro-LBE Set-Aside Program); and

WHEREAS, This \$750,000 increase to the contract will remain within the approved Personal Services Contract amount approved by the Department of Human Resources on behalf of the Civil Service Commission on April 1, 2024; now, therefore, be it

RESOLVED, That this Commission hereby approves the contract modification, an increase to the not-to-exceed contract amount by \$750,000, for a new not-to-exceed amount of \$2,250,000, for As-Needed Project Controls and Construction Management Services No. 4 (Micro-LBE Set-Aside Program), with Construction Management West, 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



MEMORANDUM

Date: July 31, 2026

To: Jacky Ng, SF Public Works
Juhee Bashir, SF Public Works

From: Norbu Dhonyo, Contract Monitoring Division

Subject: Modification Review Memo #1 for Contract No. 1000034945 As-Needed Project Controls and Construction Management Services No. 4, Micro-LBE Set-Aside project

Public Works ("PW") has requested a modification for the above referenced contract by increasing the contract amount by \$750,000.00 for a total agreement amount of \$2,250,000.00. Per PW and the prime contractor, Construction Management West, Inc. ("CM West"), the scope of work for Modification No. 1 consists of continuing to provide Project Controls and Construction Management Services on an as-needed basis.

The Micro/Small-LBE subcontracting participation requirement does not apply to Micro-LBE set-asides. The Micro-LBE Prime must perform at least 25% of the contract work.

At the time of bid, CM West was awarded the contract in the amount of \$1,500,000.00 and committed to self-performing at least 25.00% of the total contract value. CM West committed to the following LBE subcontractors at the time of bid:

Prime	LBE Status	Scope of Work	% Listed at Time of Bid	Current Participation
IRML	Micro	Public & Community Relations & Partnering & Communications & Staff Training	2.50%	0.00%
TOWNSEND MANAGEMENT INC	Micro	QA/QC Inspection & CM Support	2.50%	0.00%
TOTAL			5.00%	0.00%

Upon review of CM West's Form 10, the contractor indicates that it has invoiced a total of \$600,000.00 to date. CMD has determined that CM West meets the Micro-LBE Set Aside self-performance requirement, as follows:

Prime	LBE Status	Scope of Work	Credited Contract Participation	
CONSTRUCTION MANAGEMENT WEST INC	Micro	Project Controls and Construction Management Services	\$600,000.00	100.00%
TOTAL			\$600,000.00	100.00%

CM West confirmed that it will continue to meet the self-performance requirement by performing at least 25.00% of the additional scope of work and the overall contract value. CM West further stated that it remains committed to utilizing both firms, at a minimum, in the capacities identified at the time of bid.

Going forward, DPW staff and CM West must follow established procedures and obtain CMD approval for each subcontractor addition and LBE substitution. Additionally, to ensure compliance with the LBE ordinance and requirements, Public Works and CM West must notify CMD of any changes to the scope of work as well as any changes to information previously provided to CMD. Contingent on the conditions set forth above, CMD approves the subject modification.

ND