



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 and Construction Management Services No. 3, Contract ID 1000034943 – Contract Modification

Director's Recommendation: Approve Modification to As-Needed Project Controls & Construction Management Services No. 3, Contract ID 1000034943 with Townsend Management, Inc. – C M Pros, Joint Venture (TMI – CMP, JV) to increase the not-to-exceed contract amount by \$2,200,000 for a new not-to-exceed amount of \$6,600,000.

Contract Background: Townsend Management, Inc. – C M Pros, Joint Venture (TMI – CMP, JV), with its team of sub-consultants, shall provide project controls & construction management services, and other related services on an as-needed basis. The Consultant will perform professional project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other consultation work. 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 \$2,200,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Project Controls & Construction Management 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 Project Controls & Construction Management Services No. 3
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 \$4,400,000

Contract Original Duration:	1,825 days
Contractor Name:	Townsend Management, Inc. – C M Pros, Joint Venture (TMI – CMP, JV)

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$4,400,000.00	1,825 Days	2/4/2025-2/2/2030
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$2,200,000.00	0 days	2/4/2025-2/2/2030
Total Contract Values, if approved	\$6,600,000.00	1,825 Days	2/4/2025-2/2/2030

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) established a Local Business Enterprise (LBE) subcontracting requirement of 25% 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, the San Francisco Public Works Commission approved the award of As-Needed Project Controls & Construction Management Services No. 3, Contract ID 1000034943 to Townsend Management, Inc. – C M Pros, Joint Venture (TMI – CMP, JV) in the amount of \$4,400,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$2,200,000 is requested for As-Needed Project Controls & Construction Management Services No. 3; and

WHEREAS, This \$2,200,000 increase to the contract would remain within the approved Personal Services Contract (PSC) amount approved by 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 \$2,200,000, for a new not-to-exceed contract amount of \$6,600,000, for As-Needed Project Controls & Construction Management Services No. 3, with Townsend Management, Inc. – C M Pros, Joint Venture (TMI – CMP, 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: September 1, 2026

To: Jacky Ng, Public Works

From: Winnie Chen, Contract Monitoring Division

Subject: Contract #: 1000034943 As-Needed Project Controls and Construction Management Services No.3 - Modification # 1

The Department of Public Works (PW) has requested to modify the above-referenced contract by increasing the contract amount by \$2,200,000.00 for a new total not-to-exceed agreement amount of \$6,600,000.00. Pursuant to communications with PW, the scope of work for Modification No. 1 is to provide additional architectural services and construction management 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 LBE subcontracting participation requirement established for this contract is 25%. At the time of proposal, the prime contractor, Townsend Management Inc. - C M PROS Joint Venture ("TMI/CMP"), committed 25% of the total contract value to be performed by LBE subcontractors. The LBE subcontracting participation requirement applies to the entire contract, including any modifications, change orders, and amendments.

As of August 11, 2026, TMI/CMP's Form 10 reports their amount invoiced for this contract is \$2,295,894.81. The following details TMI/CMP's LBE subcontracting commitment listed on their CMD Form 2A at the time of proposal and their Micro/Small-LBE subcontracting participation to date:

LBE Subcontractor	Scope of Work	LBE Status	Credited Participation (Listed at time of proposal)	Participation To-Date (Not Including Modification No. 1)	
CONSTRUCTION MANAGEMENT WEST INC	CM, Inspection, Scheduling, Estimating	LBE (Micro)	5.00%	\$0	0.00%
JBR PARTNERS INC	Partnering, Public Affairs & Community Relations, Training	LBE (Micro)	1.00%	\$0	0.00%
JOE HILL CONSULTING ENGINEERS	Project Management, CM, Inspection,	LBE (Micro)	5.00%	\$0	0.00%

	QA/QC, Environmental Health & Safety				
JOHN IMHOFF ARCHITECTS	Lead Constructability Reviewer	LBE (Micro)	1.00%	\$0	0.00%
MONTEZ GROUP INCORPORATED	IOR, QA/QC, and Construction Inspection, Materials & Specialty Testing	LBE (Micro)	4.00%	\$0	0.00%
PRO-TEC SAFETY CONSULTANTS INC.	CM Safety Support	LBE (Micro)	3.00%	\$0	0.00%
THE THIER GROUP	CM. QA/QC and Construction Inspection, Public Outreach	LBE (Micro)	4.00%	\$0	0.00%
380 Management Inc.	Project Management	LBE (Micro)	2.00%	\$0	0.00%
Elm Street Construction Management LLC	Construction Management	LBE (Micro)	-	\$98,340.17	2.24%
LBE TOTAL			25.00%	\$98,340.17	2.24%

TMI/CMP foresees that it will meet its LBE subcontracting participation commitment as follows:

LBE Subcontractor	Scope of Work	LBE Status	Projected Participation To-Date (Including Modification No. 1)	
CONSTRUCTION MANAGEMENT WEST INC	CM, Inspection, Scheduling, Estimating	LBE (Micro)	\$264,000.00	4.00%
JBR PARTNERS INC	Partnering, Public Affairs & Community Relations, Training	LBE (Micro)	\$66,000.00	1.00%
JOE HILL CONSULTING ENGINEERS	Project Management, CM, Inspection, QA/QC, Environmental Health & Safety	LBE (Micro)	\$264,000.00	4.00%
JOHN IMHOFF ARCHITECTS	Lead Constructability Reviewer	LBE (Micro)	\$66,000.00	1.00%
MONTEZ GROUP INCORPORATED	IOR, QA/QC, and Construction Inspection, Materials & Specialty Testing	LBE (Micro)	\$198,000.00	3.00%
PRO-TEC SAFETY CONSULTANTS INC.	CM Safety Support	LBE (Micro)	\$132,000.00	2.00%
THE THIER GROUP	CM. QA/QC and Construction Inspection, Public Outreach	LBE (Micro)	\$198,000.00	3.00%
380 Management Inc.	Project Management	LBE (Micro)	\$91,740.00	1.39%

Elm Street Construction Management LLC *	Construction Management	LBE (Micro)	\$370,260.00	5.61%
LBE TOTAL			\$1,650,000.00	25.00%

*During the contract, TMI/CMP added two additional subcontracting firms, Elm Street Construction Management LLC (Micro-LBE firm) and Field Operations (Non-LBE firm). On August 14, 2026, CMD spoke with TMI/CMP regarding their CMD Form 10 submission, and TMI/CMP reconfirmed their commitments to utilize their LBE subcontractors as soon as work is available.

Going forward, PW staff and TMI/CMP will continue to notify and obtain CMD approval for any proposed subcontractor additions and/or substitutions according to established procedures. Additionally, to ensure compliance with the LBE ordinance and requirements, PW and TMI/CMP must notify CMD of any changes to the scope of work. Contingent upon the conditions set forth above, CMD approves this modification.

Should you have any questions and/or concerns, please do not hesitate to contact me at winnie.chen3@sfgov.org.

WC