



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

**London N. Breed, Mayor**

***Correspondence Log***

***April 11, 2023, through April 28, 2023***

<b>Date Received</b>	<b>From</b>	<b>Subject</b>
April 11, 2023	Olivia Lee	Response Through the Chair Regarding As-needed Waterproofing Consultation Services No. 3, Contract ID 1000024727 – Contract Modification



**Date:** April 4, 2023

**To:** Public Works Commission

**Through:** Carla Short, Interim Public Works Director  
Ronald Alameida, Deputy Director & City Architect

**From:** Olivia Lee, Contract Manager

**Subject:** Response Through Chair Regarding As-Needed Waterproofing Consultation Services No. 3, Contract ID 1000024727 – Contract Modification

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**Date of Request of Department Staff:** April 4, 2023

**Request of Department Staff:** Chair Post requested to answer the following questions:

- Why wasn't this 50% budget increase anticipated a year ago when the contract was awarded?
- Is the increase needed because of the excessive wet weather and damage to public buildings this winter that requires more consulting services? Is the increase needed because there weren't enough funds available in the prior fiscal year to adequately fund the as-needed contract? Both? Neither?
- By definition, will as-needed contract modifications be brought to the Commission fairly regularly since it's difficult to estimate what will in fact be needed?
- Is DPW senior management confident in the dept.'s ability to project as-needed contract amounts based on its long history of using as-needed contractors in multiple economic environments?

**Response:** Summary of Department Response:

Current recommendations for Public Works Commission oversight state that all as-needed professional services contract modifications for time or money, if original award was not delegated to the director, obtain commission approval as consent calendar items. Therefore, the Department will be bringing all as-needed professional services contract modifications to the Commission if the original contract amount was equal to or greater than \$200,000.

All as-needed professional services contracts are established to help the City Departments with highly sporadic and unpredictable fluctuation of needs, resources, and highly specialized consultants, such as waterproofing, acoustical engineers, AV-Telecom, etc. It is not possible to foresee all needs, but the Department monitors and adjusts to the on-going project forecasting and staffing needs as they come up.

At the time of establishment of these as-needed professional services contracts, funding is not encumbered or secured. The contract amounts are merely a contracting capacity. Contracting

capacity in a contract is reduced when the services are utilized through each specific Contract Service Order (CSO). The Department of Public Works monitors the utilization of as-needed contracts and increases its contracting capacity to make room for future usage as needed.

For this as-needed contract, we are asking for Commission approval to increase the contracting capacity by 50%, the maximum allowable increase for a as-needed contract, per Chapter 6, Section 6.43. For most as-needed professional Public Works contracts, we usually process the capacity increase once during the term of the contract, depending on the contract utilization. In the case of the waterproofing as-needed contracts, we have had a surge of additional requests for new roofing as-needed requests in part due to the surge of storms in the Bay Area and also due to the general wear and tear of the lifetime of roofs.

This capacity increase would allow the City Departments future access to consultants highly specialized in waterproofing consultation services.

As commented by Chair Post in the last meeting, the Department will attempt to increase the contract amount in the next round of waterproofing contracts, subject to approval from affected labor unions, the Civil Service Commission, and Contract Monitoring Division.

**Additional Actions:** None.

**Attachments:** None.