



**Meeting Date:** December 02, 2022

**To:** Public Works Commission  
Lauren Post, Chair  
Fady Zoubi, Vice Chair  
Lynne Newhouse Segal  
Paul Woolford

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

**From:** Olivia Lee, Contract Manager

**Subject:** As-Needed Mechanical Engineering Services No. 2, Contract ID 1000017179 – Contract Modification

**Director’s Recommendation:** Approve Modification No. 3 to As-Needed Mechanical Engineering Services No. 2 Contract ID 1000017179 with GHD, Inc. to increase the not-to-exceed contract amount by \$400,000 for a new not-to-exceed amount of \$1,200,000.

**Contract Background:** GHD, Inc., with its team of sub-consultants, provides mechanical engineering services on an as-needed basis. The consultant is required to support the efforts of City staff in preparing plans, specifications, and cost estimates; perform field investigations and constructability analysis; write reports on condition assessments; provide drafting and project scheduling services, value engineering and peer review consultation, Quality Assurance/Quality Control (QA/QC) review, and recommendations for various types of work. The mechanical engineering tasks may include planning, design, and construction of sewage treatment plants, pump stations, water treatment plants, compressed natural gas (CNG) filling systems, and related facilities; heating, ventilation, and air conditioning (HVAC) systems; plumbing systems, emergency generators systems, auxiliary water supply systems (AWSS), surge analysis for pumping stations, materials testing and other related mechanical engineering services. The consultant may be required to provide the requested services for an entire project or for a portion of a project or for any project phase.

**Reason for Modification:** The proposed modification would increase the contract amount by \$400,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Mechanical Engineering Services No. 2 on 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 Mechanical Engineering Services No. 2
<b>Personal Services Contract No. (Required for Professional Services Only):</b>	The Civil Service Commission approved the original contract on October 21, 2019 (41914-19/20), and the Department of Human Resources approved the increased contract amount on May 19, 2022.
<b>Contract Original Award Amount:</b>	\$800,000
<b>Contract Original Duration:</b>	1,825 days
<b>Contractor Name:</b>	GHD, Inc.

**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
Original Contract Amount:	\$800,000.00	1,825 Days	5/26/2020 – 5/25/2025
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$400,000.00	0 days	5/26/2020 – 5/25/2025
<b>Total Contract Values:</b>	<b>\$1,200,000.00</b>	<b>1,825 Days</b>	<b>5/26/2020 – 5/25/2025</b>

**Previously Approved Modifications:**

<b>Modification</b>	<b>Amount</b>	<b>Extension (days)</b>	<b>Description</b>
1	N/A	N/A	Annual rate escalation only
2	N/A	N/A	Annual rate escalation 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 Chapter 12B and 12X of the City's Administrative Code.</p> <p>Contract Monitoring Division (CMD) established a Local Business Enterprise (LBE) subcontracting requirement of 20% for this agreement.</p>		

	Consultant GHD, Inc. committed to LBE subconsultant participation of 20% 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 Attachment 2: Resolution

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

**RESOLUTION NO. 2022-\_\_\_\_\_**

WHEREAS, On March 23, 2020, San Francisco Public Works awarded As-Needed Mechanical Engineering Services No. 2 Contract ID 1000017179 to GHD, Inc. in the amount of \$800,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On August 2, 2021, the Public Works Director approved modification no. 1 to adjust billing rates based on the Consumer Price Index; and

WHEREAS, On September 27, 2022, the Public Works Director approved modification no. 2 to adjust billing rates based on the Consumer Price Index; and

WHEREAS, An increase to the not-to-exceed Contract Amount by \$400,000 is requested for As-Needed Mechanical Engineering Services No. 2; and

WHEREAS, On May 19, 2022, Department of Human Resources approved the modification of Professional Service Contract (PSC) to increase its amount; and

WHEREAS, This \$400,000 increase to the contract will still be within the approved PSC Amount; now, therefore, be it

RESOLVED, That this Commission hereby approves an increase to the not-to-exceed Contract Amount by \$400,000 for As-Needed Mechanical Engineering Services No. 2, with GHD, Inc.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of December 02, 2022.*

\_\_\_\_\_  
Robert Fuller, Commission Affairs Manager  
Public Works Commission



**FORM 10: CMD CONTRACT MODIFICATION FORM**

Consultant must submit this form with the required supporting documentation and obtain prior CMD approval when processing amendments, modifications or change orders that cumulatively increase the original contract amount by more than 20%, and then for all subsequent amendments, modifications or change orders that cumulatively increase the last CMD approved value by 20%. This form must be completed prior to the approval of such amendments, modifications or change orders.

Name of Project/Contract Title:	As Needed Mechanical Engineering Services No. 2
Original Contract Amount:	\$800,000.00
Contract Amount as Modified to Date:	\$800,000.00
Amount of Current Modification Request:	\$400,000.00

**REQUIRED ATTACHMENTS:**

1. A list reflecting the new overall contract amounts for the prime consultant, joint venture partners, subconsultants, and vendors. [Please see attached.](#)
2. A list of all prior contract amendments, modifications, supplements and/or change orders leading up to this modification, including those leading up to the amendment which increased the original contract amount by more than 20%. [No prior contract modifications that increased the contract amount. MA Mod #1 and #2 were only for rate escalation.](#)
3. A spreadsheet showing each firm's participation for the overall contract, including each firm's participation to date and proposed participation under the modification. [Please see attached.](#)
4. A brief description of the work to be performed under this amendment, modification, or change order. [Continuation of mechanical engineering services on as-needed basis.](#)

<p style="text-align: center;"><i>Signature</i></p> <hr/> <p><b>Owner/Authorized Representative (Signature)</b></p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Name (Print)</b></td> <td style="width: 50%;"><b>Title</b></td> </tr> <tr> <td><b>GHD</b></td> <td></td> </tr> </table> <hr/> <p style="text-align: center;"><b>Firm Name</b></p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Telephone</b></td> <td style="width: 50%;"><b>Date</b></td> </tr> <tr> <td></td> <td></td> </tr> </table>	<b>Name (Print)</b>	<b>Title</b>	<b>GHD</b>		<b>Telephone</b>	<b>Date</b>			<p style="text-align: center;"><i>Signature</i></p> <hr/> <p><b>Owner/Authorized Representative (Signature)</b></p> <p><b>Daniel B. Reiter, PE</b>      Sr. Project Director</p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Name (Print)</b></td> <td style="width: 50%;"><b>Title</b></td> </tr> <tr> <td><b>GHD</b></td> <td></td> </tr> </table> <hr/> <p style="text-align: center;"><b>Firm Name</b></p> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Telephone</b></td> <td style="width: 50%;"><b>Date</b></td> </tr> <tr> <td><b>707-540-9008</b></td> <td><b>08/18/2022</b></td> </tr> </table>	<b>Name (Print)</b>	<b>Title</b>	<b>GHD</b>		<b>Telephone</b>	<b>Date</b>	<b>707-540-9008</b>	<b>08/18/2022</b>
<b>Name (Print)</b>	<b>Title</b>																
<b>GHD</b>																	
<b>Telephone</b>	<b>Date</b>																
<b>Name (Print)</b>	<b>Title</b>																
<b>GHD</b>																	
<b>Telephone</b>	<b>Date</b>																
<b>707-540-9008</b>	<b>08/18/2022</b>																

[CMD approves modification and increase of \\$400,000.00.](#)

Approved by:  10/3/2022 | 4:47:41 PM PDT

[Selormey Dzikunu](#)      [Date](#)

[CMD Contract Compliance Officer](#)