



**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 Cost Estimating Services No. 4  
– Contract Modification

**Director’s Recommendation:** Approve Modification No. 2 to As-Needed Cost Estimating Services No. 4 Contract ID 1000022950 with M Lee Corporation to increase the not-to-exceed contract amount by \$500,000 for a new not-to-exceed amount of \$1,500,000.

**Contract Background:** M Lee Corporation, with its team of sub-consultants, shall provide cost estimating services on an as-needed basis. The consultant is required to provide cost estimating services for various building, infrastructure, and landscaping projects. Tasks may involve submittal of cost estimates at different phases of the design, field visits, attending coordination meetings with the project manager and designers, and other related work. Projects may include various building facilities, such as, library buildings, fire stations, police stations, health service centers, hospital buildings, recreation centers, parks, pump stations, and other City-owned facilities. 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 \$500,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Cost Estimating Services No. 4 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 Cost Estimating Services No. 4
<b>Personal Services Contract No. (Required for Professional Services Only):</b>	The Civil Service Commission approved the original contract on March 15, 2021 (48340-20/21), and the Department of Human Resources approved the increased contract amount on August 22, 2022.
<b>Contract Original Award Amount:</b>	\$1,000,000
<b>Contract Original Duration:</b>	1,825 days
<b>Contractor Name:</b>	M Lee Corporation

**Summary of Total Amounts:**

	<b>Contract Amount</b>	<b>Contract Duration</b>	<b>Contract Dates</b>
Original Contract Amount:	\$1,000,000.00	1,825 Days	10/25/2021 – 10/24/2026
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$500,000.00	0 days	10/25/2021 – 10/24/2026
<b>Total Contract Values:</b>	<b>\$1,500,000.00</b>	<b>1,825 Days</b>	<b>10/25/2021 – 10/24/2026</b>

**Previously Approved Modifications:**

<b>Modification</b>	<b>Amount</b>	<b>Extension (days)</b>	<b>Description</b>
1	N/A	N/A	Adjust billing rates based on the Consumer Price Index only.

<b>Contract Funding Sources:</b>	Client funding, depending on the project
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<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 25% for this agreement.</p> <p>Consultant M Lee Corporation committed to LBE subconsultant participation of 25% in its proposal.</p>
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As-Needed Cost Estimating Services No. 4 – Contract Modification  
Public Works Commission Meeting: December 2, 2022

<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 September 21, 2021, San Francisco Public Works awarded As-Needed Cost Estimating Services No. 4 Contract ID 1000022950 to M Lee Corporation in the amount of \$1,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On October 5, 2022, the Public Works Director approved modification no. 1 to adjust billing rates based on the Consumer Price Index; and

WHEREAS, An increase to the not-to-exceed Contract Amount by \$500,000 is requested for As-Needed Cost Estimating Services No. 4; and

WHEREAS, On August 22, 2022, Department of Human Resources approved the modification of Professional Service Contract (PSC) to increase its amount; and

WHEREAS, This \$500,000 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 \$500,000 for As-Needed Cost Estimating Services No. 4, with M Lee Corporation.

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

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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:	<u>As-Needed Cost Estimating Services No. 4</u>
Original Contract Amount:	<u>\$1,000,000</u>
Contract Amount as Modified to Date:	<u>\$1,000,000</u>
Amount of Current Modification Request:	<u>\$500,000</u>

**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%. Not applicable. Not prior contract modifications that increased the contract amount.
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 Cost Estimating Services on as-needed basis.

*Franklin Lee*

Owner/Authorized Representative (Signature)	
Franklin Lee	Principal
Name (Print)	Title
M Lee Corporation	
Firm Name	
415-693-0236	8/30/2022
Telephone	Date

Owner/Authorized Representative (Signature)	
Name (Print)	Title
Firm Name	
Telephone	Date

*CMD approves DLW'S request to modify M. Lee Corp contract by an additional \$500,000  
 Signed by Jewell, CMD  
 September 1st, 2022*