



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. 1 to As-Needed Cost Estimating Services No. 4 Contract ID 1000022952 with Saylor Consulting Group to increase the not-to-exceed contract amount by \$500,000 for a new not-to-exceed amount of \$1,500,000.

Contract Background: Saylor Consulting Group, with its team of sub-consultants provides cost estimating services on an as-needed basis. The consultant will be 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:

Contract Title:	As-Needed Cost Estimating Services No. 4
Personal Services Contract No. (Required for Professional Services Only):	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.
Contract Original Award Amount:	\$1,000,000
Contract Original Duration:	1,825 days
Contractor Name:	Saylor Consulting Group

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$1,000,000.00	1,825 Days	10/19/2021 – 10/18/2026
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$500,000.00	0 days	10/19/2021 – 10/18/2026
Total Contract Values:	\$1,500,000.00	1,825 Days	10/19/2021 – 10/18/2026

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:	<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 Saylor Consulting Group committed to LBE subconsultant participation of 35% in its proposal.</p>		

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. 2022-_____

WHEREAS, On September 29, 2021, San Francisco Public Works awarded As-Needed Cost Estimating Services No. 4 Contract ID 1000022952 to Saylor Consulting Group in the amount of \$1,000,000 with a contract duration of 1,825 calendar days; 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 Saylor Consulting Group.

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:	Contract ID 1000022952 DPW Order No. 205486 As-Needed Cost Estimating Services No. 4
Original Contract Amount:	\$1,000,000.00
Contract Amount as Modified to Date:	\$1,000,000.00
Amount of Current Modification Request:	\$500,000.00

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%. Not applicable. No 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.


 Owner/Authorized Representative (Signature)
 Natalie Saylor President
 Name (Print) Title
 Saylor Consulting Group
 Firm Name
 (415) 399-9990 8/22/22
 Telephone Date

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

CMD approves DDW's request to modify Saylor Consulting Group by an additional \$500,000.

*Signed M. Jewell CMD
 September 1st, 2022*