



Meeting Date: September 10, 2024

To: Public Works Commission

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

From: Olivia Lee, Contract Manager

Subject: As-Needed Elevator Design Services No. 4. - Three Contract Awards

Director's Recommendation: Award Professional Services Contract, As-Needed Elevator Design Services No. 4 in the amount of \$1,000,000 each for 1,825 calendar days to the following three contracts (each a "Consultant"): Syska Hennessy Group, Inc., KP Elevator Consulting, LLC, and JE Sellen Consulting, LLC for elevator design services.

Contract Background: The work to be performed under this contract consists of elevator design services. On an as-needed basis, each Consultant would provide elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. Tasks would involve analysis of the building population, traffic, use and travel times required for elevators. The Consultant would also provide specifications and coordinate with the Architects and Engineers to ensure the appropriate number and type of elevators are specified and employed for the project. Consultant may provide the requested services for an entire project, a portion of a project, or any project phase. Consultants have provided these types of services for the City in the past.

Solicitation Process: On April 15, 2024, San Francisco Public Works advertised the Request for Qualifications (RFQ) for As-Needed Elevator Design Services No. 4. Public Works sought to award three contracts with an anticipated not-to-exceed contract amount of \$1,000,000 with a contract duration of 1,825 calendar days. The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract.

On May 29, 2024, Public Works received four proposals. City staff reviewed all proposals and determined that all four proposals were responsive and responsible.

The responsive and responsible proposals were then evaluated and scored by a panel comprised of individuals knowledgeable on the subject matter.

Optional oral interviews were not conducted.

Based on the panel's evaluation and scoring, the top three RFQ proposers for this contract are: Syska Hennessy Group, Inc., KP Elevator Consulting, LLC, and JE Sellen Consulting, LLC.

Contract Details:

Contract Title:	As-Needed Elevator Design Services No. 4
Personal Services Contract No.:	Civil Service Commission approved on March 18, 2024 (PSC No. 44552-23/24).
Contract Award Amount:	Up to \$1,000,000 for each contract
Contract Funding Sources (if applicable):	Client funding, depending on the project.
Anticipated Project Schedule:	Notice To Proceed is expected to be issued shortly after the contract is certified by the Public Works Contract Administration staff. Contract will end 1,825 calendar days after it commences.
Contract Duration:	1,825 calendar days for each contract
Contractors' Names:	<ul style="list-style-type: none"> • Syska Hennessy Group, Inc. • KP Elevator Consulting, LLC • JE Sellen Consulting, LLC
Compliance with Chapter 14B Local Business Enterprise Ordinance:	<p>The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract.</p> <p>Syska Hennessy Group, Inc. submitted LBE subconsultant participation of 0% with its proposal.</p> <p>KP Elevator Consulting, LLC submitted LBE subconsultant participation of 0% with its proposal.</p> <p>JE Sellen Consulting, LLC submitted LBE subconsultant participation of 0% with its proposal.</p>
Other Compliance:	N/A
Additional Information:	N/A
Attachments:	<p>Attachment 1: Tabulation of Scores and Ranking</p> <p>Attachment 2: CMD Determination Memo</p> <p>Attachment 3: Resolutions</p>

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

RESOLUTION NO. _____

WHEREAS, On April 15, 2024, San Francisco Public Works (Public Works) advertised the Request for Qualifications for As-Needed Elevator Design Services No. 4 (RFQ) to establish a pool of qualified consultants; and

WHEREAS, The not-to-exceed contract amount is anticipated to be up to \$1,000,000, and the agreement will have a duration of 1,825 calendar days for these services; and

WHEREAS, Public Works intended to award contracts to a total of three pre-qualified prime consultants or joint ventures through the RFQ As-Needed Elevator Design Services No. 4; and

WHEREAS, The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract; and

WHEREAS, Public Works received four proposals in response to the RFQ on May 29, 2024; and

WHEREAS, The City found all four proposals responsive and responsible; and

WHEREAS, All four responsive and responsible proposals were evaluated and scored by a panel comprised of individuals knowledgeable on the subject matter of the RFQ; and

WHEREAS, Optional oral interviews were not conducted; and

WHEREAS, JE Sellen Consulting, LLC's proposal ranked third; now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works Professional Services Contract, As-Needed Elevator Design Services No. 4, in an amount not to exceed \$1,000,000 and with a contract duration of 1,825 calendar days, to JE Sellen Consulting, LLC.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission



**City and County of San Francisco
San Francisco Public Works
Project Controls and Services**



PROFESSIONAL SERVICES RFQ
TABULATION OF SCORES

Title: As-Needed Elevator Design Services No. 4

Sourcing Event ID No.: 0000009393

Date Proposals Received: May 29, 2024

Firm Name	LBE Bonus %	Final Score	Final Rank
Syska Hennessy Group	0%	812.00	1
KP Elevator Consulting	0%	802.50	2
JE Sellen Consulting, LLC	0%	731.50	3
George Von Klan Elevator Consulting Services, Inc.	0%	472.50	4



MEMORANDUM

Date: July 10, 2024
To: Project Controls & Services Team, Public Works
Contract Administration, Public Works
From: Antonio Tom, Contract Compliance Officer, CMD
Subject: 0000009393 - As-Needed Elevator Design Services No. 4

The Contract Monitoring Division (“CMD”) has reviewed the consultant proposals and supporting documentation, and applied the appropriate rating bonuses submitted for the above referenced contracts. Based on this review, CMD has determined that the proposals were materially compliant with the pre-award Chapter 14B requirements.

Rating Bonus, Score Sheets and Score Tabulations

CMD has reviewed the score sheets submitted by the panelists and the final score tabulations from Public Works. Based on this information and after the application of the LBE rating bonus, the proposers are ranked as follows:

RANK	FIRM	LBE Status	Rating Bonus
1	Syska Hennessy Group	Non-LBE	Not applicable
2	KP Elevator Consulting	Non-LBE	Not applicable
3	JE Sellen Consulting, LLC	Non-LBE	Not applicable
4	George Von Klan Elevator Consulting Services, Inc.	Non-LBE	Not applicable

LBE Subcontracting Requirement

The LBE subcontracting requirement has been waived on contracts resulting from the subject RFP.

Syska Hennessy Group, KP Elevator Consulting, JE Sellen Consulting, LLC, and George Von Klan Elevator Consulting Services, Inc. did not list any LBE subconsultants.

Public Works indicates that a contract will be awarded to the three (3) highest ranked proposers. Based on the foregoing, CMD has determined that Syska Hennessy Group, KP Elevator Consulting, and JE Sellen Consulting have complied with the pre-award Chapter 14B requirements. Should you have any additional questions and/or concerns, please feel free to contact me at antonio.tom@sfgov.org.