



Meeting Date: February 13, 2025

To: Public Works Commission

Through: Carla Short, Public Works Director

From: Simon Chu, Project Manager

Subject: San Francisco Municipal Transportation Agency Garage Assessment - Contract Award

Director's Recommendation: Award the San Francisco Municipal Transportation Agency Garage Assessment Project (Sourcing Event ID No. 8628) contract for property condition assessment services to DLR Group, Inc. in the amount of \$570,000.00 with \$57,000 for contingency and with a contract duration of 240 consecutive calendar days with 24 consecutive calendar days for contingency.

Contract Background: In 2013, a property condition assessment was prepared for 18 public garages maintained and operated by SF Municipal Transportation Agency (SFMTA). The agency is now looking to update the assessment report. The scope of work remains the same as those reported in 2013 but applies to 19 garages excluding elevators, pedestrian accessibility, and building seismic support. These items are being addressed separately.

The scope of work was further reduced from the assessment of 19 garages to 5 garages during the solicitation process when funding of the project was reduced. The 5 garages selected by SFMTA are Japan Center Garage, Zuckerberg General Hospital Garage, Sutter-Stockton Garage, Fifth & Mission Garage, and Golden Gateway at 250 Clay Street Garage.

Solicitation Process: Public Works advertised the project on June 6, 2024, and received one proposal on July 31, 2024 from DLR Group, Inc.

DLR Group, Inc. has extensive experience in design and property condition assessment in multi-level parking garages in the Bay Area. Their most recent garage projects are SFO Airport Long Term Parking Garage, LAX P2A and P2B Parking Garages. The City conducted a thorough review and reference check of their proposed team and confirmed the firm has met the minimum qualifications set for this project.

Fee Evaluation: The City estimated the fee to be around \$612,222. Hence, DLR Group's fee of \$570,000.00 is 7% below the target fee and is deemed reasonable even without inflation adjustment.

Due to limited interest following the scope reduction, and after confirming that DLR Group, Inc. is fully qualified and meets all minimum requirements for the project, the City recommends awarding the contract to DLR Group, Inc. without rebidding.

Contract Details:

Contract Title:	SFMTA Garage Assessment
Personal Services Contract No.:	Personal Services Contract (PSC) authorization number 45762-22/23 obtained on August 21, 2023 from the Civil Service Commission.
Contract Award Amount:	\$570,000.00
Contract Funding Sources (if applicable):	Part of the MTA General Fund set aside
Anticipated Project Schedule:	Notice-to-proceed: April 2025; Assessment Report completion by January 2026.
Contract Duration:	Initial term of 240 calendar days with options to extend up to 1,585 days
Contractor Name:	DLR Group, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The LBE subcontractor participation requirement for this Contract is 20%. Consultant DLR Group, Inc committed to LBE subconsultant participation of 33% in its proposal.
Other Compliance:	Article 131/132 Equal Benefits; MCO; HCAO; First Source Hiring; Bus Tax Registration; Insurance Compliance
Additional Information:	N/A
Attachments:	Attachment 1: Resolution Attachment 2: CMD Award Memo Attachment 3: Award Memo Summary

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

RESOLUTION NO. _____

WHEREAS, the San Francisco Public Works (“Department”) wishes to procure property condition assessment on five (5) public garages managed by San Francisco Municipal Transportation Agency from DLR Group, Inc.; and

WHEREAS, the Contractor was competitively selected pursuant to a Request for Qualifications (“RFQ”) entitled SF Municipal Transportation Agency Garage Assessment issued through Sourcing Event ID 8628 from which Contractor was selected pursuant to Section 6.41 of the San Francisco Administrative Code; and

WHEREAS, DLR Group represents and warrants that it is qualified to perform the Services required by City; and

WHEREAS, this is a contract for professional services and there is a Local Business Enterprise (“LBE”) subcontracting participation requirement with respect to the services; and

WHEREAS, the contract amount is \$570,000.00 with an initial duration of 240 calendar days, with options to extend; and or expand the scope to include up to fourteen (14) additional garages, contingent upon funding availability;

RESOLVED, That this Commission hereby awards San Francisco Public Works SF Municipal Transportation Agency Garage Assessment contract, in the amount of \$570,000.00 with an initial contract duration of 240 consecutive calendar days to DLR Group, Inc.

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

Commission Affairs Manager
Public Works Commission



MEMORANDUM

Date: October 1, 2024

To: Simon Chu, Project Manager, Public Works
Belle Macaranas, Contract Administration, Public Works

From: Antonio Tom, Contract Compliance Officer, CMD

Subject: 0000008628 - Request for Qualifications for SF Municipal Transportation Agency
Garage Assessment

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	DLR Group	Non-LBE	Not applicable

DLR Group was the sole proposer. The awarding department has determined that it meets minimum qualifications. The panel for the subject solicitation has also scored the sole proposal. Public Works intends to award the contract to the sole proposer, AEW Engineering, Inc.

DLR Group. is not eligible for a rating bonus.

LBE Subconsultant Participation Requirement

DLR Group achieved the highest score and met the 20% LBE subconsultant participation requirement. The following firms were listed on the CMD Form 2A:

Firm	Service	LBE Status	Listed Percent	LBE Credited Percent
A & S ENGINEERS INC.	MEP, Fire Protection	LBE-WBE (Micro)	15.0%	15.0%
A G S INC	Civil / Drainage	LBE-MBE (Micro)	8.0%	8.0%
M LEE CORPORATION	Cost Estimating	LBE-MBE (Small)	10.0%	10.0%
Buehler Engineers	Structural Engineers	Non-LBE	15.0%	0.0%
TOTAL:			48.0%	33.0%

Public Works indicates that a contract will be awarded to the highest ranked proposer. Based on the foregoing, CMD has determined that DLR Group has 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.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Municipal Transport Agency Garages AssessmentFunding Source: Local Operating FundsPSC Amount: \$3,500,000PSC Est. Start Date: 09/11/2023PSC Est. End Date 09/10/2028**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of twenty selected garages operated by SFMTA and Park & Recreation. The Selected Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a recommended repair list and their respective cost estimate.

B. Explain why this service is necessary and the consequence of denial:

This project involves many construction trades and is expected to last over a year and a half. Currently, the Public Works Bureaus and IDC Mechanical, Electrical, Plumbing (MEP) engineering disciplines do not have the capacity to take on this project. These services are necessary where information obtained from the assessment report will be used to support future program funding at MTA. Denial of this PSC would mean that essential aspects of the project such as facility maintenance or upkeep could not be planned and budgeted ahead for the garages.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services requiring the support of an A&E team have been approved under PSC# 43809-14/15 for Fire Station 35 approved on 7/06/2015 and PSC 42622-16/17 on 9/9/2016 for the Emergency Medical Services Facility.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The anticipated contract term is under five years.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This assessment exercise is estimated to cost two million dollars and for duration of a year and a half. Current as-needed architectural contracts do not have the capacity to take on this project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant disciplines required for this RFQ may include, but not be limited to: building mechanical, plumbing, fire sprinkler, electrical, waterproofing, low voltage (security

access and security cameras, IT audio visual, fire alarm) fixtures & equipment. These are specialty disciplines which the consultant team will be required to prepare the assessment report.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5268, Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Public Works Bureau of Project Management has confirmed with architectural and engineering disciplines that they do not have the available resources to provide the services required to deliver this project to the client.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Public Works currently lacks the internal capacity to provide the services required for this project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical or feasible to adopt a new civil service class to perform this one-time work. Attempting to create a new civil service class would require significant time and resources to recruit, train, and develop employees with the required skills, which would likely be impractical and cause delays in the project. Therefore, it is more efficient and effective to contract out the work to a qualified external firm.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. There is no request for training. Through an RFQ solicitation process we are seeking qualified licensed professionals who can provide specialized engineering services. For liability reasons, we request engineering services from licensed experts in their field who are best suited to perform the required engineering assessment.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 06/15/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 22/23

DHR Analysis/Recommendation:

action date: 08/21/2023

Commission Approval Required

Approved by Civil Service Commission

08/21/2023 DHR Approved for 08/21/2023



Julia Laue, FAIA, LEED AP, Principal Architect & Bureau Manager | Public Works BDC - Architecture
julia.laue@sfdpw.org | T. 628.271.2868 | 49 South Van Ness Ave. Suite 1100, San Francisco, CA 94103

MEMORANDUM

Date: October 23, 2024
Project: San Francisco Municipal Transportation (SFMTA) Agency Garage Assessment
Subject: Award Summary to One Responsive and Responsible Proposal

This letter confirms the award of the contract to the Sole Proposer, DLR Group, Inc., a California Corporation, without further evaluation under Request for Qualifications (RFQ) Sourcing Event ID 8628, regarding the SFMTA Garage Assessment Project.

Background

The City and County of San Francisco (“City”) received one proposal for the aforementioned RFQ on July 24, 2024 from DLR Group, Inc. The Project Manager determined that the Sole Proposer meets the minimum qualifications, and the City intends to award a contract based on the analysis listed below.

Analysis

- **Qualification Evaluation:**

Due to the project’s complexity, size, and technical criteria, the RFQ solicited integrated building design teams that could demonstrate their expertise in building design and construction management, project coordination, and relevant experience in similar project types via the following Qualifications:

1. Lead Personnel to have minimum of 10 years of experience practicing in the State of California within the last 15 years in the services requested by this Solicitation.
2. Key Personnel to have a minimum of 6 years of experience practicing within the San Francisco Bay Area in the services requested by this solicitation within the last 10 years.

3. Key Personnel to demonstrate working experience on building projects of similar types and familiarity with how coastal weather and earthquakes can affect building in the San Francisco Bay Area.
4. Key Personnel in Mechanical, Electrical, Architectural and Structural disciplines are licensed Engineers and/or Architects authorized to practice in California.

The Sole Proposer has demonstrated that they have met and exceeded these minimum qualifications in their proposal through their impressive record of garage facilities designed, constructed and/or assessed in the past twenty-six years. Their recent projects include design service for SFO Airport Long term Parking Garage and LAX P2A and P2B Parking garages and facility assessment service of 40 locations for the San Francisco Unified School District.

- **Relevance to Project Scope:**

The garage facilities to be assessed in the project are not common building type that building design professionals would encounter often. For example, garage structures are designed for moving vehicles, the ventilation systems designed to work with carbon monoxide detectors to exhaust engine fumes, and the fire alarm systems are designed for vehicle fires, etc. Design experience with this building type is essential to the successful completion of this project.

Also, having local experience helps address elements such as earthquakes and saltwater erosion, both of which are significant factors in the Bay Area. San Francisco sits between two major fault lines. It is common to see crack lines developed on walls and on concrete slabs. Airborne saltwater can accelerate erosion on building components such as metal pipes, metal railings and reinforced concretes, etc. Having local experience will enable the team to better address issues discovered on site. Building professionals with less years of experience will not be able to provide proper building assessment service requested in this project.

The sole proposer has demonstrated that they have the capacity and design history to complete large-scale public garages in California and with many in the San Francisco bay area successfully in recent years which make them uniquely qualified for this project.

Normally, it takes four to five years for a large-scale garage project from design to construction to complete. It will take another two to three years to address any operational issues. The 10-year minimum qualification is critical to ensure the team has gone thru the entire project cycle. This level of experience is essential to ensure the key personnel have the capacity in managing complex garage project and has the experience and knowledge to perform assessments of garages in seismically active areas like San Francisco. Reducing or removing this requirement could result in incomplete identification of facility deficiencies and incorrect prioritization of repairs.

The proposal effectively addresses the evaluation criteria outlined in the Solicitation, particularly in the areas of Project Experience. For example, the proposer provided list of comparable garage projects completed at San Francisco International Airport, which demonstrates their capability in handing project of size and scale needed for this project.

- **Past Projects:**

The Proposer has a proven track records of providing design and construction administration service of garage facility projects in the San Francisco bay area in a span of 26 years with projects completed as early as year 1998. Their recent projects include SFO Airport Long Term Parking Garage, SFO Employee Parking Garage and LAX P2A and P2B Parking Garages. These garage projects are similar in size or larger than those in this project. Beside garages, DLR Group has done facility assessment for AC Transit Facilities in Oakland and 40 facilities for San Francisco Unified School District. The quality of their work is further validated by their positive feedback received during reference checks, which confirmed that DLR Group is a professional firm who has a history of completing their projects on time and on budget.

Overall, DLR Group has demonstrated a consistent ability to deliver projects on time, within budget, and to a high standard of quality, making them a strong candidate for the SFMTA Garage Assessment project.

- **Outreach Efforts:**

On June 06, 2024, the San Francisco Public Works issued a RFQ to solicit qualified Proposers to provide proposals for facility assessment on 5 garages managed by SFMTA Garage Assessment Project. The Sourcing Event was created and advertised through City's Financials and Procurement System "PeopleSoft" notifying potential bidders of the opportunity. The project was also advertised on the Public Works Bid Opportunities website, ensuring widespread visibility of upcoming projects.

Furthermore, good faith outreach efforts were made through targeted e-mail announcement to San Francisco Library, Contract Monitoring Division and Plan Holder exchanges, alerting them of the bid opportunity and providing access to the relevant solicitation documents via accessible links.

The RFQ was issued on June 6, 2024. A Preproposal Conference was held on June 17, 2024, attracting a significant turnout of around twenty-six (26) interested Proposers in attendance. The Proposal deadline was set for July 31, 2024, allowing for over a month-long Solicitation period to ensure adequate time for potential bidders to prepare and submit their proposals.

Conclusion

After thorough evaluation and in accordance with the procurement guidelines, the Building Design & Construction, Project Management Bureau intend to award a contract to the Sole Proposer, DLR Group, Inc.

Sincerely,

DocuSigned by:
Simon Chu 10/23/2024 | 2:44:59 PM PDT
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Simon Chu, Project Manager
San Francisco Public Works
Building Design and Construction