



Meeting Date: April 8, 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 Landscape Architectural Services No. 2,
Contract ID 1000020316 – Contract Modification

Director’s Recommendation: Approve Modification No. 1 to As-Needed Landscape Architectural Services No. 2, Contract ID 1000020316 with Verde Design, Inc. to increase the not-to-exceed contract amount by \$300,000 for a new not-to-exceed amount of \$900,000.

Contract Background: Verde Design, Inc., with its team of sub-consultants, provides landscape architectural services, and other related services on an as-needed basis. Consultant provides specialized services in landscape architecture to support Public Work’s design staff on an as-needed basis. Work includes full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services. 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 \$300,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Landscape Architectural 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:

Contract Title:	As-Needed Landscape Architectural Services No. 2
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on August 03, 2020 (48671-19/20), and the Department of Human Resources approved the increased contract amount on October 23, 2020.
Contract Original Award Amount:	Up to \$600,000
Contract Original Duration:	1,825 days

Contractor Name:	Verde Design, Inc.
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Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$600,000.00	1,825 Days	4/12/2021 – 4/11/2026
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$300,000.00	0 days	4/12/2021 – 4/11/2026
Total Contract Values:	\$900,000.00	1,825 Days	4/12/2021 – 4/11/2026

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 of the City’s Administrative Code.</p> <p>Contract Monitoring Division (CMD) established a Local Business Enterprise (LBE) subcontracting requirement of 20% for this contract.</p> <p>Consultant Verde Design, Inc. committed to LBE subconsultant participation of 27% in its proposal.</p>
Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	<p>Attachment 1: CMD Approval of MA Mod 1</p> <p>Attachment 2: Resolution</p>

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

RESOLUTION NO. _____

WHEREAS, On March 19, 2021, San Francisco Public Works awarded As-Needed Landscape Architectural Services No. 2, Contract ID 1000020316 to Verde Design, Inc. in the amount of \$600,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$300,000 is requested for As-Needed Landscape Architectural Services No. 2; and

WHEREAS, On October 23, 2020, Department of Human Resources approved the modification of Professional Service Contract (PSC) 48671-19/20 to increase the contract amount by \$ 300,000; and

WHEREAS, This \$300,000 increase to the contract will still be within the approved Personal Services Contract (PSC) amount; now, therefore, be it

RESOLVED, That this Commission hereby approves modification No. 1, an increase to the not-to-exceed contract amount by \$300,000, for a new not-to-exceed amount of \$900,000, for As-Needed Landscape Architectural Services No. 2, with Verde Design, 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

From: [Tom, Antonio \(ADM\)](#)
To: [Lee, Olivia \(DPW\)](#)
Subject: Re: Contract ID 1000020316 PW Order No. 204,281 Verde Design, Inc. - AN Landscape Architecture No. 2 - Increasing Contracting Capacity by \$300,000.00
Date: Thursday, February 15, 2024 5:01:52 PM

Hi Olivia,

CMD approves the contract modification.

Thanks,

Antonio

From: Chan, Regina (ADM) <regina.chan@sfgov.org>
Sent: Thursday, February 15, 2024 4:20 PM
To: Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>; Tom, Antonio (ADM) <antonio.tom@sfgov.org>
Subject: Re: Contract ID 1000020316 PW Order No. 204,281 Verde Design, Inc. - AN Landscape Architecture No. 2 - Increasing Contracting Capacity by \$300,000.00

Hi Olivia,

Thanks for your patience and nudge.

Antonio, Could you please work on this contract?

Thank you both,

Regina Chan (she/her)
Deputy Director
Contract Monitoring Division
1155 Market Street, 4th Floor | San Francisco, CA 94103
Office: 415-581-2303

Learn more about [City Contracting](#)

From: Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>
Sent: Thursday, February 15, 2024 2:11 PM
To: Chan, Regina (ADM) <regina.chan@sfgov.org>; Tom, Antonio (ADM) <antonio.tom@sfgov.org>
Subject: FW: Contract ID 1000020316 PW Order No. 204,281 Verde Design, Inc. - AN Landscape Architecture No. 2 - Increasing Contracting Capacity by \$300,000.00

Greetings Regina and Antonio,

I am following up on this email.

Thank you.



Olivia Lee
Building Design and Construction | Project Controls & Services

San Francisco Public Works | City and County of San Francisco
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Effective April 1, 2022, SF Public Works Ethics Policy says no gifts from the public or contractors, including coffee, pastry, gift baskets, etc.

From: Lee, Olivia (DPW)

Sent: Tuesday, February 13, 2024 10:39 AM

To: Chan, Regina (ADM) <regina.chan@sfgov.org>; Tom, Antonio (ADM) <antonio.tom@sfgov.org>

Subject: Contract ID 1000020316 PW Order No. 204,281 Verde Design, Inc. - AN Landscape Architecture No. 2 - Increasing Contracting Capacity by \$300,000.00

Greetings Regina and Antonio,

We are working on modifying Verde Design, Inc.'s Contract ID 1000020316 PW Order No. 204,281 - AN Landscape Architecture No. 2 by increasing its Contracting Capacity by \$300,000.00. Selormey was CMD CCO for this set of contracts. Who will be taking over this contract?

Attached are:

1. CMD Form 10
2. CMD Modification Spreadsheet
3. Aggregate CMD Form 7 for the entire MA
4. CMD Determination Memo for RFQ 4223

Please provide CMD approval for this MA Mod.

Thank you!



Olivia Lee
Building Design and Construction | Project Controls & Services

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