



Meeting Date: June 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 Civil Engineering Services for Curb Ramp Design Work No. 2, Contract ID 1000017973 – Contract Modification

Director's Recommendation: Approve Modification No. 3 to As-Needed Civil Engineering Services for Curb Ramp Design Work No. 2, Contract ID 1000017973 with SAGE Consulting Engineers, Inc. to increase the not-to-exceed contract amount by \$500,000 for a new not-to-exceed amount of \$1,500,000.

Contract Background: SAGE Consulting Engineers, Inc., with its team of sub-consultants, shall provide civil engineering services for curb ramp design work, and other related services on an as-needed basis. Consultant performs highly specialized civil engineering tasks that include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation 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 \$500,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Civil Engineering Services for Curb Ramp Design Work 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 Civil Engineering Services for Curb Ramp Design Work No. 2
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on November 01, 2021 (40146-21/22), and the Department of Human Resources approved the increased contract amount on April 19, 2024.
Contract Original Award Amount:	Up to \$1,000,000
Contract Original Duration:	1,825 days
Contractor Name:	SAGE Consulting Engineers, Inc.

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$1,000,000.00	1,825 Days	12/14/2021 – 12/14/2026
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$500,000.00	0 days	12/14/2021 – 12/14/2026
Total Contract Values:	\$1,500,000.00	1,825 Days	12/14/2021 – 12/14/2026

Previously Approved Modifications:

Modification	Amount	Extension (days)	Description
1	\$0.00	0	Added 2 new subconsultants
2	\$0.00	0	Adjusted billing rates based on the Consumer Price Index.

Contract Funding Sources:	Client funding, depending on the project
Compliance Information:	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.

As-Needed Civil Engineering Services for Curb Ramp Design Work No. 2, Contract ID 1000017973 – Contract Modification

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	<p>Contract Monitoring Division (CMD) did not have Local Business Enterprise (LBE) subcontracting requirement for this contract.</p> <p>Consultant SAGE Consulting Engineers, Inc. committed to LBE subconsultant participation of 30% in its proposal.</p>
Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod 3 Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On November 18, 2021, San Francisco Public Works awarded As-Needed Civil Engineering Services for Curb Ramp Design Work No. 2, Contract ID 1000017973 to SAGE Consulting Engineers, Inc. in the amount of \$1,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On April 14, 2022, the Public Works Director approved modification no. 1 to add two (2) new subconsultants; and

WHEREAS, On December 26, 2023, the Public Works Director approved modification no. 2 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 Civil Engineering Services for Curb Ramp Design Work No. 2; and

WHEREAS, On April 19, 2024, Department of Human Resources approved the modification of Professional Service Contract (PSC) 40146-21/22 to increase the contract amount by \$500,000; and

WHEREAS, This \$500,000 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. 3, an increase to the not-to-exceed contract amount by \$500,000, for a new not-to-exceed amount of \$1,500,000, for As-Needed Civil Engineering Services for Curb Ramp Design Work No. 2, with SAGE Consulting Engineers, 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: March 26, 2024
 To: Olivia Lee, Project Manager, Department of Public Works
 From: Ivan Oldenkamp, Contract Compliance Officer, Contract Monitoring Division
 Subject: Contract ID 1000017973 - PW As-Needed Civil Engineering Curb Ramp Design Services No. 2 – CMD Approval Memo for Amendment

The Department of Public Works (“DPW”) has requested to modify the above referenced contract by increasing the contract amount by \$500,000 for a total agreement amount of \$1,500,000. Per DPW, Modification No.1 is requested to continue civil engineering services for curb ramp design on an as-needed basis.

LBE Subconsulting Participation

This contract is a Micro-LBE Set-Aside and as such does not have an LBE subconsulting participation requirement. The prime consultant must self-perform at least 25% of the contract and this applies to the entire contract including any amendments, modifications, or change orders. The Micro/Small-LBE participation reflected on the prime consultant’s, Sage Consulting Engineers, Inc.’s (“Sage’s”), CMD Form 2A at the time of proposal is as follows:

Subcontractor	Scope of Work	LBE Status	Listed & Credited Participation	
			Amount	Percentage
Lee Incorporated	Surveying	SF LBE - MBE (Micro)	\$300,000.00	30.00%
TOTAL			\$300,000.00	30.00%

As of 03/01/2024, the amount invoiced by Sage to-date is \$312,947.83, and their LBE subconsultants’ amount invoiced to-date is \$83,841.00. The Micro/Small-LBE participation achieved by Sage is as follows:

Subcontractor	Scope of Work	LBE Status	Participation To-Date (NOT including Modification No. 1)	
			Amount Invoiced	Percentage
Lee Incorporated	Surveying	SF LBE - MBE (Micro)	\$54,821.00	17.52%

Meridian Surveying Engineering Inc	Surveying	SF LBE - OBE (Micro)	\$29,020.00	9.27%
TOTAL			\$83,841.00	26.79%

The LBE subconsulting participation thus far is 26.79%.

Sage confirmed that it will remain committed to assigning work that may arise from future task orders to its original listed LBE subconsultant. Sage informed CMD that it anticipates the following LBE subconsultant utilization with the addition of this modification:

Subcontractor	Scope of Work	LBE Status	Projected Participation (including Modification No. 1)	
			Final Amount	
Lee Incorporated	Surveying	SF LBE - MBE (Micro)	\$225,000.00	15.00%
Meridian Surveying Engineering Inc	Surveying	SF LBE - OBE (Micro)	\$225,000.00	15.00%
TOTAL			\$500,000.00	30.00%

DPW staff and Sage will obtain CMD approval for any subconsultant addition and LBE substitution according to established procedures. Additionally, in order to ensure compliance with the LBE ordinance and requirements, DPW and Sage will notify CMD of any changes to the scope of work and any changes to information previously provided to CMD. Contingent on the conditions set forth above, CMD approves the subject modification.

Should you have any questions, please contact Ivan Oldenkamp at ivan.oldenkamp@sfgov.org.