



Meeting Date: September 15, 2023

To: Public Works Commission

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

From: Olivia Lee, Contract Manager

Subject: As-Needed Waterproofing Consultation Services No. 4
– Five Contract Awards

Director's Recommendation: Award Professional Services Contract As-Needed Waterproofing Consultation Services No. 4 in the amount of \$700,000 each for a duration of 1,825 calendar days each to the following five contractors for waterproofing consultation services: Interactive Resources, Inc., Walker Consultants, Inc., McGinnis Chen Associates, Inc., Aquatech Consultancy, Inc., and Allana Buick & Bers, Inc.

Contract Background: The work to be done under these contracts consists of waterproofing consultation services. The Consultant performs waterproofing consultation services such as, assessment of existing buildings for moisture or water intrusion, preparing plans and specifications for waterproofing details, preparing cost estimates, field inspection, water testing, warranty claim assistance, writing reports, and other related work. Potential projects may include various building facilities such as library buildings, fire stations, police stations, health service centers, hospital buildings, recreation centers, and other City-owned facilities. This type of consultant services has been provided in the past.

Solicitation Process: On March 15, 2023, San Francisco Public Works advertised the Request for Qualifications (RFQ) for As-Needed Waterproofing Consultation Services No. 4. Initially, Public Works sought to award up to five contracts with an anticipated not-to-exceed contract amount of \$700,000 per contract with a duration of 1,825 calendar days per contract. The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this agreement.

On May 10, 2023, Public Works received five proposals. City staff reviewed all five proposals and determined that all five proposals were responsive and responsible.

These proposals were then evaluated and scored by a panel comprised of individuals knowledgeable on the subject matter. The proposers were ranked in the following order from highest score to the lowest score: Interactive Resources, Inc., Walker Consultants, Inc., McGinnis Chen Associates, Inc., Aquatech Consultancy, Inc., and Allana Buick & Bers, Inc.

Optional oral interviews were not conducted.

Consistent with the language in the RFQ, Public Works decided to award five contracts to the five highly qualified proposers because Public Works anticipates high demand for waterproofing consultation work in the near future.

Contract Details:

Contract Title:	As-Needed Waterproofing Consultation Services No. 4
Personal Services Contract No.:	Civil Service Commission approved on April 17, 2023 (PSC No. 46787-22/23), and the Department of Human Resources approved the increased Personal Services Contract (PSC) amount on July 5, 2023.
Contract Award Amount:	Up to \$700,000 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. Each contract will end 1,825 calendar days after it commences.
Contract Duration:	1,825 calendar days
Contractors' Names:	Interactive Resources, Inc.; Walker Consultants, Inc.; McGinnis Chen Associates, Inc.; Aquatech Consultancy, Inc.; Allana Buick & Bers, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this agreement. Interactive Resources, Inc. submitted LBE subconsultant participation of 8% with its proposal. Walker Consultants, Inc. submitted LBE subconsultant participation of 0% with its proposal. McGinnis Chen Associates, Inc. submitted LBE subconsultant participation of 0% with its proposal.

	Aquatech Consultancy, Inc. submitted LBE subconsultant participation of 0% with its proposal. Allana Buick & Bers, Inc. submitted LBE subconsultant participation of 0% with its proposal.
Other Compliance:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: Tabulation of Scores and Ranking Attachment 2: CMD Determination Memo Attachment 3: Resolution

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

RESOLUTION NO. _____

WHEREAS, On March 15, 2023, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Waterproofing Consultation Services No. 4 to establish a pool of qualified consultants; and

WHEREAS, The not-to-exceed contract amount is anticipated to be up to \$700,000; 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 four pre-qualified prime consultants or joint ventures through the RFQ's As-Needed Waterproofing Consultation Services No. 4; and

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

WHEREAS, Public Works received five proposals in response to the RFQ As-Needed Waterproofing Consultation Services No. 4 on May 10, 2023; and

WHEREAS, the City found a total of five proposals responsive and responsible; and

WHEREAS, All five 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, Proposer McGinnis Chen Associates, Inc. ranked third in the RFQ As-Needed Waterproofing Consultation Services No. 4; and now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works professional Services Contract, As-Needed Waterproofing Consultation Services No. 4, in the amount of \$700,000, with a contract duration of 1,825 calendar days to McGinnis Chen Associates, 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



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



PROFESSIONAL SERVICES RFQ
TABULATION OF SCORES

Title: As-Needed Waterproofing Consultation Services No. 4

Sourcing Event ID No.: 0000007924

Date Proposals Received: May 10, 2023

Firm Name	Final Score	Final Rank
Interactive Resources, Inc.	461.00	1
Walker Consultants, Inc.	458.00	2
McGinnis Chen Associates, Inc.	455.50	3
Aquatech Consultancy, Inc.	446.75	4
Allana Buick & Bers, Inc.	433.50	5



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Carmen Chu, City Administrator

Stephanie Tang, Director

MEMORANDUM

Date: July 24, 2023
To: Olivia Lee, Contract Administration, Public Works
From: Sheila Tagle, Contract Compliance Officer, CMD
Subject: 0000007924 As-Needed Waterproofing Consultation Services No. 4

The Contract Monitoring Division (“CMD”) has reviewed the consultants’ proposals and supporting documentation. 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. There is no proposer qualified for the appropriate LBE rating bonus submitted for the above referenced contracts. Based on this information, the proposers are ranked as follows:

RANK	FIRM	LBE Status
1	Interactive Resources, Inc.	Non-LBE
2	Walker Consultants, Inc.	Non-LBE
3	McGinnis Chen Associates, Inc.	Non-LBE
4	Aquatech Consultancy, Inc.	Non-LBE
5	Allana Buick & Bers, Inc.	Non-LBE

LBE Subconsultant Participation Requirement

The LBE subconsultant participation requirement for this contract has been waived.

The RFP indicates that a contract will be awarded to the five (5) highest ranked proposers. Based on the foregoing, CMD has determined that Interactive Resources, Inc., Walker Consultants, Inc., McGinnis Chen Associates, Inc., Aquatech Consultancy, Inc., and Allana Buick & Bers, Inc. have complied with the pre-award Chapter 14B requirements.

Should you have any additional questions and/or concerns, please contact me at sheila.tagle@sfgov.org.