



Meeting Date: December 1, 2023

To: Public Works Commission

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

From: Olivia Lee, Contract Manager

Subject: As-Needed Mechanical Engineering Services No. 3 - Contract Awards to Stantec Consulting Services, Inc., GHD Inc., and LEE & RO, Inc.

Director's Recommendation: Award Professional Services Contract, As-Needed Mechanical Engineering Services No. 3 in the amount of \$1,500,000 each for 1,825 calendar days each to Stantec Consulting Services, Inc., GHD Inc., and LEE & RO, Inc. for mechanical engineering services.

Contract Background: The work to be done under this contract consists of mechanical engineering services. Each consultant will be required to support the efforts of City staff in preparing plans, specifications, and cost estimates; perform field investigations and constructability analysis; write reports on condition assessments; and provide drafting and project scheduling services, value engineering and peer review consultation, Quality Assurance/Quality Control (QA/QC) review, and recommendations for various types of work. The mechanical engineering tasks may include planning, design, and construction of sewage treatment plants, pump stations, water treatment plants, compressed natural gas (CNG) filling systems, and related facilities; heating, ventilation, and air conditioning (HVAC) systems; plumbing systems, emergency generators systems, auxiliary water supply systems (AWSS), surge analysis for pumping stations, materials testing, and other related mechanical engineering services. Consultants have provided Public Works with these services in the past.

Solicitation Process: On August 2, 2023, San Francisco Public Works advertised the Request for Qualifications (RFQ) for As-Needed Mechanical Engineering Services No. 3. Public Works sought to award 3 contracts with an anticipated not-to-exceed contract amount of \$1,500,000 with a contract duration of 1,825 calendar days. The Contract Monitoring Division (CMD) established a 20% Local Business Enterprise (LBE) subcontracting requirement for this contract.

On September 13, 2023, Public Works received three proposals. City staff reviewed all proposals and determined that all three 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.

Proposers Stantec Consulting Services, Inc., GHD Inc., and LEE & RO, Inc. ranked in the top three in the RFQ As-Needed Mechanical Engineering Services No. 3.

Contract Details:

Contract Title:	As-Needed Mechanical Engineering Services No. 3
Personal Services Contract No.:	Civil Service Commission approved on June 05, 2023 (PSC No. 44631-22/23).
Contract Award Amount:	Up to \$1,500,000 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
Contractor Names:	Stantec Consulting Services, Inc.; GHD Inc.; LEE & RO, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for this agreement. Stantec Consulting Services, Inc. submitted LBE subconsultant participation of 20% with its proposal. GHD Inc. submitted LBE subconsultant participation of 20% with its proposal. LEE & RO, Inc. submitted LBE subconsultant participation of 27% 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: Resolutions Attachment 4: Presentation

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

RESOLUTION NO. _____

WHEREAS, On August 2, 2023, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Mechanical Engineering Services No. 3 to establish a pool of qualified consultants; and

WHEREAS, The not-to-exceed contract amount is anticipated to be up to \$1,500,000; and the contract 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 Mechanical Engineering Services No. 3; and

WHEREAS, Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for this contract; and

WHEREAS, Public Works received three proposals in response to the RFQ As-Needed Mechanical Engineering Services No. 3 on September 13, 2023; and

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

WHEREAS, All three 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 LEE & RO, Inc. ranked third in the RFQ As-Needed Mechanical Engineering Services No. 3; and now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works professional Services Contract, As-Needed Mechanical Engineering Services No. 3, in the amount of \$1,500,000, with a contract duration of 1,825 calendar days to LEE & RO, 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