



Meeting Date: February 12, 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 No. 4,
Contract ID 1000025103 – Contract Modification

Director's Recommendation: Approve Modification No. 2 to As-Needed Civil Engineering Services No. 4, Contract ID 1000025103 with Arup-Sage JV to increase the not-to-exceed contract amount by \$1,500,000 for a new not-to-exceed amount of \$4,500,000.

Contract Background: Arup-Sage JV, with its team of sub-consultants, shall provide civil engineering services, and other related services on an as-needed basis. Consultant performs highly specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering 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 \$1,500,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Civil Engineering Services No. 4 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 No. 4
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on November 01, 2021 (45793-21/22), and the Department of Human Resources approved the increased contract amount on October 30, 2023.
Contract Original Award Amount:	Up to \$3,000,000
Contract Original Duration:	1,825 days
Contractor Name:	Arup-Sage JV

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$3,000,000.00	1,825 Days	6/27/2022 – 9/25/2027
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$1,500,000.00	0 days	6/27/2022 – 9/25/2027
Total Contract Values:	\$4,500,000.00	1,825 Days	6/27/2022 – 9/25/2027

Previously Approved Modifications:

Modification	Amount	Extension (days)	Description
1	\$0.00	0	Adjust billing rates based on the Consumer Price Index

Contract Funding Sources:	Client funding, depending on the project
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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 25% for this contract.</p> <p>Consultant Arup-Sage JV committed to LBE subconsultant participation of 34.13% in its proposal.</p>
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Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod 2 Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On June 27, 2022, San Francisco Public Works awarded As-Needed Civil Engineering Services No. 4, Contract ID 1000025103 to Arup-Sage JV in the amount of \$3,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On March 13, 2023, the Public Works Director approved modification no. 1 to adjust billing rates based on the Consumer Price Index; and

WHEREAS, An increase to the not-to-exceed contract amount by \$1,500,000 is requested for As-Needed Civil Engineering Services No. 4; and

WHEREAS, On October 30, 2023, Department of Human Resources approved the modification of Professional Service Contract (PSC) 45793-21/22 to increase the contract amount by \$1,500,000; and

WHEREAS, This \$1,500,000 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. 2, an increase to the not-to-exceed contract amount by \$1,500,000 for As-Needed Civil Engineering Services No. 4, with Arup-SAGE JV.

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: December 18, 2023

To: Olivia Lee, Project Controls & Services, Department of Public Works

From: Sheila Tagle, Contract Compliance Officer, Contract Monitoring Division

Subject: Contract ID 1000025103 - PW Order 206,699 AN Civil Engineering Services No. 4 - Increasing Contracting Capacity by \$1,500,000 – CMD Approval Memo for Amendment

The Department of Public Works (“DPW”) has requested an amendment/modification for the above referenced contract by increasing the contract amount by \$1,500,000 for a total agreement amount of \$4,500,000. Per DPW, Amendment/Modification No.1 is requested to continue civil engineering services on as-needed basis.

LBE Subconsulting Participation

The Micro/Small-LBE subconsulting participation requirement established for this contract is 25%. The Micro/Small-LBE subconsulting participation requirement applies to the entire contract including any amendments, change orders and modifications. The Micro/Small-LBE participation reflected on Arup-Sage JV’s CMD Form 2A at the time of proposal is as follows:

Subcontractor	Scope of Work	Status, Type and Size	LBE Credited Participation
Bess TestLab, Inc.	Utility Locating	PUC LBE-OBE (Small)	0.00% *
CDIM Engineering, Inc.	Environmental	SF LBE-OBE (Micro)	10.00%
Civic Edge Consulting, LLC	Public Relations	SF LBE-WBE (Micro)	0.93%
Lee Incorporated	Surveying, Civil	SF LBE-WBE (Micro)	11.67%
M Lee Corporation	Cost Estimating	SF LBE-MBE (Small)	5.00%
Meridian Surveying	Surveying	SF LBE-OBE (Micro)	1.33%
Merill Morris Partners	Landscape Design	SF LBE-WBE (Micro)	5.00%
RES Engineers, Inc.	Special Inspections and Testing	SF LBE-MBE (Small)	0.20%
		TOTAL	34.13%

*PUC-LBEs are not eligible to receive LBE subconsultant participation credit on this project.

As of 12/18/2023, Arup-Sage JV invoiced \$256,043.39. The Micro/Small-LBE participation achieved by Arup-Sage JV is as follows:

Subcontractor	Scope of Work	LBE Credited Participation Amount	LBE Credited Participation %	LBE Credited Participation Amount-Invoiced	LBE Credited Participation -Invoiced
CDIM Engineering, Inc.	Environmental	\$300,000	10.00%	\$0	0%
Civic Edge Consulting, LLC	Public Relations	\$27,900	0.93%	\$0	0%
Lee Incorporated	Surveying, Civil	\$350,000	11.67%	\$61,680	24.09%
M Lee Corporation	Cost Estimating	\$150,000	5.00%	\$0	0%
Meridian Surveying	Surveying	\$39,000	1.33%	\$12,750	4.98%
Merill Morris Partners	Landscape Design	\$150,000	5.00%	\$0	0%
RES Engineers, Inc.	Special Inspections and Testing	\$6,000	0.20%	\$0	0%
	TOTAL	\$1,023,800	34.13%	\$74,430	29.07%

Pursuant to communications with DPW, LBE participation to-date is at 0.00% for CDIM, Civic Edge, and RES because their listed scopes of work have not surfaced. However, Arup-Sage JV confirmed that it is committed to utilizing the LBEs for their respective listed scopes of work in the upcoming task orders, if the scope of work is needed.

Additionally, based on information provided by Arup Sage JV and confirmed by DPW, M Lee Corporation and Merrill Morris Partners both performed work on the project. However, both LBE subconsultants have not invoiced Arup Sage JV thus far, which resulted in a 0.00% LBE participation to-date. As shown in the table above, this had an impact on Arup Sage JV's overall LBE participation to-date.

As of 12/18/2023, total CSOs amount awarded to-date is \$2,149,228.23. Total LBE Subconsultant amount awarded is \$238,354.19. This translates to 11.09% LBE subconsulting participation. Some of these CSO amounts have not yet been invoiced.

Arup Sage JV is required to make good faith efforts to utilize LBEs for any scope of work, or portions thereof, which can reasonably be subcontracted out throughout the life of the contract.

Arup Sage JV confirmed that it will remain committed to assigning work that may arise from future task orders to its original listed LBE subconsultants. Arup Sage JV informed CMD that it anticipates meeting its 25% Micro/Small-LBE commitment, as follows:

Subcontractor	Scope of Work	Status, Type and Size	Amount Invoiced To-Date	Projected LBE Participation for entire contract including this Amendment No. 1	
CDIM Engineering, Inc.	Environmental	SF LBE-OBE (Micro)	\$0	\$450,000	10.00%
Civic Edge Consulting, LLC	Public Relations	SF LBE-WBE (Micro)	\$0	\$41,850	0.93%
Lee Incorporated	Surveying, Civil	SF LBE-WBE (Micro)	\$61,680	\$525,150	11.67%
M Lee Corporation	Cost Estimating	SF LBE-MBE (Small)	\$0	\$225,000	5.00%
Meridian Surveying	Surveying	SF LBE-OBE (Micro)	\$12,750	\$59,850	1.33%
Merill Morris Partners	Landscape Design	SF LBE-WBE (Micro)	\$0	\$225,000	5.00%
RES Engineers, Inc.	Special Inspections and Testing	SF LBE-MBE (Small)	\$0	\$9,000	0.20%
TOTAL				\$1,535,850	34.13%

LBE Joint Venture Participation

Additionally, as a recipient of the 7.5% Joint Venture/LBE Rating Bonus, Sage Consulting Engineers, Inc. (“SAGE”), as the LBE JV Partner, is to perform 40% of the total joint venture work. As of 12/18/2023, Arup Sage JV invoiced to DPW \$181,613.38; and the LBE joint venture participation to date is as follows:

Firm	Status, Type and Size	Scope of Work	Original Credited Participation	Participation To-Date (not including Amendment No. 1)
Arup US, Inc.	Non-LBE	Curb ramp, paving, hydraulics	60%	38.10%
SAGE Consulting Engineers, Inc.	SF-LBE-WBE-Micro	Curb ramp design	40%	61.90%
TOTAL			100%	100.00%

DPW staff and Arup Sage JV 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 Arup Sage JV 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 amendment/modification.

Should you have any questions, please contact Sheila Tagle at sheila.tagle@sfgov.org.