



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 Structural Engineering Services No. 3,
Contract ID 1000025070 – Contract Modification

Director's Recommendation: Approve Modification No. 1 to As-Needed Structural Engineering Services No. 3, Contract ID 1000025070 with SOHA Engineers to increase the not-to-exceed contract amount by \$1,000,000 for a new not-to-exceed amount of \$3,000,000.

Contract Background: SOHA Engineers, with its team of sub-consultants, shall provide structural engineering services, and other related services on an as-needed basis. Consultant performs highly specialized structural engineering tasks that include, but not limited to, structural design and analysis, soil-structure interaction, non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, cost estimating, construction engineering, and consultation for various types of structures in high seismic regions. 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 \$1,000,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Structural Engineering Services No. 3 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 Structural Engineering Services No. 3
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on February 07, 2022 (41039-21/22), and the Department of Human Resources approved the increased contract amount on October 30, 2023.
Contract Original Award Amount:	Up to \$2,000,000
Contract Original Duration:	1,825 days
Contractor Name:	SOHA Engineers

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$2,000,000.00	1,825 Days	5/26/2022 – 5/25/2027
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$1,000,000.00	0 days	5/26/2022 – 5/25/2027
Total Contract Values:	\$3,000,000.00	1,825 Days	5/26/2022 – 5/25/2027

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 25% for this contract.</p> <p>Consultant SOHA Engineers committed to LBE subconsultant participation of 25% in its proposal.</p>

Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: CMD Approval of MA Mod 1 Attachment 2: Resolution

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

RESOLUTION NO. _____

WHEREAS, On May 04, 2022, San Francisco Public Works awarded As-Needed Structural Engineering Services No. 3, Contract ID 1000025070 to SOHA Engineers in the amount of \$2,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$1,000,000 is requested for As-Needed Structural Engineering Services No. 3; and

WHEREAS, On October 30, 2023, Department of Human Resources approved the modification of Professional Service Contract (PSC) 41039-21/22 to increase the contract amount by \$1,000,000; and

WHEREAS, This \$1,000,000 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 \$1,000,000 for As-Needed Structural Engineering Services No. 3, with SOHA Engineers.

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 19, 2023
To: Olivia Lee, Project Controls & Services, Department of Public Works
From: Sheila Tagle, Contract Compliance Officer, Contract Monitoring Division
Subject: Contract ID 1000025070 - PW Order 206,422 AN Structural Engineering Services No. 3 - Increasing Contracting Capacity by \$1,000,000 – 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 \$1,000,000 for a total agreement amount of \$3,000,000. Per DPW, Amendment/Modification No.1 is requested to continue structural 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 SOHA Engineer’s CMD Form 2A at the time of proposal is as follows:

Subcontractor	Service	LBE Status	Listed Participation	Credited Participation
M Lee Corporation	Cost Estimating & Scheduling	SF-LBE-MBE (Small)	5.0%	5.0%
Mathew J Bittleston Engineer	Structural Engineering, VE, Peer Review	SF-LBE-OBE (Micro)	15.0%	15.0%
RES Engineers, Inc.	Materials Testing	SF-LBE-MBE (Small)	5.0%	5.0%
TOTAL LBE Subconsultant commitment			25.0%	25.0%

As of 12/1/2023, SOHA Engineering invoiced \$453,701.55. The Micro/Small-LBE participation achieved by SOHA Engineering is as follows:

Subcontractor	LBE Participation - Amount Credited - At time of bid	Credited LBE Participation - % Credited - At time of bid	LBE Participation - Invoiced Amount	LBE Participation - Invoiced %
M Lee Corporation	\$100,000	5.00%	\$0	0%
Mathew J Bittleston Engineer	\$300,000	15.00%	\$65,540	14.45%
RES Engineers, Inc.	\$100,000	5.00%	\$0	0%
MEI Architects *	\$0	0%	\$57,462.71	12.67%
TOTAL LBE Subconsultant commitment	\$500,000	25.00%	\$123,002.71	27.11%

*MEI Architects is not on the CMD Form 2A, but added subsequently. MEI Architects is a Small WBE-LBE. MEI Architects is already added on People Soft.

Pursuant to communications with DPW, LBE participation to-date is at 0.00% for M Lee Corporation and RES Engineers, Inc. because their listed scopes of work have not surfaced. However, SOHA Engineers 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.

SOHA Engineers 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.

As of 12/1/2023, total Task Order amount to-date is \$453,701.55. Total LBE Subconsultant amount is \$123,002.71 This translates to 27.11% LBE subconsulting participation. Some of these task order amounts have not yet been invoiced.

SOHA confirmed that it will remain committed to assigning work that may arise from future task orders to its original listed LBE subconsultants. SOHA Engineers 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	
M Lee Corporation	Cost Estimating & Scheduling	SF-LBE-MBE (Small)	\$0	\$150,000	5%
Mathew J Bittleston Engineer	Structural Engineering, VE, Peer Review	SF-LBE-OBE (Micro)	\$65,540	\$450,000	15%
RES Engineers, Inc.	Materials Testing	SF-LBE-MBE (Small)	\$0	\$150,000	5%
TOTAL			\$65,000	\$750,000	25%

DPW staff and SOHA Engineers 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 SOHA Engineers 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.