



**Meeting Date:** 10/20/2023

**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 Electrical Engineering Services No. 4, and As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program) - Four Contract Awards

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**Director's Recommendation:** Award Professional Services Contract, As-Needed Electrical Engineering Services No. 4 in the amount of \$1,200,000 each for 1,825 calendar days to LEE & RO, Inc., GHD Inc., and HRA Consulting Engineers for electrical engineering services. Award Professional Services Contract, As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program) in the amount of \$1,200,000 each for 1,825 calendar days to AAES, Inc. for electrical engineering services.

**Contract Background:** The work to be done under this contract consists of electrical engineering services. The Consultant is 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; 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 electrical engineering tasks may include electrical power distribution and lighting system design for both commercial and industrial type facilities that may involve low and medium voltage systems; design involving water and wastewater plant process improvements, power system coordination/reliability studies, process instrumentation and control system (I&C) design, and other electrical engineering consultations. This type of consultant services has been provided in the past.

**Solicitation Process:** On April 27, 2023, San Francisco Public Works advertised the Request for Qualifications (RFQ)'s for As-Needed Electrical Engineering Services No. 4, and As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program). Public Works sought to award a total of five contracts with an anticipated not-to-exceed contract amount of \$1,200,000 with a contract duration of 1,825 calendar days. The Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Electrical Engineering Services No. 4. CMD did not have LBE subcontracting requirement for RFQ As-Needed Electrical Services No. 5 (Micro-LBE Set-Aside Program). The RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program) is open only to small, local firms that have City and County of San Francisco CMD Micro-LBE certification in Electrical Engineering certification category.

On June 16, 2023, Public Works received three proposals for RFQ As-Needed Electrical Engineering Services No. 4. On June 7, 2023, Public Works received one proposal for RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program). City staff reviewed all four proposals and determined that all four 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 LEE & RO, Inc., GHD Inc., and HRA Consulting Engineers ranked in top three in the RFQ As-Needed Electrical Engineering Services No. 4. Proposer AAES, Inc. ranked first in the RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program).

**Contract Details:**

<b>Contract Title:</b>	As-Needed Electrical Engineering Services No. 4; As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program)
<b>Personal Services Contract No.:</b>	Civil Service Commission approved on June 05, 2023 (PSC No. 46269-22/23).
<b>Contract Award Amount:</b>	Up to \$1,200,000 for each contract
<b>Contract Funding Sources (if applicable):</b>	Client funding, depending on the project.
<b>Anticipated Project Schedule:</b>	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.
<b>Contract Duration:</b>	1,825 calendar days
<b>Contractor Name:</b>	LEE & RO, Inc.; GHD Inc.; HRA Consulting Engineers; AAES, Inc.
<b>Compliance with Chapter 14B Local Business Enterprise Ordinance:</b>	The Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Electrical Engineering Services No. 4. CMD did not have LBE subcontracting requirement for RFQ As-Needed

	<p>Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program).</p> <p>LEE &amp; RO, Inc. submitted LBE subconsultant participation of 27% with its proposal.</p> <p>GHD Inc. submitted LBE subconsultant participation of 20% with its proposal.</p> <p>HRA Consulting Engineers submitted LBE subconsultant participation of 20% with its proposal.</p> <p>AAES, Inc. submitted LBE subconsultant participation of 0% with its proposal.</p>
<b>Other Compliance:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	<p>Attachment 1: Tabulation of Scores and Ranking for RFQ As-Needed Electrical Engineering Services No. 4</p> <p>Attachment 2: Tabulation of Scores and Ranking for RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program)</p> <p>Attachment 3: CMD Determination Memo for RFQ As-Needed Electrical Engineering Services No. 4</p> <p>Attachment 4: CMD Determination Memo for RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program)</p> <p>Attachment 5: Resolutions</p>

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

**RESOLUTION NO. \_\_\_\_\_**

WHEREAS, On April 27, 2023, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Electrical Engineering Services No. 4 to establish a pool of qualified consultants; and

WHEREAS, On April 27, 2023, Public Works advertised the Request for Qualifications (RFQ) for As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program) to establish a pool of qualified micro-LBE consultants; and

WHEREAS, The not-to-exceed contract amount is anticipated to be up to \$1,200,000; 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 five pre-qualified prime consultants or joint ventures through the RFQ's As-Needed Electrical Engineering Services No. 4 and As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program); and

WHEREAS, Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Electrical Engineering Services No. 4; and

WHEREAS, Contract Monitoring Division (CMD) did not have Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program); and

WHEREAS, Public Works received three proposals in response to the RFQ As-Needed Electrical Engineering Services No. 4 on June 16, 2023; and

WHEREAS, Public Works received 1 proposal in response to the RFQ As-Needed Electrical Engineering Services No. 5 (Micro-LBE Set-Aside Program) on June 7, 2023; and

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

WHEREAS, All four responsive and responsible proposals were evaluated and scored by a panel comprised of individuals knowledgeable on the subject matter of these RFQ's; and

WHEREAS, Optional oral interviews were not conducted; and

WHEREAS, Proposer HRA Consulting Engineers ranked third in the RFQ As-Needed Electrical Engineering Services No. 4; and now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works professional Services Contract, As-Needed Electrical Engineering Services No. 4, in the amount of \$1,200,000, with a contract duration of 1,825 calendar days to HRA Consulting Engineers.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of \_\_\_\_\_.*

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Commission Affairs Manager  
Public Works Commission



**PROFESSIONAL SERVICES RFQ**  
**TABULATION OF SCORES**

Title: As-Needed Electrical Engineering Services No. 4

Sourcing Event ID No.: 000008127

Date Proposals Received: June 9, 2023

Firm Name	Final Score	Final Rank
LEE & RO, Inc.	902.50	1
GHD Inc.	899.00	2
HRA Consulting Engineers	896.23	3



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Carmen Chu, City Administrator

Stephanie Tang, Director

## MEMORANDUM

Date: August 25, 2023

To: SAR Team, Public Works  
Contract Administration, Public Works

From: Antonio Tom, Contract Compliance Officer, CMD

Subject: 0000008127 - As-Needed Electrical Engineering Services No. 4

The Contract Monitoring Division (“CMD”) has reviewed the consultant proposals and supporting documentation, and applied the appropriate rating bonuses submitted for the above referenced contracts. 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. Based on this information and after the application of the LBE rating bonus, the proposers are ranked as follows:

RANK	FIRM	LBE Status	Rating Bonus
1	LEE + RO, Inc.	Non-LBE	Not applicable
2	GHD Inc.	Non-LBE	Not applicable
3	HRA Consulting Engineers	LBE-MBE (Micro)	Eligible for a 10% rating bonus

### LBE Subconsultant Participation Requirement

LEE + RO, Inc. achieved the highest score and met the 20% LBE subconsultant participation requirement. The following firms were listed on the CMD Form 2A:

Firm	Service	LBE Status	Listed Percent	LBE Credited Percent
Joe Hill Consulting & Engineering Corporation	Civil Engineering, Records & Information Management, Regulatory Compliance	LBE-OBE (Micro)	9.0%	9.0%
EDesignC, Inc.	Electrical Engineering	LBE-WBE (Micro)	18.0%	18.0%
Electric Power Systems International, Inc.	NETA Testing	Non-LBE	3.0%	0.0%
<b>TOTAL:</b>			30.0%	27.0%

GHD Inc. achieved the second highest score and met the 20% LBE subconsultant participation requirement. The following firms were listed on the CMD Form 2A:

<b>Firm</b>	<b>Service</b>	<b>LBE Status</b>	<b>Listed Percent</b>	<b>LBE Credited Percent</b>
EDesignC, Inc.	Electrical Engineering	LBE-WBE (Micro)	10.0%	10.0%
NBA Engineering, Inc.	Mechanical Engineering	LBE-MBE (Micro)	10.0%	10.0%
<b>TOTAL:</b>			20.0%	20.0%

HRA Consulting Engineers achieved the third highest score and met the 20% LBE subconsultant participation requirement. The following firms were listed on the CMD Form 2A:

<b>Firm</b>	<b>Service</b>	<b>LBE Status</b>	<b>Listed Percent</b>	<b>LBE Credited Percent</b>
Bay-Tech Electric Inc.	Electrical Testing, Commissioning and Verification	LBE-MBE (Micro)	20.0%	20.0%
<b>TOTAL:</b>			20.0%	20.0%

The RFP indicates that a contract will be awarded to the three (3) highest ranked proposers. Based on the foregoing, CMD has determined that LEE + RO, Inc, GHD Inc., and HRA Consulting Engineers have complied with the pre-award Chapter 14B requirements. Should you have any additional questions and/or concerns, please feel free to contact me at [antonio.tom@sfgov.org](mailto:antonio.tom@sfgov.org).