



Meeting Date: December 9, 2024

To: Public Works Commission

Through: Carla Short, Public Works Director
Julia Laue, City Architect

From: Olivia Lee, Contract Manager

Subject: As-Needed Civil Engineering Services No. 4,
Contract ID 1000025105 – Contract Modification

Director’s Recommendation: Approve Modification No. 4 to As-Needed Civil Engineering Services No. 4, Contract ID 1000025105 with Telamon Engineering Consultants, Inc. 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: Telamon Engineering Consultants, Inc., with its team of sub-consultants, provides 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 provide the requested services for an entire project, a portion of a project, or a 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 an 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:

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| 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 1, 2021 (45793-21/22), and the Department of Human Resources approved the increased contract amount on October 30, 2023. |
| Original Contract Award Amount: | Up to \$3,000,000 |
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|------------------------------------|---------------------------------------|
| Original Contract Duration: | 1,825 days |
| Contractor Name: | Telamon Engineering Consultants, Inc. |

Summary of Total Amounts:

| | Contract Amount | Contract Duration | Contract Dates |
|--|------------------------|--------------------------|------------------------------|
| Original Contract Amount: | \$3,000,000.00 | 1,825 Days | 5/26/2022 – 5/25/2027 |
| Previous Approved Modifications: | - | - | - |
| Proposed Modification: | \$1,500,000.00 | 0 days | 5/26/2022 – 5/25/2027 |
| Total Contract Values, if approved: | \$4,500,000.00 | 1,825 Days | 5/26/2022 – 5/25/2027 |

Previously Approved Modifications:

| Modification | Amount | Extension (days) | Description |
|---------------------|---------------|-------------------------|--|
| Mod#1 | \$0.00 | 0 | Adjust billing rates based on the Consumer Price Index only. |
| Mod#2 | \$0.00 | 0 | Adds 1 subconsultant |
| Mod#3 | \$0.00 | 0 | Adjust billing rates based on the Consumer Price Index only. |

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| 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> |

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| | Consultant Telamon Engineering Consultants, Inc. committed to LBE subconsultant participation of 29.75% in its proposal. |
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| Related Commission Actions: | N/A |
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| Additional Information: | N/A |
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| Attachments: | Attachment 1: CMD Approval of MA Mod 4 Attachment 2: Resolution |

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

RESOLUTION NO. _____

WHEREAS, On May 10, 2022, San Francisco Public Works awarded As-Needed Civil Engineering Services No. 4, Contract ID 1000025105 to Telamon Engineering Consultants, Inc. in the amount of \$3,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On May 17, 2023, the Public Works Director approved modification no. 1 to adjust the billing rates based on the Consumer Price Index; and

WHEREAS, On April 16, 2024, the Public Works Director approved modification no. 2 to add a new subconsultant to the master agreement; and

WHEREAS, On May 20, 2024, the Public Works Director approved modification no. 3 to adjust the 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. 4, an increase to the not-to-exceed contract amount by \$1,500,000, for a new not-to-exceed amount of \$4,500,000, for As-Needed Civil Engineering Services No. 4, with Telamon Engineering Consultants, 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



MEMORANDUM

Date: November 1, 2024
 To: Olivia Lee, SF Public Works
 From: Ivan Oldenkamp, Contract Monitoring Division
 Subject: 100025105 Civil Engineering Services No. 4 – Telamon Engineering Consultants, Inc.

SF Public Works has requested an amendment for the above referenced contract by increasing the contract amount by \$1,500,000 for a total agreement amount of \$4,500,000. Per the Department, the scope of work for Amendment No. 1 consists of continuing to provide civil engineering services on an 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 modifications, change orders and amendments. The Micro/Small-LBE participation reflected on the Proposer’s, Telamon Engineering Consultants, Inc.’s (“Telamon”), CMD Form 2A at the time of proposal is as follows:

| Subcontractor | Scope of Work | Status | LBE Credited Participation |
|---|----------------------------|--------------------|----------------------------|
| AEW Engineering | Environmental | SF LBE-MBE (Micro) | 0.00% |
| Dabri, Inc. | CRD CAD, Scheduling | SF LBE-WBE (Small) | 1.75% |
| Hollins Consulting, Inc. | CM, Cost Estimating | SF LBE-MBE (Small) | 5.00% |
| Hydroconsult Engineers | Hydraulic Design | SF LBE-WBE (Micro) | 1.00% |
| Joe Hill Consulting & Engineering Corporation | CAD | SF LBE-OBE (Micro) | 0.50% |
| Jungle Communications, Inc. | Public Outreach | SF LBE-MBE (Micro) | 0.25% |
| M Lee Corporation | Cost Estimating | SF LBE-MBE (Small) | 1.00% |
| Merrill Morris Partners | Landscape Design, CRD, CAD | SF LBE-WBE (Micro) | 10.00% |
| Mike O'Dell Surveys | Survey | SF LBE-OBE (Micro) | 10.00% |
| RDJ Enterprises, LLC | Public Outreach | SF LBE-MBE (Micro) | 0.25% |
| SOHA Engineers | Structural | SF LBE-MBE (Small) | 0.00% |
| | | TOTAL | 29.75% |

As of October 22, 2024, Telamon invoiced \$1,516,947.62. The Micro/Small-LBE participation achieved by Telamon is as follows:

| Subcontractor | Scope of Work | Status | Credited LBE Participation | LBE Participation To-Date (NOT including Amendment No. 1) | |
|-------------------------|----------------------------|--------------------|----------------------------|--|---------------|
| | | | | Invoiced | |
| AEW Engineering | Environmental | SF LBE-MBE (Micro) | 0.00% | \$0.00 | 0.00% |
| Dabri, Inc. | CRD CAD, Scheduling | SF LBE-WBE (Small) | 1.75% | \$0.00 | 0.00% |
| Hollins Consulting Inc | CM, Cost Estimating | SF LBE-MBE (Small) | 5.00% | \$0.00 | 0.00% |
| Joe Hill | CAD | SF LBE-OBE (Micro) | 0.50% | \$0.00 | 0.00% |
| Jungle Communication | Public Outreach | SF LBE-MBE (Micro) | 0.25% | \$0.00 | 0.00% |
| M Lee | Cost Estimating | SF LBE-MBE (Small) | 1.00% | \$118,472.78 | 7.81% |
| Merrill Morris Partners | Landscape Design, CRD, CAD | SF LBE-WBE (Micro) | 10.00% | \$79,964.26 | 5.27% |
| Mike O'Dell | Survey | SF LBE-OBE (Micro) | 10.00% | \$61,358.42 | 4.04% |
| SOHA | Structural | SF LBE-MBE (Small) | 0.00% | \$0.00 | 0.00% |
| MHC Engineers | Engineering | SF LBE-MBE (Micro) | 0.00% | \$18,798.56 | 1.24% |
| TOTAL | | | 28.50% | \$278,594.02 | 18.37% |

Two of Telamon's LBE subconsultants, RDJ Enterprises and Hydroconsult Engineers, are no longer in business and are no longer on the project team. Telamon's projected Micro/Small-LBE utilization is as follows:

| Subcontractor | Scope of Work | Status | Amount Invoiced To-Date | Projected LBE Participation for entire contract including this Amendment No. 1 | |
|-------------------------|----------------------------|--------------------|-------------------------|--|--------|
| | | | | | |
| AEW Engineering | Environmental | SF LBE-MBE (Micro) | \$0.00 | \$0.00 | 0.00% |
| Dabri, Inc. | CRD CAD, Scheduling | SF LBE-WBE (Small) | \$0.00 | \$78,750.00 | 1.75% |
| Hollins Consulting Inc | CM, Cost Estimating | SF LBE-MBE (Small) | \$0.00 | \$150,000.00 | 3.33% |
| Joe Hill | CAD | SF LBE-OBE (Micro) | \$0.00 | \$22,500.00 | 0.50% |
| Jungle Communication | Public Outreach | SF LBE-MBE (Micro) | \$0.00 | \$11,250.00 | 0.25% |
| M Lee | Cost Estimating | SF LBE-MBE (Small) | \$118,472.78 | \$180,000.00 | 4.00% |
| Merrill Morris Partners | Landscape Design, CRD, CAD | SF LBE-WBE (Micro) | \$79,964.26 | \$450,000.00 | 10.00% |

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|---------------|-------------|-----------------------|---------------------|-----------------------|---------------|
| Mike O'Dell | Survey | SF LBE-OBE (Micro) | \$61,358.42 | \$450,000.00 | 10.00% |
| SOHA | Structural | SF LBE-MBE (Small) | \$0.00 | \$0.00 | 0.00% |
| MHC Engineers | Engineering | SF LBE-MBE (Micro) | \$18,798.56 | \$11,250.00 | 0.25% |
| TOTAL | | | \$278,594.02 | \$1,398,750.00 | 31.08% |

Going forward, SF Public Works staff and Telamon will obtain CMD approval for each subconsultant addition and LBE substitution according to established procedures. Additionally, in order to ensure compliance with the LBE ordinance and requirements, SF Public Works and Telamon must notify CMD of any changes to the scope of work. Contingent on the conditions set forth above, CMD approves the subject amendment.

Should you have any questions, please contact Ivan Oldenkamp at ivan.oldenkamp@sfgov.org.