



Meeting Date: February 13, 2025

To: Public Works Commission

Through: Carla Short, Public Works Director
Bruce Robertson, Deputy Director of Financial Management & Administration

From: Teenchee Le, Job Order Contract (JOC) Program Manager

Subject: Job Order Contract -J64 General Engineering Services - Contract Award

Director’s Recommendation: Award Job Order Construction contract JOC-J64 General Engineering Services with a not-to-exceed amount of \$5,000,000 for 730 consecutive calendar days to Fontenoy Engineering, Inc. Approve an increase of 1,095 calendar days to the contract duration contingency and an increase of \$2,500,000 to the not-to-exceed amount contingency. Also, authorize the Director of Public Works to approve future modifications to increase the contract duration to a new total duration of up to 1,825 calendar days and a new total not-to-exceed amount to \$7,500,000.

Contract Background: Work is accomplished by issuing Task Orders during the term of the contract. The scope of work may include repair, alteration, modernization, maintenance, rehabilitation, demolition and construction of infrastructure, rights-of-way, retaining walls, parks, playgrounds, medians and other similar works, structures, or other real property. The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.62 requirements. The initial master agreement term is two years and not-to-exceed amount of \$5,000,000. Per San Francisco Administrative Code section 6.62(g), the Contract Term may be extended up to five years but no new Task Orders will be issued after the first 4 years. Per San Francisco Administrative Code section 6.62(f) the not-to-exceed amount of the Contract can be increased 150% of the original contract amount to a not-to-exceed amount of \$7,500,000.

Solicitation Process: The Department advertised the project on October 24, 2024, and received two bids on November 20, 2024. Staff evaluated the low bid proposal from Fontenoy Engineering, Inc. and it was determined that:

1. The bid was deemed responsive by Public Works Contract Administration staff
2. The bidder was deemed responsible by Public Works As-Needed Construction
3. The bid received Contract Monitoring Division’s award recommendation

Contract Details:

Contract Title:	JOC-J64 General Engineering Services
Contract Award Amount:	Initial not-to-exceed amount of \$5,000,000 with the option to increase to a not-to-exceed amount of \$7,500,000

Cost Estimate:	N/A, as-needed contract
Contract Funding Sources:	Client funding, dependent on the task order
Anticipated Project Schedule:	N/A, as-needed contract
Contract Duration:	Initial duration of 730 consecutive calendar days with the option to extend to 1,825 consecutive calendar days
Contractor Name:	Fontenoy Engineering, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The Contract Monitoring Division (CMD) will establish a Local Business Enterprise (LBE) subcontracting requirement at the Task Order level, and San Francisco Public Works received CMD's recommendation to award.
Environmental Determination (if applicable):	N/A, as-needed contract
Other Compliance:	Equal Benefits Ordinance Compliant
Additional Information:	N/A
Attachments:	Attachment 1: Resolution Attachment 2: Bid Tabulations Attachment 3: CMD Award Memo

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

RESOLUTION NO. _____

WHEREAS, On October 24, 2024, San Francisco Public Works (Public Works) advertised as-needed Job Order Contracting (JOC) JOC-J64 General Engineering Services contract; and

WHEREAS, The Work is accomplished by issuing Task Orders during the term of the contract. The scope of work may include repair, alteration, modernization, maintenance, rehabilitation, demolition and construction of infrastructure, rights-of-way, retaining walls, parks, playgrounds, medians and other similar works, structures, or other real property; and

WHEREAS, The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.62 requirements; and

WHEREAS, The not-to-exceed contract amount is \$5,000,000; and

WHEREAS, The initial contract duration is 730 calendar days; and

WHEREAS, An increase of 1,095 calendar days to the contract duration contingency and an increase of \$2,500,000 to the not-to-exceed amount contingency are requested; and

WHEREAS, On November 20, 2024, Public Works received and opened publicly two bids; and

WHEREAS, Public Works staff and Contract Monitoring Division (CMD) staff reviewed the bids and determined that Fontenoy Engineering, Inc. is a responsive and responsible bidder that submitted the lowest responsive bid; and

WHEREAS, CMD will establish a Local Business Enterprise (LBE) subcontracting requirement at the Task Order level; now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works Construction Contract, JOC-J64 General Engineering Services, in the not-to-exceed amount of \$5,000,000 for 730 consecutive calendar days to Fontenoy Engineering, Inc.; and be it

FURTHER RESOLVED, That this Commission hereby approves an increase of 1,095 calendar days to the contract duration contingency and an increase of \$2,500,000 to the not-to-exceed amount contingency.

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 6, 2024

To: Robert Loftus, Public Works
Teenchee Le, Public Works

From: Queena Chen, Contract Monitoring Division

Subject: CMD Recommendation Memo: Sourcing Event: 0000010053 - Job Order Contract J64
General Engineering Services

The Contract Monitoring Division (“CMD”) has reviewed the bids submitted for the above referenced master contract, applied the appropriate bid discounts, and determined responsiveness to the Chapter 14B pre-award requirements. LBE subcontracting requirements will be set at the Task Order level for this Job Order Contract and thus there is no Subcontracting Form or Good Faith Outreach documents to review at the time of bid. Below is a summary of CMD’s review.

Bidder	LBE Status	Award Criteria Figure	LBE Bid Discount	Adjusted Award Criteria Figure with Bid Discount
Fontenoy Engineering	Small-LBE 10%	1.2550	10%	1.1295
Yerba Buena Engineering & Construction, Inc.	Micro-LBE 10%	1.2575	10%	1.1318

Fontenoy Engineering (“Fontenoy”), a certified Small LBE, was the apparent lowest bidder.

Fontenoy will be required to meet the LBE Subcontracting Requirement AND the Good Faith Outreach requirement as detailed on CMD form 2B for each Task Order issued against this Job Order Contract.

Based on the foregoing, CMD has determined that Fontenoy has complied with the Chapter 14B pre-award requirements. Should you have any questions, or if I can be of further assistance, please email me at queena.chen@sfgov.org.

**City and County of San Francisco
Department of Public Works
TABULATION OF BIDS**

Sourcing ID No. 0000010053
Contract No. JOC-J64

Title: **JOB ORDER CONTRACT J64 GENERAL ENGINEERING SERVICES**

Bids Received: November 20, 2024

Bidders: (In the order of bids received & opened) Yerba Buena Engineering & Construction, Inc. Fontenoy Engineering

LBE Discount Claimed Micro-LBE 10% Small-LBE 10%

Adjustment Factors

1.0 Normal Working Hours Adjustment Factor	1.2800	1.2400
2.0 Other Than Normal Working Hours Adjustment Factor	1.2800	1.2900
3.0 Normal Working Hours Adjustment Factor <i>In San Joaquin/Stanislaus/Tuolomne Counties</i>	1.1300	1.2900
4.0 Other Than Normal Working Hours Adjustment Factor <i>In San Joaquin/Stanislaus/Tuolomne Counties</i>	1.1300	1.3400

Award Criteria Figure Formula

Prorated Factors

1.0 x 0.75	0.9600	0.9300
2.0 x 0.10	0.1280	0.1290
3.0 x 0.10	0.1130	0.1290
4.0 x 0.05	0.0565	0.0670

Award Criteria Figure (Sum of the Prorated Factors) 1.2575 1.2550

cc:	Teenchee Le Jacky Ng Vivian Liu Queena Chen	Carla Short Ron Alameida Jun Caranto Laura Tanigawa	Julia Laue All Bidders
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November 20, 2024 Advertisement: <https://bidopportunities.apps.sfdpw.org/CaseLoad/Details/2545>