



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 Green Building, LEED Consulting & Commissioning Services No. 2, Contract ID 1000023041 – Contract Modification No. 3

Director’s Recommendation: Approve Modification No. 3 to As-Needed Green Building, LEED Consulting & Commissioning Services No. 2, Contract ID 1000023041 with Stok, LLC 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: Stok, LLC, with its team of sub-consultants, provides green building, LEED consulting and commissioning services, and other related services on an as-needed basis. The consultant provides independent professional consulting services for green / Leadership in Energy and Environmental Design or “LEED” certification of building projects, and post construction building monitoring, engineering, commissioning and performance optimization for City projects on an “as needed” basis. The services focus on the following main areas: green / LEED building consulting, operational monitoring and retro-commissioning, building energy engineering, and design and commissioning of new buildings. 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 \$1,000,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Green Building, LEED Consulting & Commissioning Services No. 2 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:

Contract Title:	As-Needed Green Building, LEED Consulting & Commissioning Services No. 2
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on June 07, 2021 (41338-20/21), and the Department of Human Resources approved the increased contract amount on November 16, 2023.

Original Contract Award Amount:	Up to \$2,000,000
Original Contract Duration:	1,825 days
Contractor Name:	Stok, LLC

Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$2,000,000.00	1,825 Days	11/3/2021 – 11/2/2026
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$1,000,000.00	0 days	11/3/2021 – 11/2/2026
Total Contract Values, if approved:	\$3,000,000.00	1,825 Days	11/3/2021 – 11/2/2026

Previously Approved Modifications:

Modification	Amount	Extension (days)	Description
Modification No. 1	\$0.00	0	Adds 3 subconsultants
Modification No. 2	\$0.00	0	Adjust billing rates based on the Consumer Price Index only.

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 20% for this contract.</p> <p>Consultant Stok, LLC committed to LBE subconsultant participation of 27% in its proposal.</p>
Related Commission Actions:	N/A
Additional Information:	N/A

As-Needed Green Building, LEED Consulting & Commissioning Services No. 2, Contract ID 1000023041 –
Contract Modification
Public Works Commission Meeting: December 9, 2024

Attachments:	Attachment 1: CMD Approval of MA Mod 3 Attachment 2: Resolution
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**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, On September 29, 2021, San Francisco Public Works awarded As-Needed Green Building, LEED Consulting & Commissioning Services No. 2, Contract ID 1000023041 to Stok, LLC in the amount of \$2,000,000 with a contract duration of 1,825 calendar days; and

WHEREAS, On May 9, 2022, the Public Works Director approved Modification No. 1 to add three (3) new subconsultants; and

WHEREAS, On October 19, 2022, the Public Works Director approved Modification No. 2 to adjust the billing rates based on the Consumer Price Index; and

WHEREAS, An increase to the not-to-exceed contract amount by \$1,000,000 is requested for As-Needed Green Building, LEED Consulting & Commissioning Services No. 2; and

WHEREAS, On November 16, 2023, Department of Human Resources approved the modification of Professional Service Contract (PSC) 41338-20/21 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. 3, an increase to the not-to-exceed contract amount by \$1,000,000, for a new not-to-exceed amount of \$3,000,000, for As-Needed Green Building, LEED Consulting & Commissioning Services No. 2, with Stok, LLC.

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: 10/22/2024

To: Olivia Lee, Contract Manager, PW
Don Sy, Contract Analyst, PW

From: James Chung, Contract Monitoring Division

Subject: Modification No. 3 for 1000023041 - As-Needed Green Building, LEED Consulting & Commissioning Services No.2

Public Works has requested a 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 the Prime Consultant, Stok, LLC, the scope of work for Modification No. 3 will consist of new services on additional projects, continuation of services on existing projects, and likely services on new projects. Anticipated service requests from Public Works ("PW") will include sustainability services, including: LEED certification, energy modeling, commissioning, daylight modeling, life cycle analysis (carbon analysis) and other similar services.

LBE Subconsulting Participation

The LBE subconsulting participation requirement established for this contract is 20%. The LBE subconsulting participation requirement applies to the entire contract including any change orders and modifications. The LBE participation reflected on the Proposer's, Stok LLC's ("Stok"), CMD Form 2A at the time of proposal is as follows:

Subcontractor	Scope of Work	LBE Status	LBE Credited Participation
AR Green Consulting, LLC	Energy Efficiency Services	SF LBE-WBE (Micro)	13.00%
CivicMakers	Community Relations/Public Affairs	SF LBE-WBE (Micro)	3.00%
Engineering 350	Mechanical Engineering/ Energy Efficiency Services	SF LBE-WBE (Micro)	11.00%
Total			27.00%

As of 10/15/2024, Stok has invoiced \$649,709.32. The LBE participation achieved by Stok is as follows:

Subcontractor	Scope of Work	LBE Status	Credited Participation	Participation To-Date (Not Including Mod. 3)	
AR Green Consulting, LLC	Energy Efficiency Services	SF LBE-WBE (Micro)	13.00%	\$59,607.68	9.17%
CivicMakers	Community Relations /Public Affairs	SF LBE-WBE (Micro)	3.00%	\$2,618.14	0.40%
Engineering 350	Mechanical Engineering/ Energy Efficiency Services	SF LBE-WBE (Micro)	11.00%	\$37,779.73	5.81%
Base Energy	Energy Modeling	SF LBE-MBE (Micro)	0.00%	\$13,893.14	2.14%
Hollins	Building Commissioning	SF LBE-MBE (Small)	0.00%	\$20,290.00	3.12%
Total			27.00%	\$134,188.69	20.65%

This is an as-needed contract. The project team is assembled based on the anticipated needs during the contract term. However, the extent to which firms are utilized may vary depending on the department's specific requirements. Stok has explained that CivicMaker's low utilization is due minimal needs for Community Relations/Public Affairs services thus far on the project.

Stok 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. In light of this requirement, Stok has performed good faith outreach to LBE firms. As part of its good faith efforts and as noted in the table above, Stok has added two post-award LBE firms to the project. Base Energy was added to offset the anticipated shortfall in LBE participation, as Stok expected they would be unable to meet their commitment to CivicMakers. However, after Base Energy's inclusion, Stok was informed that the Base Energy staff responsible for building commissioning services were no longer available. Consequently, Hollins was added to the team to provide these services.

Taking into consideration the proposed increase and the original contract amount, Stok has informed the CMD that it anticipates meeting its 27.00% LBE commitment, as follows:

Subcontractor	Scope of Work	LBE Status	Original LBE Credited Participation	Projected LBE Participation for Entire Contract Including Mod. 3)	
AR Green Consulting, LLC	Energy Efficiency Services	SF LBE-WBE (Micro)	13.00%	\$270,000.00	9.00%
CivicMakers	Community Relations/Public Affairs	SF LBE-WBE (Micro)	3.00%	\$60,000.00	2.00%
Engineering 350	Mechanical Engineering/ Energy Efficiency Services	SF LBE-WBE (Micro)	11.00%	\$240,000.00	8.00%
Base Energy	Energy Modeling	SF LBE-MBE (Micro)	0.00%	\$15,000.00	0.50%
Hollins	Building Commissioning	SF LBE-MBE (Small)	0.00%	\$240,000.00	8.00%
Total			27.00%	\$825,000.00	27.50%

Going forward, PW staff and Stok 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, the PW and Stok must notify CMD of any changes to the scope of work as well as any changes to information provided to CMD. Contingent on the conditions set forth above, CMD approves the subject modification.

Should you have any questions, please contact James.Chung@sfgov.org.