

**Meeting Date:** June 16, 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 Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1 - Contract Award

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**Director's Recommendation:** Award three Professional Services Contracts, As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1, each in the amount of \$500,000 for 1,825 calendar days, to Shen Milsom and Wilke LLC, Veneklasen Associates, Inc., and Arup US, Inc. for audio / visual, telecom, IT, security, and acoustical design and consultation services.

**Contract Background:** The work to be done under these contracts consists of audio / visual, telecom, IT, security, and acoustical design and consultation services. The Consultant will provide highly specialized services in audio-visual, telecom, IT, security, and acoustical design and consultation to support Public Works design staff on an as-needed basis. Work may involve measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services. Projects may include various building facilities, such as library buildings, fire stations, police stations, health service centers, hospital buildings, recreation centers, and other City-owned facilities. The 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. This type of consultant services has been provided in the past.

**Solicitation Process:** On February 1, 2023, San Francisco Public Works advertised the Request for Qualifications (RFQ) for As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1. Public Works sought to award four contracts with an anticipated not-to-exceed contract amount of \$500,000 with a contract duration of 1,825 calendar days. The Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for this agreement.

On March 15, 2023, Public Works received four proposals. City staff reviewed all proposals and determined that three 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 cancelled.

Proposer Shen Milsom and Wilke LLC achieved the first highest final score.

As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1 - Contract Award

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Proposer Veneklasen Associates, Inc. achieved the second highest final score.

Proposer Arup US, Inc. achieved the third highest final score.

**Contract Details:**

<b>Contract Title:</b>	As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1
<b>Personal Services Contract No.:</b>	Civil Service Commission approved on March 06, 2023 (PSC No. 43545-22/23).
<b>Contract Award Amount:</b>	\$500,000
<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. Each contract will end 1,825 calendar days after it commences.
<b>Contract Duration:</b>	1,825 calendar days
<b>Contractor Names:</b>	Shen Milsom and Wilke LLC; Veneklasen Associates, Inc.; Arup US, 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 this agreement.  Shen Milsom and Wilke LLC submitted LBE subconsultant participation of 20% with its proposal. Veneklasen Associates, Inc submitted LBE subconsultant participation of 30% with its proposal. Arup US, Inc. submitted LBE subconsultant participation of 20% with its proposal.
<b>Other Compliance:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	Attachment 1: Tabulation of Scores and Ranking Attachment 2: CMD Determination Memo Attachment 3: Resolution



**City and County of San Francisco  
San Francisco Public Works  
Project Controls and Services**



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

Title: As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design  
and Consultation Services No. 1

Sourcing Event ID No.: 7756

Date Proposals Received: March 15, 2023

Firm Name	LBE Bonus %	Final Score	Final Rank
Shen Milsom and Wilke, LLC	0%	707.00	1
Veneklasen Associates, Inc.	0%	696.00	2
Arup US, Inc.	0%	684.50	3



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Carmen Chu, City Administrator

Stephanie Tang, Director

## MEMORANDUM

**Date:** April 24, 2023

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

**From:** Antonio Tom, Contract Compliance Officer, CMD

**Subject:** 0000007756 - As-Needed Audio/Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1

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	Shen Milsom and Wilke, LLC	Non-LBE	Not applicable
2	Veneklasen Associates, Inc.	Non-LBE	Not applicable
3	Arup US, Inc.	Non-LBE	Not applicable
---	Charles M Salter Associates, Inc.*	Non-LBE	---

\* Charles M Salter Associates, Inc. was deemed non-responsive. The proposal from Charles M Salter Associates, Inc. does not contain any subconsultants, hence the LBE subcontracting requirement was not met. Charles M Salter Associates, Inc.’s proposal was not rated.

### **LBE Subconsultant Participation Requirement**

Shen Milsom and Wilke, LLC 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
Vibrasure Consulting Engineers, Inc.	Acoustical/Vibration	LBE-OBE (Micro)	20.0%	20.0%
<b>TOTAL:</b>			20.0%	20.0%

Veneklasen Associates, Inc. achieved the second 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
Vibrasure Consulting Engineers, Inc.	Acoustical, Noise Analysis	LBE-OBE (Micro)	10.0%	10.0%
Bay Area Consulting Engineers	IT Support, Electrical	LBE-MBE (Micro)	20.0%	20.0%
<b>TOTAL:</b>			30.0%	30.0%

Arup US, Inc. achieved the third 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
Vibro-Acoustic Consultants	Acoustical Engineering	LBE-MBE (Micro)	20.0%	20.0%
<b>TOTAL:</b>			20.0%	20.0%

Public Works indicates that a contract will be awarded to the three (3) highest ranked proposers. Based on the foregoing, CMD has determined that Shen Milsom and Wilke, LLC, Veneklasen Associates, Inc., and Arup US, Inc. 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).

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

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

WHEREAS, On February 1, 2023, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1 to establish a pool of qualified consultants; and

WHEREAS, The not-to-exceed contract amount is anticipated to be up to \$500,000; 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 four pre-qualified prime consultants or joint ventures through the RFQ As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1; and

WHEREAS, Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for this agreement; and

WHEREAS, Public Works received four proposals in response to the RFQ As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1 on March 15, 2023; and

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

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

WHEREAS, Optional oral interviews were not conducted; and

WHEREAS, Proposer Shen Milsom and Wilke LLC ranked first in the RFQ As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1; and now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works professional Services Contract, As-Needed Audio / Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services No. 1, in the amount of \$500,000, with a contract duration of 1,825 calendar days to Shen Milsom and Wilke 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