



**Meeting Date:** April 7, 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 Lighting Design Services No. 4, and As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program) - Contract Award

---

**Director's Recommendation:** Award Professional Services Contract, As-Needed Lighting Design Services No. 4 in the amount of \$400,000 for 1,825 calendar days to Horton Lees Brogden Lighting Design Inc., Auerbach Glasow, and Syska Hennessy Group, Inc. for lighting design services. Award Professional Services Contract, As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program) in the amount of \$400,000 for 1,825 calendar days to Weller Design Architectural Lighting for lighting design services.

**Contract Background:** The work to be done under this contract consists of professional lighting design services. The consultant, along with its team of subconsultants, will provide lighting design services for various building projects on an as-needed basis. Scope of work may include building lighting assessments and recommendations, lighting conceptualization, design, specifications, and construction documentation, engineering calculations, field visits, coordination meetings with the Project Manager, and other related work. 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. These professional services shall be provided either by the direct assignment of the Consultants' personnel or through sub-consultants listed as a part of the firms' team. The requested services may involve the 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 October 19, 2022, San Francisco Public Works advertised the Request for Qualifications (RFQ) for As-Needed Lighting Design Services No. 4. On October 20, 2022, Public Works advertised the Request for Qualifications (RFQ) for As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program). Public Works sought to award a total of 4 contracts with an anticipated not-to-exceed contract amount of \$400,000 and a contract duration of 1,825 calendar days. The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this agreement. The RFQ As-Needed Lighting Design 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 Lighting Design certification category.

As-Needed Lighting Design Services No. 4. And No. 5 (Micro-LBE Set-Aside Program)- Award Professional Services Contracts

Public Works Commission Meeting: April 7, 2023

On December 7, 2022, Public Works received four proposal(s) for RFQ As-Needed Lighting Design Services No. 4. City staff reviewed all proposals and determined that three proposal(s) were responsive and responsible.

On December 8, 2022, Public Works received one proposal for RFQ As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program.) City staff reviewed the proposal and determined the proposal 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 Horton Lees Brogden Lighting Design Inc., Auerbach Glasow, and Syska Hennessy Group ranked in top three in RFQ As-Needed Lighting Design Services No. 4; and Proposer Weller Design Architectural Lighting has been determined to meet the requirements of RFQ As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program).

**Contract Details:**

<b>Contract Title:</b>	As-Needed Lighting Design Services No. 4; As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program)
<b>Personal Services Contract No.:</b>	Civil Service Commission approved on January 25, 2023 (PSC No. 43240 - 22/23).
<b>Contract Award Amount:</b>	Up to \$400,000 each
<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>	Horton Lees Brogden Lighting Design Inc.; Auerbach Glasow; Syska Hennessy Group, Inc.; Weller Design Architectural Lighting
<b>Compliance with Chapter 14B Local</b>	The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this agreement.

<p><b>Business Enterprise Ordinance:</b></p>	<p>Horton Lees Brogden Lighting Design Inc. submitted LBE subconsultant participation of 0% with its proposal.</p> <p>Auerbach Glasow submitted LBE subconsultant participation of 0% with its proposal.</p> <p>Syska Hennessy Group, Inc. submitted LBE subconsultant participation of 0% with its proposal.</p> <p>Weller Design Architectural Lighting submitted LBE subconsultant participation of 0% with its proposal.</p>
<p><b>Other Compliance:</b></p>	<p>N/A</p>
<p><b>Additional Information:</b></p>	<p>N/A</p>
<p><b>Attachments:</b></p>	<p>Attachment 1: Tabulation of Scores and Ranking for RFQ As-Needed Lighting Design Services No. 4</p> <p>Attachment 2: Tabulation of Scores and Ranking for RFQ As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program)</p> <p>Attachment 3: CMD Determination Memo for RFQ As-Needed Lighting Design Services No. 4</p> <p>Attachment 4: CMD Determination Memo for RFQ As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program)</p> <p>Attachment 5: Resolution</p>

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

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

WHEREAS, On October 19, 2022, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Lighting Design Services No. 4 to establish a pool of qualified consultants; and

WHEREAS, On October 20, 2022, Public Works advertised the Request for Qualifications (RFQ) for As-Needed Lighting Design 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 \$400,000; and the agreement will have a duration of 1825 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's for As-Needed Lighting Design Services No. 4 and No. 5 (Micro-LBE Set-Aside Program); and

WHEREAS, Contract Monitoring Division has waived the Local Business Enterprise (LBE) subcontracting requirement for this agreement; and

WHEREAS, Public Works received four proposals in response to the RFQ As-Needed Lighting Design Services No. 4 on December 07, 2022; and

WHEREAS, Three proposals were found to be responsive and responsible by City staff; and

WHEREAS, Public Works received one proposal in response to the RFQ As-Needed Lighting Design Services No. 5 (Micro-LBE Set-Aside Program) on December 8, 2022; and

WHEREAS, The proposal was found to be responsive and responsible by the City Staff; 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. Optional oral interviews were not conducted; and

WHEREAS, Proposer Syska Hennessy Group, Inc. ranked third in RFQ As-Needed Lighting Design Services No. 4; and now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works professional Services Contract, As-Needed Lighting Design Services No. 4, in the amount of \$400,000, with a contract duration of 1,825 calendar days to Syska Hennessy Group, 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



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Carmen Chu, City Administrator

Stephanie Tang, Director

## MEMORANDUM

Date: February 10, 2023  
To: SAR Team, Public Works  
Contract Administration, Public Works  
From: Antonio Tom for Selormey Dzikunu, Contract Compliance Officer, CMD  
Subject: 0000007425 - As-Needed Lighting Design 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	HLB Lighting Design, Inc.	Non-LBE	Not applicable
2	Auerbach Glasow	Non-LBE	Not applicable
3	Syska Hennessy Group	Non-LBE	Not applicable

### LBE Subconsultant Participation Requirement

The LBE subcontracting requirement has been waived on contracts resulting from the subject RFP.

HLB Lighting Design, Inc., Auerbach Glasow, and Syska Hennessy Group, Inc. did not list any LBE subconsultants.

The RFP indicates that a contract will be awarded to the two (2) highest ranked proposers. Based on the foregoing, CMD has determined that HLB Lighting Design, Inc. and Auerbach Glasow have complied with the pre-award Chapter 14B requirements. Should you have any additional questions and/or concerns, please feel free to contact Selormey Dzikunu at [selormey.dzikunu@sfdpw.org](mailto:selormey.dzikunu@sfdpw.org).



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



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

Title: As-Needed Lighting Design Services No. 4

Sourcing Event ID No.: 7425

Date Proposals Received: December 7, 2022

<b>Firm Name</b>	<b>LBE Bonus %</b>	<b>Final Score</b>	<b>Final Rank</b>
<b>HLB Lighting Design, Inc.</b>	<b>0%</b>	<b>669.00</b>	<b>1</b>
<b>Auerbach Glasow</b>	<b>0%</b>	<b>653.75</b>	<b>2</b>
<b>Syska Hennessy Group</b>	<b>0%</b>	<b>574.50</b>	<b>3</b>