



**Meeting Date:** December 15, 2023

**To:** Public Works Commission

**Through:** Carla Short, Public Works Director  
Ron Alameida, Deputy Director & City Architect

**From:** Olivia Lee, Contract Manager

**Subject:** As-Needed Surveying Services No. 6, and  
As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)  
- Five Contract Awards

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**Director's Recommendation:** Award Professional Services Contract, As-Needed Surveying Services No. 6 in the amount of \$2,000,000 each for 1,825 calendar days each to Towill, Inc., Chaudhary & Associates, B K F Engineers, and F3 & Associates, Inc. for surveying services. Award Professional Services Contract, As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program) in the amount of \$2,000,000 for 1,825 calendar days to Mike O'Dell Surveys, Inc. for surveying services.

**Contract Background:** The work to be done under these contracts consists of surveying services. Public Works seeks to hire consultants to perform highly specialized professional land surveying work, such as topographic, boundary, and construction surveys; photogrammetric work; laser 3D scanner field and office assistance and training; AutoCAD Civil 3D drafting; and help with special projects (e.g., monumentation, GIS mapping, GPS network, etc.). The consultants hired 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 July 20, 2023, Public Works advertised the Request for Qualifications (RFQ)'s for As-Needed Surveying Services No. 6 and As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program). Public Works sought to award 9 contracts with an anticipated not-to-exceed contract amount of \$2,000,000 each with a contract duration of 1,825 calendar days per contract. The Contract Monitoring Division (CMD) established 20% Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Surveying Services No. 6. CMD did not have LBE subcontracting requirements for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program). RFQ As-Needed Surveying Services No. 7 (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 Surveying certification category.

On September 20, 2023, Public Works received four proposals for RFQ As-Needed Surveying Services No. 6. On September 22, 2023, Public Works received one proposal for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program). City staff reviewed all five proposals and determined that five 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 not conducted.

Proposers Towill, Inc., Chaudhary & Associates, B K F Engineers, and F3 & Associates, Inc. ranked in the top four for RFQ As-Needed Surveying Services No. 6. Proposer Mike O’Dell Surveys, Inc. ranked first for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program).

**Contract Details:**

<b>Contract Title:</b>	As-Needed Surveying Services No. 6; As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)
<b>Personal Services Contract No.:</b>	Civil Service Commission approved on August 07, 2023 (PSC No. 49201-22/23).
<b>Contract Award Amount:</b>	Up to \$2,000,000 for each contract
<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 for each contract
<b>Contractors’ Names:</b>	Towill, Inc. Chaudhary & Associates; B K F Engineers; F3 & Associates, Inc.; and Mike O’Dell Surveys, 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 RFQ As-Needed Surveying Services No. 6. CMD did not have LBE subcontracting requirements for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program).  Towill, Inc. submitted LBE subconsultant participation of 27% with its proposal.

As-Needed Surveying Services No. 6 and As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program) -  
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	<p>Chaudhary &amp; Associates submitted LBE subconsultant participation of 27% with its proposal.</p> <p>B K F Engineers submitted LBE subconsultant participation of 35% with its proposal.</p> <p>F3 &amp; Associates, Inc. submitted LBE subconsultant participation of 20% with its proposal.</p> <p>Mike O’Dell Surveys, Inc. submitted LBE subconsultant participation of 0% with its proposal.</p>
<b>Other Compliance:</b>	N/A
<b>Additional Information:</b>	N/A
<b>Attachments:</b>	<p>Attachment 1: Tabulation of Scores and Ranking for RFQ As-Needed Surveying Services No. 6</p> <p>Attachment 2: Tabulation of Scores and Ranking for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)</p> <p>Attachment 3: CMD Determination Memo for RFQ As-Needed Surveying Services No. 6</p> <p>Attachment 4: CMD Determination Memo for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)</p> <p>Attachment 5: Resolutions</p>

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

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

WHEREAS, On July 20, 2023, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Surveying Services No. 6 to establish a pool of qualified consultants; and

WHEREAS, On July 20, 2023, Public Works advertised the Request for Qualifications (RFQ) for As-Needed Surveying Services No. 7 (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 \$2,000,000 per contract; and the agreement will have a duration of 1,825 calendar days for each contract, and

WHEREAS, Public Works intended to award contracts to a total of nine pre-qualified prime consultants or joint ventures through the RFQ for As-Needed Surveying Services No. 6 and the RFQ for As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program); and

WHEREAS, Contract Monitoring Division (CMD) established a 20% Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Surveying Services No. 6; and

WHEREAS, Contract Monitoring Division (CMD) did not have Local Business Enterprise (LBE) subcontracting requirement for RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program); and

WHEREAS, Public Works received four proposals in response to the RFQ As-Needed Surveying Services No. 6 on September 20, 2023; and

WHEREAS, Public Works received one proposal in response to the RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program) on September 22, 2023; and

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

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

WHEREAS, Optional oral interviews were not conducted; and

WHEREAS, Proposer Mike O'Dell Surveys, Inc. ranked first in the RFQ As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program); now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works Professional Services Contract, As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program), in the amount

not to exceed \$2,000,000, with a contract duration of 1,825 calendar days to Mike O'Dell Surveys, Inc.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of \_\_\_\_\_.*

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Commission Affairs Manager  
Public Works Commission



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

Title: As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)

Sourcing Event ID No.: 0000008452

Date Proposals Received: September 22, 2023

Firm Name	Final Score	Final Rank
Mike O'Dell Surveys, Inc.	862.00	1



## MEMORANDUM

Date: November 6, 2023

To: Project Controls & Services Team, Public Works  
Contract Administration, Public Works

From: Antonio Tom, Contract Compliance Officer, CMD

Subject: 0000008452 - As-Needed Surveying Services No. 7 (Micro-LBE Set-Aside Program)

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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	Mike O’Dell Surveys, Inc.	LBE-OBE (Micro)	Not applicable

Mike O’Dell Surveys, Inc. was the sole proposer. The awarding department has determined that it meets minimum qualifications. The panel for the subject solicitation has also scored the sole proposal. Public Works intends to award the contract to the sole proposer, Mike O’Dell Surveys, Inc.

The rating bonus is not applicable to Micro-LBE Set-Aside contracts.

### **LBE Subconsultant Participation Requirement**

The Micro-LBE Prime must perform at least 25% of the contract work.

Mike O’Dell Surveys, Inc. achieved the highest score. The following firms were listed on the CMD Form 2A:

<b>Firm</b>	<b>Service</b>	<b>LBE Status</b>	<b>Listed Percent</b>	<b>LBE Credited Percent</b>
F3 & Associates	Land Surveying	Non-LBE	3.0%	0.0%
Calder Consulting Group Corp.	Land Surveying	Non-LBE	2.0%	0.0%
TetraTech	Mobile Lidar, Aerial Surveying	Non-LBE	10.0%	0.0%
Nobel Systems	GIS, Geodetic	Non-LBE	4.0%	0.0%
Chicago Title Company	Title Support	Non-LBE	1.0%	0.0%
<b>TOTAL:</b>			20.0%	0.0%

Public Works indicates that a contract will be awarded to the highest ranked proposer. Based on the foregoing, CMD has determined that Mike O'Dell Surveys, Inc. has 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).