



## MEMORANDUM

June 9, 2023

**TO:** MEMBERS, PORT COMMISSION  
Hon. Kimberly Brandon, President  
Hon. Willie Adams, Vice President  
Hon. Gail Gilman  
Hon. Ed Harrington  
Hon. Steven Lee

**FROM:** Elaine Forbes  
Executive Director

A handwritten signature in blue ink, appearing to read "Elaine Forbes", is placed to the right of the printed name and title.

**SUBJECT:** Request approval to issue a Request for Proposals for Underground Utility Location and Marking Services.

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution No. 23-31

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### EXECUTIVE SUMMARY

Port staff seeks the Port Commission's authorization to contract with a consultant who will support the Port's nascent Subsurface Utility Locating and Marking Program.

The Port owns various subsurface utility systems which are located throughout 7.5 miles of Port-managed waterfront property. If not properly located and marked ahead of time, Port-owned subsurface utilities are vulnerable to damage from construction activities within their vicinity. Damaged subsurface utilities can pose substantial risks to public safety and may result in significant financial liability to the Port. For this reason, California state law obligates utility operators like the Port to locate and mark their subsurface utilities prior to construction within their immediate vicinity.

Through this solicitation, the Port seeks to contract with a consultant to manage several aspects of the Port's Subsurface Utility Locating and Marking Program. Tasks include responding to requests for subsurface utility demarcation submitted by contractors working within Port jurisdiction; locating and marking Port-owned utilities as needed; and

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coordinating with Port staff to ensure the Port's records of its subsurface utilities are well maintained.

The City's Contract Monitoring Division ("CMD") has waived the Local Business Enterprise ("LBE") subcontracting goal for the services procured under this proposed RFP.

After the evaluation and scoring of qualified consultants, Port staff will recommend to the Port Commission award of a professional service contract to the highest-ranked consultant. Staff anticipates the proposed contract will have an initial contract term of four years with the option to renew for one additional year, at the Port's sole option and subject to funding availability. The anticipated not-to-exceed value of the contract is \$250,000, with the ability to increase the dollar amount based on the actual needs of the Port.

## **STRATEGIC OBJECTIVE**

This contract opportunity will support the goals of the Port's Strategic Plan as follows:

### Evolution and Productivity:

By transforming the waterfront to create vibrant new neighborhoods for residents, retail, commercial, and employees.

### Equity:

By increasing the proportion of funds spent by the Port with local businesses competing for Port contracts by engaging teams that support the diversity of the City.

### Resiliency:

By improving the Port's resiliency to earthquakes and the impacts of climate change, including sea level rise, and protecting existing Port-owned assets.

## **BACKGROUND**

The Port of San Francisco manages 7.5 miles of waterfront along San Francisco Bay including 24 miles of streets, inland Seawall Lots (similar to parcels), parks, and other types of public open spaces, piers, wharves, and aprons. The Port is a utility operator for various utility types within this geography. California State law requires utility operators such as the Port to locate and mark their subsurface utilities prior to certain construction activities within their immediate vicinity.

The Port maintains the following types of underground utilities which are required to be located and marked under California law:

- Sanitary Sewer Force Mains,
- Potable Water Lines (includes both domestic water service and fire water service),
- Non-Potable Water Systems,
- Natural Gas Trunk and Service Lines,
- Electrical trunk and service lines.

A regional non-profit called Underground Service Alert (commonly referred to as "USA North") liaises between utility operators such as the Port and general contractors to ensure

utility operators locate and mark subsurface utility lines prior to adjacent construction activities.

Through this solicitation, the Port seeks to contract with a consultant to:

- Coordinate a portion of the Port's obligation with USA North;
- Triage USA North ticket requests for subsurface utility location services;
- Locate and mark Port-owned subsurface installations in the field; and
- Coordinating with Port staff to ensure Port GIS base maps are maintained and updated

Based on a review of four years of previously Port-issued Building Permits and Encroachment Permits, the Port estimates that demand for USA ticket requests generated within Port rights-of-way to be roughly 10-15 tickets per month. Of those, the Port estimates 1-10 tickets per month will result in a need for crews to locate and mark Port-owned utilities in the field.

## **CONTRACT SCOPE**

This program is divided into 3 major tasks:

### Task 1: Project Management

The task consists of typical program management activities such as:

- Contract administration
- Maintaining active communication flows with Port staff
- Maintaining the program schedule
- Managing the program budget
- Submitting monthly invoices to the Port

### Task 2: Program Implementation

The contractor will write a Program Implementation Plan (PIP) that provides a roadmap outlining the necessary steps and estimated program timeline anticipated for the Port to join the USA North Program. At a minimum, the PIP will include:

- A program narrative,
- Budget
- Schedule
- Key personnel
- Program milestones, and deliveries

### Task 3: Program Management

After the program has been implemented, the contractor will perform utility location services on behalf of the Port of San Francisco by:

- Triaging USA North ticket requests
- Coordinating with the Port's GIS team to ensure utility map data provided to USA North is updated regularly
- Locating and marking Port-owned utilities in the field
- Documenting Work Performed and Maintain Accurate Records

### Task 4 (Optional): Preemptive Port Utility Mapping

Optional Additional Task (Depending on Cost and Availability of Funds):

- Work with the Port to improve and refine the Port's GIS by locating Port-owned utilities within areas with high concentrations of Port-owned underground utilities

## **SELECTION PROCESS**

The Port proposes to select a contractor for this opportunity through a competitive process that will be facilitated and monitored by CMD. Port staff and a CMD representative will convene a diverse panel with subject matter expertise in the required fields. Port staff expects the evaluation process to take the following steps to review and rank responses to the RFP.

### Written Proposal Evaluation, Ranking

After Port and CMD staff review proposals for responsiveness, the panel will score each written proposal based on criteria included in the RFP. Expected evaluation criteria include an understanding of program objectives, the experience of the firm and program staff, and the management approach. Scores will be tabulated and ranked to determine the rank of the firm. LBE Rating bonuses will be applied where applicable.

### Contract Negotiation and Award

After the final ranking of firms, Port staff will seek Port Commission authorization to negotiate and enter into an agreement with the highest-ranking firm based on the Port's scope of work and an acceptable budget. The form of the agreement will be included in the RFP. If staff cannot complete negotiations with the highest-ranking firm, Port staff may elect to negotiate with the next highest-ranked firm in descending order.

## **LOCAL BUSINESS ENTERPRISE**

It is the goal of the Port to maximize the participation of Local Business Enterprises in its contracting opportunities.

The City's Administrative Code Chapter 14B – the Local Business Enterprise and Non-Discrimination in Contracting Ordinance – establishes discounts for LBE prime consultants and empowers CMD to set a program-specific goal for LBE subcontractor participation.

For this proposed technical services contract, the ordinance establishes rating discounts for LBE prime consultants and joint ventures as follows:

- Five percent (5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%);
- Seven and one half percent (7.5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds forty percent (40%); and
- Ten percent (10%) to an LBE prime contractor or a Joint Venture among LBE prime contractors.

The Contract Monitoring Division has waived the LBE subconsulting requirement because there are insufficient LBEs available to perform this specialized scope of work.

## **OUTREACH EFFORTS**

Subject to Port Commission authorization, Port staff will advertise the RFP opportunity on the Port and the City-wide Supplier Portal. Staff will directly contact LBE firms certified to provide civil engineering, structural engineering, construction management and surveying services. The Port will also send copies of the RFP to interested parties identified through industry market research and including regional chambers of commerce and other trade organizations developed under the Port’s Racial Equity Action Plan Action Item 8.1.1.<sup>1</sup> The Port will host a pre-submittal conference to review the RFP and answer respondent questions.

## **SCHEDULE**

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	June 13, 2023
Commence RFP Advertisement	June 2023
Questions about RFP Due	July 2023
Submission Due Date	July 2023
Port Commission Authorization to Award Contracts	September 2023
New Contract Commences	October 2023

## **FUNDING**

The Engineering operating budgets will fund these services.

## **SUMMARY**

Port staff recommends that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Proposals to solicit technical support services for the Pier 70 and Mission Rock Special Use Districts as described above.

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<sup>1</sup> Racial Equity Action Plan Item 8.1.1. is to advertise all contracting events to racially diverse businesses, LBE, DBE, and non-certified minority owned businesses.

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For: Nate Cruz, Acting Deputy Director  
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Engineering Division

**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 23-31**

WHEREAS, The Port of San Francisco manages 7.5 miles of waterfront along San Francisco Bay including 24 miles of streets, inland Seawall Lots (similar to parcels), parks and other types of public open spaces, piers, wharves, and aprons. The Port is a utility operator for various utility types within this geography. California State law requires utility operators such as the Port to locate and mark their subsurface utilities prior to certain construction activities within their immediate vicinity.

WHEREAS, The Port wishes to establish a liaison to a regional non-profit called Underground Service Alert (commonly referred to as “USA North”) liaises between utility operators such as the Port and general contractors to ensure utility operators locate and mark subsurface utility lines prior to adjacent construction activities.

WHEREAS, If not properly located and marked ahead of time, Port-owned subsurface utilities are vulnerable to damage by construction activities within their vicinity. Damaged subsurface utilities can pose substantial risks to public safety and may result in significant financial liability to the Port; and

WHEREAS, Through this solicitation, the Port seeks to contract with a consultant to coordinate a portion of the Port’s obligation with the Local Regional Notification Center (USA North), triage USA North ticket requests for subsurface utility location services and locate and mark Port-owned subsurface installations in the field as required under California law; and

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals to onboard a consultant to support the Port’s underground utility location and marking program.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of June 13, 2023.***

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Secretary