

MEMORANDUM

July 7, 2017

To: MEMBERS, PORT COMMISSION
Hon. Willie Adams, President
Hon. Kimberly Brandon, Vice President
Hon. Leslie Katz
Hon. Doreen Woo Ho

FROM: Elaine Forbes
Executive Director

SUBJECT: Request for authorization to award contracts to (1) AEW Engineering, Inc., (2) Northgate/AGS Joint Venture, and (3) SCA Environmental, Inc., for as-needed environmental and related professional services, each contract in an amount not to exceed \$1,000,000

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Pursuant to Port Commission authorization (Resolution 16-43), Port staff issued a Request for Qualifications ("RFQ") soliciting as-needed environmental and related professional services on March 24, 2017. Nine proposals were submitted in response to the RFQ. All nine firms were deemed responsive by Port staff and the City's Contract Monitoring Division ("CMD") for meeting the RFQ's minimum qualifications and the City's Local Business Enterprise ("LBE") Ordinance requirements. A selection panel then evaluated and scored the written proposals and held oral interviews. CMD monitored the panel evaluation process and applied the LBE rating bonus when appropriate.

Port staff now seeks Port Commission authorization to award professional services contracts for as-needed environmental and related professional services to AEW Engineering, Inc., Northgate/AGS Joint Venture, and SCA Environmental, Inc. Each proposed contract will have a not-to-exceed amount of \$1,000,000 and a term of four years with an option for an additional year at the Port's sole discretion. The cumulative value of the three contracts will be \$3,000,000 over a maximum term of five years. The contracts are funded through the Port's annual operating budget and proceeds from general obligation and revenue bonds.

This Print Covers Calendar Item No. 13B

STRATEGIC OBJECTIVES

This contracting opportunity supports the goals of the Port's Strategic Plan as follows:

Sustainability:

By enabling Port staff to employ strong environmental stewardship principles and implement best environmental practices in Port operations.

Resiliency:

By assessing all pending and new projects for the effects of rising sea level and ensuring appropriate adaptation measures.

Livability:

By increasing the proportion of funds spent by the Port with LBE and micro-LBEs. The overall LBE percentage of these proposed contracts is 66%.

BACKGROUND

In Fiscal Year (FY) 2013-14, the Port entered into three (3) master agreements for as-needed environmental services pursuant to Port Commission approvals. The three master agreements each included a maximum dollar value of \$1,000,000, for a combined maximum value of \$3,000,000. Two of the three master agreements had an initial term of three years through November 30, 2016. One of the three contracts expired on February 28, 2017. While no new Contract Service Orders (CSO) may be issued after three years of the original award date, the Port entered into contract extensions with all three firms to allow for completion of existing CSOs for one additional year.

The three prime contractors under the existing contracts are: Baseline Environmental Consulting, SCA Environmental, and Weiss Associates. Each of the contractors included a number of subconsultants in a variety of professional disciplines.

To date projects on the existing contracts have included environmental services for the Crane Cove Park rehabilitation project, Pier 70 hazardous materials consulting, storm water compliance and inspection along the waterfront, and wastewater system treatment monitoring at the EcoCenter located at Heron's Head Park.

The overall Local Business Enterprise ("LBE") subcontracting participation is currently 28% or 6% more than the City's Contract Monitoring Division ("CMD") set goal of 22%. Port staff expects all of the contracts to close above the CMD participation goal.

SCOPE OF WORK

The exact scope of work for consultant assistance during the next four to five years is not fully known, but staff anticipates the need for support on the projects described below. Port staff anticipates a need for the same types of services as were utilized under the current master agreements, including but not limited to environmental engineering; site investigation and remediation; construction monitoring and inspection

for environmental regulatory compliance; environmental planning and permitting; storm water management; industrial hygiene services; dredging support services, and climate change planning. Additionally, the Port has an on-going need for technical support, monitoring, and trouble-shooting small wastewater treatment systems at Port facilities. These services will support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

Upcoming Projects

Specific projects anticipated to be completed using these as-needed contracts include:

- Monitoring and reporting in compliance with the Portwide Maintenance Permit from the SF Bay Regional Water Quality Control Board, including work site inspection, underwater noise monitoring, marine mammal monitoring, and annual report preparation.
- Contaminated sediment investigation, including evaluation of bathymetric, hydrodynamic, and sedimentation conditions for remediation or to support the Port's maintenance dredging program. Related services would include human health and ecological risk assessment; biological testing, assessment of dredged material disposal options and permitting dredging and disposal.
- Development of a stormwater control plan to satisfy requirements imposed by the SF Bay Regional Water Quality Control Board; and the technical review of stormwater control plans submitted by project proponents.

Disciplines and Work Tasks

A more comprehensive list of the various disciplines and work tasks that may be required is provided below:

Major Categories of Work

- Environmental Engineering
- Site Investigation
- Site Remediation, Planning, & Design
- Construction & Remediation Site Environmental Inspection
- Environmental Planning & Permitting
- Storm Water Management
- Industrial Hygiene Services
- Climate Change Planning
- Dredging Support Services

Minor Categories of Work

- Environmental Information Management Systems & Database Development
- Biological Surveys & Monitoring
- Environmental Risk Assessment & Risk Management
- Hazardous Materials & Solid Waste Management

SELECTION PROCESS

On March 24, 2017, the Port issued the RFQ, with submittals due on April 28, 2017. A pre-submittal meeting was held on April 4, 2017. Over 35 people representing 30 unique environmental and related professional service firms attended the pre-submittal meeting.

The following nine consultant teams (identified by the lead consultant in alphabetical order) submitted responses for the RFQ:

1. AEW Engineering, Inc.
2. Anchor QEA/New Albion Joint Venture
3. Dudek
4. ESA
5. Kennedy/Jenks Consultants, Inc.
6. Lagan Engineering, Inc.
7. Ninyo & Moore
8. Northgate/AGS Joint Venture
9. SCA Environmental, Inc.

Port staff reviewed and determined that all nine firms met the RFQ minimum qualifications. CMD then reviewed the submittals for compliance with the LBE requirements. All nine firms were deemed responsive to the LBE requirements.

Selection Panel

A three-member selection panel was convened to evaluate and score proposals on May 17, 2017. The panel consisted of an industrial hygienist from the Public Utilities Commission, a section manager from San Francisco Public Works, and a regulatory specialist from the Port. The panel members had expertise in environmental permitting, stormwater management, and environmental engineering. The Port's CMD Compliance Officer approved the panel composition and attended all selection panel meetings.

Evaluation Criteria

Written proposals were evaluated and scored by the selection panel based upon the following criteria:

- 20 points – technical approach
- 20 points – prime consultant and team experience
- 20 points – assigned project staff
- 20 points – organization
- 10 points – subconsultant resources
- 10 points – accountable contracting processes
- 100 points total

After initial scoring of written proposals, Port staff forwarded six proposals to the second phase of the evaluation process for oral interviews. On May 25, 2017, oral interviews were conducted and scored by each member of the panel based upon the following criteria:

- 25 points – prime consultant and team experience
- 25 points – assigned project staff
- 25 points – project approach
- 25 points – technical expertise
- 100 points total

The City Administrative Code Chapter 14B, the LBE and Non-Discrimination in Contracting Ordinance, establishes rating bonuses for contractors that qualify as LBEs and LBE joint venture partnerships. The complete rankings of the six proposals are shown in Table 1. Port staff selected the top-ranked four firms recommended for contract award. Port staff issued a Notice of Intent to Award Contracts on June 5, 2017.

Table 1: As Needed Environmental Services RFQ Proposal Scores

Proposer	Written Proposal Score (Avg/Total)	Oral Interview Score (Avg/Total)	LBE Rating Bonus	Final Total Score (Avg/Total)	Final Ranking
Northgate/AGS JV	87/261	92/277	7.5%	193/579	1
AEW Engineering	93/278	82/247	10%	193/578	2
SCA Environmental	84/253	83/249	10%	184/552	3
ESA	95/284	84/253	0%	179/537	4
Baseline	83/250	84/253	0%	167/503	5
Anchor QEA/Albion JV	78/234	57/171	7.5%	145/436	6

SELECTED CONSULTANTS

Based upon the final scoring, Port staff recommends awarding the as-needed environmental and related professional services contracts to AEW Engineering, Inc., Northgate/AGS Joint Venture, and SCA Environmental, Inc. The combined LBE participation proposed for these three contracts is 66%, including 43% to prime contractors and 23% to subconsultants.

Northgate/AGS Joint Venture

Northgate and their LBE joint venture partner AGS will jointly manage this contract, with Northgate leading the environmental engineering, site investigation, and site remediation planning. AGS will lead projects on storm water management, environmental inspection, and construction remediation. AGS is an Asian-American owned LBE-MBE firm operating in San Francisco since 1983. The Northgate/AGS team has extensive experience working on projects with the Ports of Oakland and San Francisco including their as-needed environmental consulting and water quality contract for the City of Oakland and drafting the storm water management plan for Crane Cove Park.

Northgate/AGS (LBE-MBE) will self-perform 27% of the contract work and the joint venture firm proposes to subcontract 22% of the work to the LBEs listed in the table below. Including the prime contractor, the total LBE participation will be 49%.

Firm	Portion of Work	% of LBE Sub-work	LBE Type
Acumen Industrial	Industrial Hygiene Services	4%	OBE
Boudreau & Associates	Environmental Planning & Permitting	4%	WBE
Coast Ridge Ecology	Biological Monitoring	4%	OBE
Foghorn Solutions	Climate Change Planning	7%	WBE
Meridian Survey	Land Surveyor	3%	OBE

AEW Engineering

AEW Engineering is an Asian-American owned LBE-MBE firm located in San Francisco since 2002. AEW Engineering has conducted over 500 environmental projects for government agencies, including the Port of San Francisco, San Francisco Public Works, Public Utilities Commission, Municipal Transportation Agency, and the Recreation and Park Department.

AEW Engineering (LBE-MBE) will self-perform 51% of the Port's contract work and proposes to subcontract 23% of the work to the LBEs listed in the table below. Including the prime contractor, the total LBE participation will be 74%.

Firm	Portion of Work	% of LBE Sub-work	LBE Type
Boudreau & Associates	Environmental Planning & Permitting	10%	WBE
Hydroconsult Engineers	Civil Engineering, Storm Water Mgmt	5%	WBE
North Tower Environmental	Environmental Advisory Services	8%	WBE

SCA Environmental

SCA Environmental is an Asian-American owned LBE-MBE environmental consulting firm established in San Francisco in 1992. SCA Environmental served as a prime consultant on the Port's previous as-needed environmental services contract. They have extensive experience working on projects with San Francisco Public Works, San Francisco International Airport, and Port of Oakland.

SCA Environmental (LBE-MBE) will be self-performing 54% of the contract work and proposed to subcontract 23% of the work to the LBEs listed in the table below. Including the prime contractor, the total LBE participation will be 77%.

Firm	Portion of Work	% of LBE Sub-work	LBE Type
Analytical Labs San Francisco	Environmental Advisory Services	8%	WBE
Boudreau & Associates	Environmental Planning & Permitting	1%	WBE
Cel Analytical	Laboratory Services	4%	WBE
Coast Ridge Ecology	Biological Investigations	3%	OBE
EcoBay Services	Site Cleanup	2%	OBE
ZFactor CAD Consulting	CAD Drafting	3%	MBE

FUNDING

For each of the three contracts, staff proposes a total not-to-exceed contract amount of \$1,000,000, for total spending of \$3,000,000 over the next four years. Funding for these services is subject to appropriation through the Port's operating budget and to specific capital projects. Funding for each CSO will be identified prior to requesting proposals from the as-needed contractors for specific projects.

SCHEDULE

The planned contracting schedule is:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Award Contract	July 11, 2017
Notice To Proceed	August 15, 2017

RECOMMENDATION

Port staff request authorization to award contracts to (1) AEW Engineering, Inc., (2) Northgate/AGS Joint Venture, and (3) SCA Environmental, Inc., for as-needed environmental and related professional services, each contract in an amount not to exceed \$1,000,000, with an initial term of four years and an option to extend the term for an additional year at the Port's sole discretion. The cumulative value of the four proposed contracts will be \$3,000,000 over a maximum term of five years. The proposed contracts are funded through the Port's operating and capital budgets.

Prepared by: Boris Delepine, Contracts Administrator
Finance and Administration Division

and

Rich Berman, Utility Specialist
Planning & Environment Division

For: Katharine Petrucione, Deputy Director
Finance and Administration Division

and

Diane Oshima, Deputy Director
Planning & Environment Division

Attachments

A: CMD Award Memo

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

RESOLUTION NO. 17-33

- WHEREAS, in 2013, the Port issued a Request for Qualifications (“2013 RFQ”) for “As Needed Environmental and Related Professional Services” to select consultants to provide comprehensive environmental and related professional services including environmental engineering, site investigation, site remediation, environmental inspection, environmental planning & permitting, storm water management, industrial hygiene services, and climate change planning to support the Port’s on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets; and
- WHEREAS, the Port’s current as-needed Environmental and Related Professional Services contracts awarded pursuant to the 2013 RFQ have provided a timely and cost-effective vehicle for the provision of professional services, but those contracts will soon expire and no new contract service orders for new work may be issued during the remaining terms; and
- WHEREAS, on February 28, 2017, the Port Commission authorized staff to issue a new Request for Qualifications (“RFQ”) to solicit and select consulting firms to provide as-needed environmental and related professional services (Port Commission Resolution 16-43); and
- WHEREAS, Port staff advertised the new RFQ on March 24, 2017 and received nine proposals on April 28, 2017, of which all nine were deemed responsive to the requirements of the RFQ; and
- WHEREAS, pursuant to the RFQ, a three member selection panel was convened to evaluate and score proposals; and
- WHEREAS, based upon the final scoring of the proposals and review by the City’s Contract Monitoring Division, Port staff recommend the award of separate contracts to the three highest ranked firms, (1) AEW Engineering, Inc., (2) Northgate/AGS Joint Venture, and (3) SCA Environmental, Inc., for as-needed environmental and related professional services, each contract in an amount not to exceed \$1,000,000 with an initial term of four years and an option to extend the term for an additional year at the Port’s sole discretion; now therefore, be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to award and enter into master contracts for as-needed environmental and related professional services as outlined in the accompanying staff report, in such form as approved by the City Attorney's Office, with each of the following three highest ranked respondents to the RFQ: (1) AEW Engineering, Inc., (2) Northgate/AGS Joint Venture, and (3) SCA Environmental, Inc.; and be it further

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to execute each contract in a not to exceed amount of \$1,000,000, for initial term of four years, with the Port reserving the option to extend each contract for one additional year beyond the initial term; and be it further

RESOLVED, that the Port Commission further authorizes the Port Executive Director to execute necessary contract documents, in such form as approved by the City Attorney's office, for such purpose.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of July 11, 2017.

Secretary