

MEMORANDUM

October 18, 2018

TO: MEMBERS, PORT COMMISSION
Hon. Kimberly Brandon, President
Hon. Willie Adams, Vice President
Hon. Gail Gilman
Hon. Victor Makras
Hon. Doreen Woo Ho

FROM: Elaine Forbes
Executive Director

SUBJECT: Request Approval to Issue Two Requests for Qualifications to Solicit Two Micro-LBE Set Aside Contracts for As-Needed Civil Engineering Services and Two Micro-LBE Set Aside Contracts for Construction Management Services, Each Contract in an Amount not to Exceed \$1,000,000 with a Term of Four Years

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise two micro-Local Business Enterprise ("LBE") Request for Qualifications ("RFQ") for as-needed civil engineering services and as-needed construction management services. The objective of this solicitation process is to qualify a list of two micro-LBE led consultant teams with expertise in civil engineering and two micro-LBE led consultant teams with expertise in construction management. These services are needed and utilized on Port projects that require highly specialized expertise that does not exist within existing personnel resources and they provide a means to augment staff capacity at times when existing Port and other city staff are unavailable to perform the required work due to other project demands. The nature of the Port's aging infrastructure and deferred maintenance creates an environment of many unanticipated projects that require immediate attention.

After the proposed solicitation through the RFQ, followed by evaluation and scoring of qualified consultants, Port staff will recommend awarding professional services contracts

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to a maximum of two of the highest-ranked civil engineering consultant teams and two of the highest-ranked construction management consultant teams. As proposed by staff, each contract will have an initial four-year term with an option for an additional year at the Port's sole discretion, and a total not-to-exceed value of \$1 million for each contract. These contracts will function as master agreements under which the Port staff will issue Contract Service Orders ("CSOs") for specific projects and work scopes as needs arise for specific projects.

This contract procurement process is subject to authorization by the Civil Service Commission ("CSC"); accordingly, Port staff submitted a Personal Services Contract ("PSC") request on October 12, 2018. The CSC approval shall be a requirement of contract execution. Port staff expects CSC authorization to be granted in January 2019.

STRATEGIC OBJECTIVES

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

Renewal

By prioritizing projects that renew waterfront facilities for the ongoing enjoyment of residents and to support local commercial and industrial businesses and employees.

Livability

By increasing the proportion of funds spent by the Port micro-LBEs.

BACKGROUND

In Fiscal Year (FY) 2016-17 the Port entered into four (4) master agreements for as-needed engineering and related services pursuant to Port Commission approvals. The four master agreements included a maximum dollar value of \$1,500,000, for a cumulative maximum value of \$6 million. All four master agreements had an initial term of four years through October 2020. The Port has expended nearly all of the contract budgets for all four contracts in advance of the contract expiration date. Some of the key projects include Marine Structural Projects IV Construction Management, Wharf J9 Seawall and Deck Repair, Pier 70 Technical Support Services, Derrick Barge #1 Condition Survey and Performance Upgrades, South Beach Harbor and Pier 40 Dock Repair, and Drydock No. 2 Evaluations.

Along with this request to issue RFQs for civil engineering and construction management services, the Port staff also requests Port Commission approval to issue RFQ's for four (4) master agreements for as-needed engineering and related services under item 10c. Those four master agreements will include a maximum dollar value of \$3,000,000, for a cumulative maximum value of \$12,000,000. All four master agreements will have an initial four-year term with an option for an additional year at the Port's sole discretion.

Issuing these separate micro-LBE civil engineering (two contracts at one million dollars each) and construction management (two contracts at one million dollars each) RFQs will

increase LBE participation and allow micro-LBE firms to lead projects and gain experience to potentially qualify to lead the larger as-needed engineering opportunities in the future.

PROJECT SCOPE

The exact scope of work for the desired consultant services 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 civil engineering and construction management services to support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

Civil Engineering

The Port seeks micro-LBE firms certified to provide civil engineering design services for upcoming mid- to small budget design projects which may potentially include, but are not limited to, Agua Vista Park, Islais Creek Improvements, Perimeter Security Hardening, Amador Street Sewer and Roadway Improvement, Heron's Head Park Stabilization, and Pier 50 Security Hardening.

Additionally, needed services may include:

- Planning, Design, and Project Management
- Preparation of Plans, Specifications, and Estimates (PS&E)
- Grading, Drainage, and Erosion Control Plans
- Road Design and Road Improvement Plans
- Road Preservation, Rehabilitation, and Maintenance Plans
- Utility Plan Preparation including Water, Sewer, Electrical, Storm Drain, and Gas
- Parking Lot Design
- ADA Design and Compliance
- Traffic Engineering Surveys and Studies
- Traffic Control and Detour Plans for Construction
- Asphalt Concrete Pavement Mix Design
- Hydrology, Hydraulics, and Drainage Report Preparation
- Best Management Practices (BMPS)
- Preparation of Water Pollution Control Plans and Storm Water Pollution Prevention Plans (SWPPPs) Seismic Hazard Evaluations and Earthquake Engineering
- Geotechnical Engineering
- Retaining Wall Design
- Concrete Structure Design
- Construction Calculations and Quantity Estimation
- Value Engineering and Design Optimization
- Site Planning, Evaluation, and Feasibility Studies
- Ability to Obtain Additional Subcontractors As Required to Perform Civil Engineering professional services

Construction Management

The Port seeks micro-LBE firms certified to provide construction management services for upcoming mid- to small-budget construction projects which may potentially include but are not limited to Hyde Street Harbor Repair and Improvements, Beltline Building Repair Project, Mission Bay Ferry Landing, and the Pier 7.5 Sewer System Re-routing Project.

Additionally, services are anticipated to generally include, but are not limited to:

- Pre-construction services
- Constructability reviews
- Construction management
- Construction submittal and shop drawing reviews
- Evaluating and responding to Requests for Information (RFI)
- Inspections and testing (including specialized inspection)
- Resident Engineer (RE) services
- Project Closeout Support
- Ability to Obtain Additional Subcontractors As Required to Perform Construction Management professional services

SELECTION PROCESS

Port staff proposes advertising two RFQs to procure the requested services through a fair and competitive process, facilitated and monitored by the City's Contract Monitoring Division (CMD). Port staff and a CMD representative will convene separate evaluation panels consisting of at least one Port staff member and two non-Port representatives. The panels will have expertise in the required fields, knowledge of the project areas and objectives, and meet diversity goals that CMD determines. The evaluation process is envisioned to include the following steps:

1. Written Proposal Evaluation, Ranking and Pre-Qualification

After Port and CMD staff review of the statement of qualifications for responsiveness, the selection panel will score each written statement of qualifications based upon evaluation criteria included in the RFQ. Expected criteria include an understanding of project objectives, experience of the firm and project staff, and management approach. Port staff intends to short list all consulting teams scoring at least 75% of the maximum score on the written phase of the evaluation process.

2. Oral Interviews

The evaluation panel will conduct interviews with the short listed firms and include a firm presentation and responses to questions. The evaluation panel members will individually score each firm and a total score will be tabulated to identify the four highest ranked consulting teams.

3. Contract Negotiation and Award

After negotiating satisfactory contract terms and fees with the four highest-ranked consulting firms, Port staff intends to request Port Commission approval to award of master contracts to a maximum of four consulting firms or teams.

LOCAL BUSINESS ENTERPRISE

It is the goal of the Port to maximize participation of LBEs in its contracting opportunities. Small firms generally lack the capacity and capital to participate directly on large City contracts, and their participation on such contracts is often limited to serving as sub-contractors to larger firms whose capacity enables them to bid directly on City contracts.

In an effort to build the capacity of smaller LBE firms, Port staff is proposing to procure and award these contracts through a micro-LBE set aside solicitation. These proposed contracts will be set aside for competition solely among the City's smallest, most disadvantaged companies as certified by the City's Contract Monitoring Division (CMD).

Under the provisions of the LBE Ordinance, micro-LBE set aside contracts are not subject to CMD LBE subcontracting goals. However, micro-LBE prime contractors must perform at least 25% of the contract work—a requirement that will be imposed in this proposed contract solicitation process.

OUTREACH EFFORTS

Subject to Port Commission authorization, Port staff will advertise the RFQ opportunity on the Port and Office of Contract Administration websites. Port staff will send copies of the RFQ to all micro-LBE firms certified to perform civil engineering and construction management by the City's Contract Monitoring Division. The Port will host a pre-bid conference to review the RFQs, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFQs using the following resources:

- Contract Monitoring Division Directory of Certified LBEs
- San Francisco African American Chamber of Commerce
- Hispanic Chamber of Commerce of San Francisco
- Chinese Chamber of Commerce, San Francisco
- LGBT Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Board of Supervisors Neighborhood Outreach Advertising Newspapers
- San Francisco Chamber of Commerce
- #@SFPORT
- Port of San Francisco Facebook Page
- @SFPORT Digital Magazine

Additionally, there are currently 68 micro-LBE firms certified to perform construction management services and 50 micro-LBE firms certified to perform civil engineering work. If

this proposed contract solicitation is approved, Port staff will directly contact each firm to make sure they are aware of this opportunity to compete for contracts.

PROPOSED SCHEDULE (subject to change)

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	October 23, 2018
Commence RFQ Advertisements	November 15, 2018
Port Commission Request to Award Contracts	January 23, 2019
New Contracts Commence	February 15, 2019

FUNDING

Funding for these services shall be subject to appropriation through the Port’s operating budget and to specific capital projects. The primary line item for funding in the operating budget is the Architecture/Engineering Services annual project (subfund 23690, Authority #16311), which has an annual budget of \$600,000. Additionally, Port staff will use these contracts to support capital projects funded through the 5-Year Capital Improvement Program.

SUMMARY

Port staff recommends that the Port Commission approve the attached resolution authorizing staff to advertise Request for Qualifications soliciting as-needed civil engineering services and a separate Request for Qualifications soliciting as-needed construction management services with the intent of awarding professional services contracts to a maximum of two of the highest-ranked teams in each area with a contract amount no greater than \$1 million each.

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and

Peter Luong, Civil Engineer

For: Katharine Petrucione, Deputy Director
Finance & Administration

and

Rod Iwashita, Chief Harbor Engineer

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

RESOLUTION NO. 18-57

WHEREAS, Port staff seeks the Port Commission's authorization to advertise a Request for Qualifications ("RFQ") for micro-Local Business Enterprise as-needed civil engineering services and, separately, a RFQ for micro-Local Business Enterprise as-needed construction management services; and

WHEREAS, The objective of this RFQ process is to qualify a list of a maximum of two micro-Local Business Enterprise (LBE) consultant teams with expertise in civil engineering services and two micro-LBE consultant teams with expertise in construction management services; and

WHEREAS, These services are needed and utilized on Port projects that require highly specialized expertise that either does not exist or is not available within existing personnel resources to augment staff capacity at times when existing Port and other city staff is unavailable to perform the required work due to other project demands; and

WHEREAS, Port staff is seeking approval from the Civil Service Commission to establish a new "as-needed" list of pre-qualified micro-LBE consulting teams for civil engineering services and a new "as-needed" list of pre-qualified micro-LBE consulting teams for construction management services; and

WHEREAS, Port staff seeks Port Commission authorization to issue a RFQ for micro-LBE firms to provide as-needed civil engineering services, and a separate RFQ for micro-LBE firms to provide as-needed construction management services, to allow staff to create a list of pre-qualified consulting firms for such services; and now therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a RFQ for a maximum of two micro-LBE firms for as-needed civil engineering services contracts, and a RFQ for a maximum of two micro-LBE firms for as-needed construction management services contracts, each contract for a total amount not to exceed \$1,000,000, and each contract with a term of four years, and an option to extend each term for one additional year at the Port's sole discretion.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of October 23, 2018.

Secretary