

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 a Request for Qualifications to Solicit a Maximum of Four As-Needed Engineering and Related Professional Services, Each Contract in an Amount Not to Exceed \$3,000,000 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 a Request for Qualifications ("RFQ") for as-needed professional services. The objective of the RFQ process is to qualify a pool of up to four consultant teams with expertise in a variety of professional disciplines, including structural, civil, mechanical, and electrical engineering. These services are utilized on Port projects that require highly specialized expertise that does not exist within existing personnel resources. The nature of the Port's aging infrastructure and deferred maintenance creates an environment of unanticipated projects that require immediate attention. In addition, these as-needed professional resources provide a means 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.

After the evaluation and scoring of qualified consultants, Port staff will recommend awarding professional services contracts to a maximum of four of the highest-ranked consultant teams. The contracts will have an initial four-year term with an option for an additional year at the Port's sole discretion, and a total cumulative not-to-exceed value of \$3 million each contract. The contracts will function as master agreements under which the Port will issue Contract Service Orders ("CSOs") for specific projects and work scopes as needs arise.

THIS PRINT COVERS CALENDAR ITEM NO. 10C

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 will review the Port’s proposed PSC in January. This contract service was previously approved by the CSC in 2008, 2011, and 2016. CSC approval is a requirement of contract execution. Port staff expects CSC authorization to be granted in January.

STRATEGIC OBJECTIVE

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

Renewal

By prioritizing projects to 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 with LBE and micro-LBEs.

Resiliency

By improving the Port’s resiliency to earthquake and the impacts of climate change, including sea level rise.

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.

The four prime contractors under the existing contracts are: COWI/OLMM Joint Venture; GHD/Telamon Joint Venture; Parsons/Lotuswater Joint Venture, and Moffatt Nichol/AGS Joint Venture. Each of the teams also included a number of subconsultants in a variety of professional disciplines.

The Port has been actively working on projects and the existing as-needed contracts have reached close to capacity. The overall Local Business Enterprise (“LBE”) subcontracting performance is currently 18%, or 3% below the City’s Contract Monitoring Division (“CMD”) set goal of 21%. Port staff expects all four contracts to close at or above the CMD required goal.

To address LBE participation challenges, along with this request to issue RFQ's for four (4) master agreements for as-needed engineering and related services, Port staff also requests Port Commission approval to issue RFQs for civil engineering and construction management services. Those four micro-LBE set aside contracts will include a maximum dollar value of \$1,000,000, for a cumulative maximum value of \$4,000,000. 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 the separate micro-LBE civil engineering and construction management 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 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 comprehensive engineering and related professional services (site engineering, mechanical, electrical, architectural, landscape, civil, structural, transportation, geotechnical, and design-related environmental engineering) to support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

Upcoming Projects

The Port is seeking qualified consultants capable of providing engineering and related professional services in a timely and efficient manner to meet the Port's capital project planning, development, property management, and maritime operations.

Additionally, specific projects that staff expects to use as-needed consulting services for include:

AB 691 Sea Level Rise Vulnerability Adaptation Strategies

AB 691 is an assembly bill which requires a local trustee whose gross public trust revenues average over \$250,000 annually between January 1, 2009, and January 1, 2014, to prepare and submit to the State Lands Commission, an assessment of how it proposes to address sea level rise. The Port will engage consultants to evaluate existing documentation and provide a comprehensive report that addresses the requirements of the bill, including assessment of impacts of sea level rise, maps of 2030, 2050, 2100 impacts, estimates of financial costs of sea level rise, strategies to protect and preserve resources and structures that would be impacted by sea level rise.¹

Pier 70 Shoreline Stabilization

Prepare plans, specifications, and estimates for the shoreline stabilization at Pier 70.

¹ https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB691,

As-Needed Utilities Engineering Support

Provide as-needed utilities engineering support for mechanical, electrical, fire protection, and other related services.

Conceptual Design of a New Barge

Plans, specifications, and estimates for the construction of a new crane barge for use by Port Maintenance. The new crane barge will allow Port maintenance to install alternative material piles such as concrete, steel, composite rather than just the traditional timber pile. Being able to construct different material types will allow the Port to decrease life cycle costs for Port assets.

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

- Structural Engineering
- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Architectural
- Geotechnical Engineering
- Survey and GIS
- Fire Protection Engineering
- Facility Inspection
- Project Management
- Cost Estimating
- LEED Certification and Standards
- Historic Preservation Architecture
- ADA Design, Inspections, and ADA Transition Plan
- Project Programming and Planning
- Specification Writing (Construction & Professional Services)
- Coastal Engineering
- Peer Review
- Construction Management Services
- Project Scheduling
- Special Inspection and Testing
- Naval Architecture
- Mooring Analysis and Design
- Forensic Investigation (Evaluation of Failures)

Minor Categories of Work

- Elevator/Escalator Consulting
- Dredging Inspection and Design
- Corrosion Engineering
- Railroad Engineering Consulting
- Materials Testing
- Utility and Energy Efficiency
- Green Building Design
- Transportation and Traffic Engineering
- Demolition Engineering
- Facility Security Evaluation Services
- Cruise Terminal Operations
- Marina Design
- Economic Studies
- Resilience Planning
- Life-Cycle Cost Analysis
- Crane Inspection, Decommissioning, Removal, Testing and Certification Services

- Pile Driving Barge Design
- High Voltage Equipment Design and Maintenance
- Archeology
- Dry Dock Inspection and Design
- Marine Engineering
- Building Occupancy Resumption Program
- Construction Litigation Support

SELECTION PROCESS

Port staff proposes an RFQ to procure the requested services through a fair and competitive process, facilitated and monitored by CMD. Port staff and a CMD representative will convene a selection panel consisting of at least one Port staff member and two non-Port representatives. The evaluation panel will have expertise in the required fields, knowledge of the project area 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 proposals for responsiveness, the evaluation panel will score each written proposal based upon 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 to qualify for the interview phase.

2. Oral Interviews

The evaluation panel will conduct interviews with the short listed firms and include a firm presentation and responses to questions. Following the completion of the interviews and scoring, Port staff intends to make recommendations to the Port Commission to award contracts to up to the four of the highest ranked consulting firms.

3. Contract Negotiation and Award

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

LOCAL BUSINESS ENTERPRISE

It is the goal of the Port to maximize participation of Local Business Enterprises in its contracting opportunities. Potential roles for LBEs in this contract include comprehensive engineering services, construction management, geotechnical engineering, and special inspections and testing.

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 project specific goal for LBE subconsultant participation.

For the proposed professional services contracts, 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 exclusively among Small and/or Micro-LBE contractors.

CMD established the LBE sub-consultant participation goal for the proposed contracts at 18.5%, a reduction from the goal for the prior as-needed engineering contracts of 2.5%, based on LBE availability data. CMD attributes the lower goal to fluctuations in the number of LBE firms certified to perform the proposed scope of work and the fact that the Port also expects to issue four (4) one (1) million dollar micro-LBE professional services contracts. While the goal is 18.5%, Port staff will use best efforts to exceed this goal.

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 interested parties compiled through industry market research. The Port will host a pre-bid conference to review the RFQ, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFQ 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
- San Francisco Business Times
- #@SFPORT
- Port of San Francisco Facebook Page
- @SFPORT Digital Magazine

PROPOSED SCHEDULE (subject to change)

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

FUNDING

Funding for these services is 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 a Request for Qualifications soliciting as-needed engineering and related professional services as described above.

Prepared by: Boris Delepine, Contracts Coordinator

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. 18-58

- WHEREAS, in 2016, the Port issued a Request for Qualifications (“2016 RFQ”) for “As Needed Engineering and Related Professional Services” to select consultants to provide comprehensive engineering and related professional services (site engineering, mechanical, electrical, architectural, landscape, civil, structural, transportation, geotechnical, and design-related environmental engineering) to support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets; and
- WHEREAS, the Port’s current set of as-needed Engineering and Related Professional Services contracts executed pursuant to the 2016 RFQ authorization have provided a timely and cost-effective vehicle for the provision of professional services, but those contracts are nearly depleted in their budget capacity; and
- WHEREAS, Port staff is seeking approval from the Civil Service Commission to establish a new “As-Needed” list of pre-qualified consulting teams for Engineering and Related Professional Services; and
- WHEREAS, Port staff seeks Port Commission authorization to issue a Request for Qualifications (“RFQ”) for As-Needed Engineering and Related Professional Services, to create a new list of pre-qualified consulting teams for such services; and
- WHEREAS, the City’s Contract Monitoring Division has exclusive authority granted by the Board of Supervisors and the City’s Administrative Code (Sections 14B.8) to set Local Business Enterprise (“LBE”) bid discounts and subcontracting goals for professional service contracts; and
- WHEREAS, the Contract Monitoring Division staff reviewed the proposed scope of work for the proposed RFQ and, based on the availability of LBE firms set a total 18.5% LBE subcontracting goal for this RFQ; and
- WHEREAS, Port staff will work with the firms selected for contract awards, to exceed the 18.5% LBE subcontracting goal to greatest extent possible; now; therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Qualifications for a maximum of four As-Needed Engineering and Related Professional Services contracts, each contract for a total amount not to exceed \$3,000,000 with a term of four years, and an option to extend each contract term for one additional year in 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