

## MEMORANDUM

April 18, 2019

**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 up to four As-Needed Environmental and Related Professional Services, for a combined not-to-exceed value total of \$6,000,000

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution

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### 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 award contracts to a maximum of four consultant teams with expertise in a variety of professional disciplines, including environmental engineering, site investigation, site remediation, storm water management, dredging support services, and environmental permitting. These services are utilized on Port projects that require highly specialized expertise that does not exist within existing personnel resources. The very nature of the Port's aging infrastructure and deferred maintenance creates an environment of many unanticipated urgent 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 are unavailable to perform the required work due to other project demands.

After the evaluation and scoring of qualified consultants, Port staff will recommend awarding as-needed professional services contracts to a maximum of four of the highest-ranked consultant teams. Each contract will have an initial 4-year term with an option for an additional year at the Port's sole discretion, for a combined not-to-exceed value total of \$6,000,000. 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. 7A**

## **STRATEGIC OBJECTIVE**

This contract opportunity will support 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 amount of funds spent by the Port with Local Business Enterprise (LBE) and micro-LBEs.

## **BACKGROUND**

In Fiscal Year (FY) 2017-18, 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 with an expiration date in November 2021. The Port expended nearly all of the approved contract amounts for all three contracts in advance of the contract expiration date.

The three prime contractors under the existing contracts are: AEW Engineering, a LBE-MBE firm, SCA Environmental, a LBE-MBE firm, and Northgate/AGS Joint Venture, a JV-MBE firm. Each of the teams also includes a number of subconsultants in a variety of professional disciplines.

To date projects on the existing contract have included environmental services for pre-dredging sediment characterization, 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.

## **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 and 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; sediment characterization; dredging monitoring and reporting; and climate change planning. Additionally, the Port has on-going need for technical support, monitoring, and trouble-shooting of 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; human health and ecological risk assessment; and remedial action planning. Related permitting assistance including biological assessment, alternatives analysis, and other special studies that may be required to permit remedial action.
- Environmental planning and permitting support for preliminary study and feasibility assessment of “living shoreline” approach to shoreline stabilization and sea level rise adaptation.

## **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, and Design
- Construction & Remediation Site Environmental Inspection
- Environmental Planning, Permitting, and Compliance
- Storm Water Management
- Sediment Characterization
- Dredge monitoring and reporting
- Industrial Hygiene Services
- Climate Change Planning

### Minor Categories of Work

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

## **SELECTION PROCESS**

Port staff proposes an RFQ to procure the requested services through a fair and competitive process that the Contract Monitoring Division (CMD) will facilitate and monitor. 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 selection panel will have expertise in the required fields, knowledge of the project area and objectives, and meet diversity goals as determined by CMD. The selection 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 assigned 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 that includes a firm presentation and responses to questions. The evaluation panel will individually score each firm and a total score will be tabulated to identify the 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 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 LBE in its contracting opportunities. Potential roles for LBEs in this contract include environmental advisory services, health and safety testing services, hazardous waste remediation, and cartography.

The City's Administrative Code Chapter 14B, the LBE 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 comprised exclusively among Small and/or Micro-LBE contractors.

The discount applies to each stage of the selection process, including proposals and interviews.

Additionally, CMD set the LBE sub-consultant participation requirement for the proposed contracts at 12%. LBE subcontracting requirements are based on LBE availability data. While the requirement is 12%, 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 City’s 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-submittal conference to review the RFQ, answer potential 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
- LGBTQ Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Local Business Enterprise Advisory Committee, San Francisco
- San Francisco Chamber of Commerce
- San Francisco Business Times
- SPUR
- #@SFPORT
- Port of San Francisco Website

## **SCHEDULE**

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	April 23, 2019
Commence RFQ Advertisement	April 29, 2019
Pre-submittal Conference	May 14, 2019
Submission Due Date	May 31, 2019
Port Commission Authorization to Award Contracts	August 13, 2019
New Contracts Commence	September 2019

## **FUNDING**

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.

## **SUMMARY**

Port staff recommends that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Qualifications soliciting as-needed environmental and related professional services as described above.

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

and

Carol Bach, Environmental Affairs  
Manager  
Planning and Development Division

For: Katharine Petrucione, Deputy Director  
Finance and Administration Division

and

Diane Oshima, Deputy Director  
Planning and Environment Division

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

**RESOLUTION NO. 19-15**

WHEREAS, in 2017, the Port issued a Request for Qualifications (“2016 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 and permitting, storm water management, industrial hygiene services, and climate change planning 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 current as-needed Environmental and Related Professional Services contracts executed pursuant to the 2016 RFQ have provided a timely and cost-effective vehicle for the provision of professional services; and

WHEREAS, the Port has expended nearly all of the contract budgets for the current three set of as-needed Environmental and Related Professional Services contracts in advance of the expiration of the contract terms; and

WHEREAS, Port staff now seeks Port Commission authorization to issue a Request for Qualifications (“RFQ”) for As-Needed Environmental and Related Professional Services, to create a group of pre-qualified consulting teams for such contract services the Port needs; 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 12% LBE subcontracting goal for firms seeking a contract under the RFQ; and

WHEREAS, Port staff will work with the firms selected for contract awards, to exceed the 12% LBE subcontracting goal to the greatest extent possible; now; therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a RFQ for a maximum of four As-Needed Environmental and Related Professional Services contracts, for a combined not-to-exceed value total of \$6,000,000, with an initial term of four years, and an option to extend each contract 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 April 23, 2019.***

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Secretary