

MEMORANDUM

July 3, 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 authorization to award two contracts to (1) Dabri, Inc., and (2) Joe Hill Consulting & Engineering Corporation, for as-needed construction management 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 18-57), Port staff issued a Request for Qualifications (RFQ) on March 12, 2019, soliciting as-needed construction management services from micro-Local Business Enterprises (micro-LBEs). Five consulting firms submitted proposals in response to the RFQ. The Contract Monitoring Division (CMD) determined that all five firms met the City's Local Business Enterprise (LBE) Ordinance requirements for micro-LBE set aside contract solicitations. A selection panel then evaluated and scored the written proposals and held oral interviews. CMD monitored the evaluation process and attended all panel evaluation meetings.

Port staff now seeks Port Commission authorization to award professional services contracts for as-needed construction management services to the two highest-scoring firms, Dabri, Inc (Dabri) and Joe Hill Consulting & Engineering Corporation (Joe Hill Consulting). Staff recommends the award of each contract in the not-to-exceed amount of \$1,000,000, with a term of four years, and an option for an additional year at the Port's sole discretion. The cumulative cost of the two contracts would amount to \$2,000,000 over a maximum term of five years. These proposed contracts will be funded through the Port's annual operating budget and proceeds from general obligation and revenue bonds.

STRATEGIC PLAN OBJECTIVES

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

Equity:

By increasing the proportion of funds spent by the Port with micro-LBE firms.

Stability:

By utilizing engineering services to implement infrastructure projects that maintain the Port's financial strength by addressing deferred maintenance, maximizing the value of Port property, and increasing revenue.

BACKGROUND

On April 9, 2019, the Port Commission authorized the award of four (4) master agreements for as-needed engineering and related services, to Arcadis/Lotus Water Joint Venture, Parsons/RJSD Joint Venture, Stantec/MME Joint Venture, and Terra Engineers. With that authorization, Port staff are processing all four as-needed agreements, each with a maximum dollar cost of \$3,000,000 and an initial term of four years through June 2023.

In an effort to build the capacity of small local businesses to compete successfully for future large as-needed engineering contracts, Port staff also identified set-aside construction management projects for competition among CMD certified micro-LBE firms. Pursuant to Port Commission authorization (Resolution 18-57), Port staff issued a RFQ March 12, 2019, soliciting micro-LBE firms for as-needed construction management services.

Scope of Work

As with the recently awarded as-needed engineering contracts, the two proposed micro-LBE contracts will allow Port Project Managers to utilize as-needed services through a variety of selection methods, ranging from direct solicitation of a particular team to the use of informal Requests for Proposals (RFP) issued to both firms. The method Port staff selects will depend on the scope and urgency of the project. When utilizing a RFP, the Port Project Manager will choose the firm whose proposal represents the best value and qualifications for the specific project. After negotiating a reasonable fee for specified services, staff will issue a Contract Service Order (CSO) and a notice to proceed to the selected firm to commence work under the Port Project Manager's oversight.

The proposed micro-LBE firms will 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, the proposed contract services are anticipated to generally include, but are not limited to:

- Pre-construction services
- 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 Subcontractors for Other As-Needed Professional Services

SELECTION PROCESS

On February 5, 2019, the Port co-hosted a technical workshop with Merriwether and Williams Insurance Services, entitled “Creating Micro-LBE Opportunities.” The event presented advance information about the upcoming RFQ, provided tips on submitting winning proposals, connected potential proposers with resources to assist with business development, provided examples of upcoming contract work, and served as a networking opportunity. Over 50 individuals from 30 unique engineering firms attended the event.

On March 12, 2019, the Port issued the RFQ to micro-LBE firms, with submittals due on May 3, 2019. A pre-submittal meeting was held on April 2, 2019. Over 40 people representing 30 unique construction management firms attended the pre-submittal meeting.

The Port received five responses to the RFQ in advance of the May 3, 2019 submittal deadline. The following five consultant teams responded to the RFQ:

1. Applied Technology & Science
2. Dabri, Inc.
3. Design and Construction Management Services
4. Innovative Project Solutions
5. Joe Hill Consulting

CMD staff reviewed and determined that all five firms complied with the RFQ’s micro-LBE requirements.

Selection Panel

The Port convened a three-member evaluation panel to evaluate and score proposals on June 5, 2019. The panel consisted the Port’s Project Management Office Manager, an engineer from San Francisco Public Works (SFPW) and a senior engineer from the Municipal Transportation Authority. The panel members had expertise in construction management, civil engineering, project management, and architecture. The Port’s CMD Compliance Officer approved the panel composition and attended all selection panel meetings.

Evaluation Criteria

The selection panel evaluated and scored the written proposals based upon the following criteria:

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

The four highest-scoring firms advanced to the second phase of the evaluation process for oral interviews. On June 19, 2019, the panel conducted oral interviews, evaluating and scoring each candidate firm based upon the following criteria:

- 50 points – prime consultant, subcontractor, and project staff experience
- 50 points – case study
- 100 points total

Based on this evaluation process, the complete rankings are shown in Table 1. Port staff selected the two top-ranked firms for recommended contracts. Port staff issued a Notice of Intent to Award Contracts on June 20, 2019.

Table 1: As Needed Construction Management RFQ Proposal Scores

Proposer	Written Proposal Score (Avg)	Oral Interview (Avg)	Final Total Score	Final Rank
Joe Hill Consulting (LBE-OBE)	92	84	176	1
Dabri, Inc. (LBE-WBE)	79	87.3	166.3	2
Applied Technology & Science (LBE-WBE)	82	69.6	151.6	3
Design & Construction Management Services (LBE-OBE)	60	56.3	116.3	4

SELECTED CONSULTANTS

About Dabri, Inc.

Dabri, a LBE-WBE firm, is a 17-employee firm providing engineering and construction management services in San Francisco since 2001. Dabri's project experience includes work on the Better Market Street Program with SFPW, various fire and police station renovation projects in San Francisco, and on-call construction management services with the San Francisco Public Utilities Commission (PUC). Dabri's team includes three subcontractors including Stantec (Non-LBE), Anchor QEA (non-LBE), and Inspection Services (LBE-WBE). Dabri will be self-performing 70% of their contract work and subcontracting an additional 5% to LBE firms resulting in 75% of the contract to be performed by certified LBE firms.

About Joe Hill Consulting Engineers

Joe Hill Consulting, a LBE-OBE firm, has been providing construction management and engineering services in San Francisco since 2007. Joe Hill Consulting’s project experience includes the North Point Outfall Rehabilitation Project with the Port, the Ocean Beach Coastal Erosion Project with SFPW, and various Green Infrastructure Projects with the PUC. Joe Hill Consulting is a recent graduate of CMD’s Mentor Protégé Program. Their team is comprised of three LBE subcontractors including Terra Engineers (LBE-WBE), SKS Engineering (LBE-WBE), and RES Engineers (LBE-MBE). Joe Hill Consulting will be self-performing 65% of the contract’s work and subcontracting the remaining 35% to LBE firms resulting in 100% of the contract work to be performed certified LBE firms.

FUNDING

Funding for these proposed contract services will be allocated on an annual basis through either the Port operating budget or capital budget. Some services may be funded through the proceeds of General Obligation or Port Revenue Bonds. Funding for each CSO will be identified prior to requesting proposals from the as-needed consultant firms.

SCHEDULE

The planned contracting schedule is shown below:

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Award Contract	July 9, 2019
Notice To Proceed	August 27, 2019
Contract Completion	August 26, 2023

RECOMMENDATION

Port staff request authorization to award two contracts to Dabri Inc., and Joe Hill Consulting for as-needed construction management 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 contracts will be funded through the Port’s operating and capital budgets.

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

For: Katherine Petrucione, Deputy Director
Finance and Administration Division
and
Rod Iwashita, Chief Harbor Engineer

Attachments

A: CMD Award Memo

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

RESOLUTION NO. 19-30

- WHEREAS, Pursuant to Section 14B.7(K) of the San Francisco Administrative Code, the City’s Micro-LBE Set Aside Program authorizes City departments to set aside contracts for competition among micro-Local Business Enterprises (or micro-LBEs) that have been certified by the City Contract Monitoring Division; and
- WHEREAS, The Port of San Francisco is an economic engine for the City and County of San Francisco and uniquely positioned to create opportunities for small local businesses; and
- WHEREAS, The Port of San Francisco through its strategic plan strives to build the economic power of San Francisco’s small local businesses and to increase the proportion of funds spent by the Port with micro-LBE firms; and
- WHEREAS, Due to the variety of ongoing complex engineering and infrastructure Port projects, Port staff requires consultant construction management services; and
- WHEREAS, On October 23, 2018, the Port Commission authorized staff to issue a micro-LBE set aside Request for Qualifications (“RFQ”) to solicit as-needed construction management services from micro-LBE firms (Port Commission Resolution 18-57); and
- WHEREAS, In an effort to provide advance notice of the RFQ to potential proposers the Port co-hosted a technical workshop on February 5, 2019 entitled “Creating Opportunities for micro-LBEs”; and
- WHEREAS, Port staff advertised the RFQ on March 12, 2019 and received five responsive proposals on May 3, 2019 from certified micro-LBE firms; and
- WHEREAS, on June 5, 2019, a three member panel evaluated and scored responsive proposals, and the City’s Contract Monitoring Division and Port staff determined the following two firms submitted the highest-scoring proposals in response to the RFQ: (1) Dabri, Inc, and (2) Joe Hill Consulting & Engineering Corporation; and
- WHEREAS, Based upon the final evaluation and scoring of the proposals, Port staff recommend the award of separate contracts to the two highest-scoring firms (1) Dabri, Inc. and (2) Joe Hill Consulting & Engineering Corporation for as-needed construction management 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 Port Commission hereby authorizes the award of two separate contracts to (1) Dabri, Inc., and (2) Joe Hill Consulting & Engineering Corporation for as-needed construction management 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; and be it further

RESOLVED, that the Port Commission further authorizes Port staff to execute all necessary contract documents, in such form as approved by the City Attorney's office, for effectuating the purpose of the contracts as described in the staff report accompanying this item.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of July 9, 2019.

Secretary