

MEMORANDUM

August 8, 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 for authorization to award contracts to (1) ESA/CDIM Joint Venture, (2) SCA Environmental, Inc., and (3) AEW Engineering, Inc. for as-needed environmental and related professional services, each contract in an amount not to exceed \$2,000,000.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Pursuant to Port Commission authorization (Resolution 19-15), Port staff issued a Request for Qualifications ("RFQ") soliciting as-needed environmental and related professional services on April 29, 2019. Seven proposals were submitted by consultant firms in response to the RFQ. The City's Contract Monitoring Division ("CMD") determined that all seven firms met 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 to all eligible firms.

Port staff now seeks Port Commission authorization to award professional services contracts for as-needed environmental and related professional services to the highest-ranked firms: ESA/CDIM Joint Venture, SCA Environmental, Inc., and AEW Engineering, Inc. Each proposed contract will have a not-to-exceed amount of \$2,000,000 and a term of four years with an option for an additional year at the Port's sole discretion. As proposed, the cumulative value of the three contracts will be \$6,000,000 over a maximum term of five years. The contracts will be funded through the Port's annual operating budget and proceeds from general obligation and revenue bonds.

This Print Covers Calendar Item No. 12A

STRATEGIC PLAN 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.

Equity:

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

BACKGROUND

In Fiscal Year (FY) 2016-17, the Port entered into three master agreements for as-needed environmental services pursuant to Port Commission approval. The three master agreements each included a maximum dollar value of \$1,000,000, for a combined maximum value of \$3,000,000. Each of these agreements has a term of four years through November 2021, with an option for an additional year extension. The Port has expended nearly all of the approved contract value in advance of the contract expiration date.

The three prime consulting firms under the existing contracts are: AEW Engineering, Inc., SCA Environmental, Inc., and Northgate/AGS Joint Venture. Each of these firms included a number of subconsultants in a variety of professional disciplines on the teams.

To date, the existing contracts have provided project services that include environmental services for pre-dredging sediments 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.

The overall Local Business Enterprise ("LBE") subcontracting participation is currently 24% or 2% more than the City's Contract Monitoring Division ("CMD") set goal of 22%. Port staff expects two of the three existing contracts to close above the CMD LBE 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 expects to require 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 on-going needs for technical support, monitoring, and trouble-shooting small wastewater treatment systems at Port facilities. These services will support the Port in its efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

Upcoming Projects

Staff anticipates that the following projects, among others, will benefit from and be completed using the proposed as-needed contracts:

- Support Port staff in obtaining regulatory agency permits and approvals for Port capital and maintenance projects, including pre-application planning and assessment studies, permit application preparation, responding to information requests, and meeting and presentations to agencies and the public. Communications and permitting includes but may not be limited to interactions with the San Francisco Department of Public Health, the San Francisco Planning Department, U.S. Army Corps of Engineers, U.S. Environmental Protection Agency, San Francisco Regional Water Quality Control Board, National Marine Fisheries Service, U.S. Fish and Wildlife Service, California Department of Fish and Wildlife, Bay Area Air Quality Management District, and the Bay Conservation and Development Commission.
- Support Port staff in monitoring compliance with permits and mitigation requirements, such as monitoring dust, naturally occurring asbestos, stormwater, biological impacts, underwater and above-ground noise, water quality, and dredging operations monitoring and inspection. Work will likely 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.
- Services to support the Port's maintenance dredging program, including sediment sampling and analysis, bathymetric and hydrodynamic surveys; biological testing, assessment of dredged material disposal options, and permitting for dredging and disposal activity.
- Air emissions evaluation, emissions reduction strategies, and compliance monitoring and reporting, including for the Bay Area Air Quality Management District and California Air Resources Board regulatory programs for maritime facilities and operations.

Disciplines and Work Tasks

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

Major Categories of Work

- Environmental Engineering
- Site Investigation
- Site Remediation, Planning, and Design
- Construction and 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
- Biological Surveys & Monitoring
- Environmental Risk Assessment & Risk Management
- Hazardous Materials & Solid Waste Management

SELECTION PROCESS

On April 29, 2019, the Port issued the RFQ, with submittals due on May 31, 2019. A pre-submittal meeting was held on May 13, 2019. Over 60 people representing over 40 unique environmental and related professional service firms attended the pre-submittal meeting.

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

1. AEW Engineering, Inc.
2. Arcadis/ATS Joint Venture
3. ESA/CDIM Joint Venture
4. Foth Van Dyke
5. GHD/Lee Joint Venture
6. Northgate/AGS Joint Venture
7. SCA Environmental, Inc.

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

Selection Panel

A three-member selection panel was convened to evaluate and score proposals on June 24, 2019. The panel consisted of a Regulatory Specialist from the San Francisco Public Utilities Commission, an Associate Engineer that oversees dredging at the Port of Oakland, and a Senior Environmental Planner from the Port of San Francisco. 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 evaluation panel meetings.

Evaluation Criteria

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

- 30 points – technical approach
- 20 points – prime consultants’ qualification and experience
- 20 points – key personnel/staff qualifications experience
- 20 points –team organization
- 10 points – subconsultant resources
- 100 points total

After the panel’s initial scoring of written proposals, Port staff advanced the five top-scoring proposals to the second phase of the evaluation process for oral interviews. On July 18, 2019, the panel conducted oral interviews and scored each interviewee-consultant firm based upon the following criteria:

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

The City Administrative Code Chapter 14B, the LBE and Non-Discrimination in Contracting Ordinance (the “LBE Ordinance”), establishes rating bonuses for consultants that qualify as LBEs and LBE joint venture partnerships. CMD staff applied the corresponding LBE rating bonuses under the LBE Ordinance, resulting in the final rankings of the five (5) proposals shown in Table 1. Port staff selected the three top-ranked (3) firms to recommend for contract awards. Port staff issued a Notice of Intent to Award Contracts on July 30, 2019.

Table 1: As Needed Environmental Services RFQ Proposal Scores

Proposer	Written Proposal Score (Average)	Oral Interview Score (Average)	LBE Rating Bonus	Final Total Score	Final Ranking
ESA/CDIM JV	89.7	95.7	5%	194.7	1
SCA Environmental	84	88	10%	189.2	2
AEW Engineering	81.3	85	10%	182.9	3
Northgate/AGS JV	81.7	78	7.5%	171.7	4
Arcadis/ATS JV	81.7	76.3	7.5%	169.8	5

SELECTED CONSULTANTS

Based upon the final scoring, Port staff recommends awarding the as-needed environmental and related professional services contracts to ESA/CDIM Joint Venture, SCA Environmental, Inc., and AEW Engineering, Inc. While the LBE subcontracting requirement set at 12% by CMD based on the availability of LBE firms certified to perform the contract services, the overall LBE subcontracting participation for the three contracts would be 16%. However, when the work self-performed by LBE prime contractors is included, the overall LBE participation increases to 59%.

ESA/CDIM Joint Venture

ESA and their LBE joint venture partner CDIM will jointly manage the proposed contract, with ESA leading the environmental engineering, site investigation, and climate change planning. CDIM will lead projects on hazardous waste remediation and civil engineering services.

ESA is a non-LBE environmental consulting firm, which has been headquartered in San Francisco for over 50 years. ESA has provided environmental engineering services for projects in Richmond, Oakland, and San Francisco. CDIM is an LBE-OBE firm operating in San Francisco since 2016. Staff from both firms have extensive experience working on environmental and storm water related projects for the City of San Francisco and the Port of Oakland.

CDIM, the LBE joint venture partner, will self-perform 21.5% of the contract work and the joint venture firm proposes to subcontract 18.5% of the work to the LBEs. The overall LBE participation for this contract is 40%.

SCA Environmental

SCA Environmental is a LBE-MBE environmental consulting firm, that was established in San Francisco in 1992. SCA Environmental served as a prime consultant on the Port's previous as-needed environmental services contract. The firm has extensive experience working on environmental engineering projects with San Francisco Public Works, San Francisco International Airport, and Port of Oakland.

SCA Environmental will be self-performing 55% of the contract work and proposes to subcontract 12% of the work to LBE subconsultants. The overall LBE participation for this contract is 67%.

AEW Engineering

AEW Engineering is a LBE-MBE firm located in San Francisco since 2002. AEW Engineering has conducted numerous 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 will self-perform 52% of the contract work and proposes to subcontract 17% of the contract services to LBE subconsultants. The overall LBE participation for this contract is 69%.

FUNDING

For each of the three contracts, staff proposes a total not-to-exceed contract amount of \$2,000,000, for total spending of \$6,000,000 over the next four to five years. Funding for these services will be subject to appropriation through the Port's operating budget and for specific capital projects. Port staff will authorize project-specific work by issuance of a Contract Service Order (CSO). 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	August 13, 2019
Notice To Proceed	September 15, 2019
Contract Completion	September 15, 2023

RECOMMENDATION

Port staff request authorization to award contracts to (1) ESA/CDIM Joint Venture, (2) SCA Environmental, Inc., and (3) AEW Engineering, Inc., for as-needed environmental and related professional services, each contract in an amount not to exceed \$2,000,000, 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 three proposed contracts will be \$6,000,000 over a maximum term of five years. The proposed contracts will be funded through the Port's operating and capital budgets.

Prepared by: Albie Udom, Senior Contracts Analyst
Finance and Administration Division
and
Carol Bach, Environmental Manager
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. 19-33

WHEREAS, in 2017, the Port issued a Request for Qualifications (“2017 RFQ”) for “As Needed Environmental and Related Professional Services” from 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’s on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets; and

WHEREAS, in the Fall of 2017 the Port entered into three master agreements for such As-Needed Environmental and Related Professional Services pursuant to Port Commission approvals

WHEREAS, the Port’s current As-Needed Environmental and Related Professional Services contracts, awarded pursuant to the 2017 RFQ, have provided a timely and cost-effective vehicle for the provision of professional services, but the approved funds for those contracts will soon be exhausted; and

WHEREAS, on April 29, 2019, 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 19-15); and

WHEREAS, Port staff advertised the new RFQ on April 29, 2019, and received seven proposals on May 31, 2019, all which 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 the consulting firms’ proposals; and

WHEREAS, based upon the final scoring of the proposals and review by the City’s Contract Monitoring Division, Port staff now recommend the award of separate contracts to the three highest-ranked firms, 1) ESA/CDIM Joint Venture 2) SCA Environmental, Inc., and 3) AEW Engineering, Inc., for as-needed environmental and related professional services, each contract in an amount not to exceed \$2,000,000 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 to, and enter into contracts for as-needed environmental and related professional services with : 1) ESA/CDIM Joint Venture, 2) SCA Environmental, Inc. and 3) AEW Engineering, Inc., on those terms as outlined in the accompanying staff report, and in such form as approved by the City Attorney's Office; 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 \$2,000,000, for initial term of four years, with the Port reserving the option to extend each contract for one additional year beyond the initial term.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of August 13, 2019.

Secretary