



# CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor  
Carmen Chu, City Administrator

Romulus Asenloo, Director

## MEMORANDUM

Date: March 24, 2022  
To: Stephanie Tang, Contracts and Procurement Manager  
From: Melinda Kanios, Contract Monitoring Division  
Subject: As-Needed Technical Support Services for Pier 70 & Mission Rock Development Projects: CMD Award Memo

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The Contract Monitoring Division (“CMD”) has reviewed the proposal received for the above referenced project. The proposal was responsive to pre-award, Chapter 14B requirements. Below is a summary of CMD’s review.

### Rating Bonus

Hollins Consulting is entitled to a rating bonus. At time of proposal Hollins Consulting is a Small LBE firm certified in Administrative Services and Construction Management.

### Score Sheets and Score Tabulations

CMD reviewed all score sheets submitted by the technical panelists, the fee schedule submitted by the proposer, and score tabulations submitted by the Port. The final ranking is as follows:

Firm	Rank
Hollins Consulting	1

The Request for Proposals indicates that the highest qualified scorer will be eligible for contract negotiations and the Port has confirmed that the highest qualified proposer will be selected for negotiations. Hollins Consulting is the sole responsive proposer.

### LBE Subconsulting Participation

An LBE subconsulting participation requirement of 20% was established for this project.

Hollins Consulting agreed to achieve the 20% LBE subconsulting participation requirement by subconsulting the following specific services to an LBE:

<b>Firm</b>	<b>Service</b>	<b>LBE Status<sup>1</sup></b>	<b>% of Work</b>
Lotus Water	Infrastructure, Civil Engineering	SFLBE- OBE (Micro)	30%
Vara Land Surveying	Land Survey	SFLBE-WBE (Micro)	7%
Edgar Lopez & Associates	Value/Quality Engineering: Advising the Port on infrastructure issues, providing constructive feedback, recommendations and troubleshooting and resolving plan review comments.	SFLBE-MBE (Micro)	3%
		<b>Total</b>	<b>40%</b>

Based on the foregoing, CMD has determined that Hollins Consulting has met CMD's requirements for the award of the As-Needed Technical Services for Pier 70 & Mission Rock Development Projects.

Should you have any questions, please contact Melinda Kanios melinda.kanios@sfgov.org.

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<sup>1</sup> The Port of San Francisco has specifically requested that CMD include in the Award Memo the specific ethnicity of each LBE proposer and listed LBE subcontractor where available. CMD does not require businesses to self-identify the ethnicity of the business owner but any business may choose to do so. CMD reiterates to the Port and any other agency that ethnicity information in no way factors into the evaluation or award of this or any other contract. CMD recommends against the publication or announcement of the ethnicity information provided below, including but not limited to Commission meetings.

- Hollins Consulting: Black/African American
- Lotus Water: No ethnicity listed
- Vara Land Surveying: Woman, no ethnicity listed
- Edgar Lopez & Associates: Latino