



MEMORANDUM

May 5, 2022

TO: MEMBERS, PORT COMMISSION

Hon. Willie Adams, President
Hon. Doreen Woo Ho, Vice President
Hon. Kimberly Brandon
Hon. John Burton
Hon. Gail Gilman

FROM: Elaine Forbes
Executive Director

SUBJECT: Request approval to issue a Request for Qualifications for As-Needed Engineering and Related Services for four contracts each in an amount not to exceed \$4,000,000 with a term of five years and creation of a prequalified pool for a term of two years

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 22-25

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Qualifications ("RFQ") to solicit as-needed engineering services and related services. The objective of the process is to qualify a pool of 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 specialized expertise that is not exist within existing personnel resources. The nature of the Port's aging infrastructure and deferred maintenance, requirement to complete stimulus funded projects by specific dates, and ramp up of the waterfront resilience projects creates a modulating and time-sensitive demand for engineering expertise. 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 work required due to other project demands. The City's Contract Monitoring Division ("CMD") has assigned a 20% Local Business Enterprise ("LBE") subcontracting goal for the services procured under this proposed RFQ.

After the evaluation and scoring of qualified consultants, Port staff will take two actions: (1) Port staff will recommend awarding professional services contracts to the four highest-

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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 for a not-to-exceed value of \$4 million for 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. (2) Port staff will rank all qualified firms for a prequalified pool. This prequalified pool will be created for a period of two years and contracts issued out of the prequalified pool will have a duration of no longer than two years. Port staff will follow solicitation requirements for award of additional contracts, including seeking Port Commission approval for formal contracts from the pool.

Strategic Objective

The contract opportunity will support the goals of the Port's Strategic Plan as follows:

Evolution and Productivity:

By transforming the waterfront to create vibrant new neighborhoods for residents, retail, commercial and employees.

Equity:

By increasing the proportion of funds spent by the Port with local businesses competing for Port contracts by engaging teams that support the diversity of the City.

Resiliency:

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

BACKGROUND

In Fiscal Year 2018-2019, 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 \$3,000,000 each. All four master agreements had an initial term of four years. Some of the key projects included the 2019 and 2021 Facility Inspection and Repair Project Assessment (FIRPA), the Flood Proofing of Piers Study, Construction Support Services for Crane Cove Park, update of the Building Occupancy Resumption Program (BORP), Cruise Ship Mooring Analyses, and Teatro Zinzanni plan review.

The four prime contractors under the existing contracts are Arcadis/Lotus Water Joint Venture, Parsons/Ryan Joyce Structural Design Joint Venture, Stantec/McGovern McDonald Joint Venture and Terra Engineers. Each of the teams also include a number of subconsultants in a variety of professional disciplines.

The Port has been actively working on projects through these as-needed master agreements. The overall Local Business Enterprise ("LBE") subcontracting performance is currently 21%, which exceeds the City's Contract Monitoring Division ("CMD") requirement from the time of bid of 18.5%. When LBE Joint Venture Partner and Prime contractor performance is included, total LBE participation in the current contracts is 50%.

The Port also has two micro-LBE set-aside contracts for as-needed construction management held by Dabri and Joe Hill Consulting. The Port also intends to advertise a micro-LBE set-aside contract for as-needed construction management in 2023. Issuing a separate micro-LBE construction management RFQ 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 needs for support in the below categories of work.

Primary Categories of Work

- Structural Engineering including Marine Structures Engineering
- Coastal Engineering
- Geotechnical Engineering including Marine Geotechnical Engineering
- Civil Engineering
- Mechanical Engineering
- Construction Management
- Electrical Engineering including high voltage
- Fire Protection Engineering
- Environmental Engineering including hazardous material evaluation and monitoring
- Permit/Building Construction Inspection Services
- Mooring and Berthing Analysis and Design
- Architecture
- Historic Preservation
- ADA Design, Inspections, and ADA Transition Plan
- CAD Support Services
- Facility Inspection
- Constructability Reviews including Value Engineering and Peer Review
- Cost Estimating
- Specification Writing (Construction and Professional Services)
- Special Inspection and Testing
- Utility Location Services

Secondary Categories of Work

- Project Management
- Project Programming and Planning
- Demolition Engineering
- Corrosion Engineering
- Railroad Engineering Consulting
- Marina Design
- Resilience Planning
- Crane Inspection, Testing and Certification Services
- Materials Testing
- Facility Security Evaluation Services
- Grant Application Support
- Building Permit Plan Review
- Cruise Terminal Operations
- Economic Studies
- Life-Cycle Cost Analysis
- Pile Driving Barge Design
- Shoreside power Design
- Dry Dock Inspection and Design
- Building Occupancy Resumption Program
- Forensic Investigation
- Construction Litigation Support
- Code Development
- Environmental Support Services including CEQA and NEPA

Tertiary Categories of Work

- Archeology
- Envision Review
- LEED Certification and Standards
- Utility and Energy Efficiency
- Green Building Design
- Elevator/Escalator Consulting
- Enterprise Asset Management System Development
- Transportation and Traffic Engineering
- Interpretive Sign Design and Reproduction

SELECTION PROCESS

Port staff proposes an RFQ to procure the requested services through a fair and competitive process. Port staff and a CMD representative will convene a diverse panel with subject matter experts in the required fields. Port staff expects the evaluation process to take the following steps to review and rank responses to the RFQ.

1. Written Proposal Evaluation, Ranking, and Short-List

After Port and CMD staff review proposals for responsiveness, the panel will score each written proposal based on criteria included in the RFQ. Expected evaluation criteria include:

- o approach and prime experience
- o technical experience
- o respondent and subconsultant qualifications
- o personnel experience and availability
- o breadth of proposing team.

Scores will be tabulated and ranked to determine short-listed firms. Teams must receive an average of 70 of 100 points to advance to the oral interviews.

2. Oral Interviews

The panel will conduct interviews only with the short-listed firms. It is expected for at least one question to be a scenario. The evaluation panel members will individually score each firm and a total average score from the interview will be tabulated. Final ranking of the short-listed candidates will be based on the cumulative total of written proposal and oral interview scores.

3. Contract Negotiation and Award

Port staff will seek Port Commission authorization to negotiate and enter into agreements with the four highest-ranking respondents. If staff cannot complete negotiations with the highest-ranking firms, Port staff may elect to negotiate with the next highest-ranked firm in descending order.

4. Creation of As-Needed Engineering Pool

In addition to up to four as-needed contract, Port staff will also use this procurement to create a pre-qualified pool for a period of no longer than two years. The Port will conduct additional solicitation for firms within the pool. For contracts at or below the threshold amount, Port will seek proposals from at least three firms. For future contracts above the threshold amount, Port will advertise to all firms in the prequalified pool. Port staff will return for Port Commission action on all future contracts awarded from this pool above the threshold amount.

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 civil engineering, structural engineering, construction management, and surveying services.

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 subcontractor participation.

For this proposed technical services contract, the ordinance establishes rating discounts for LBE prime consultants and joint ventures as follows:

- Five percent (5%) to a Joint Venture with Small and/or Micro-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 Small and/or Micro-LBE prime contractor participation that equals or exceeds forty percent (40%); and
- Ten percent (10%) to Joint Venture exclusively among Small and/or Micro-LBE prime contractors.

CMD set the LBE subcontracting participation goal for these proposed contracts at 20%. The selected prime contractors will be obligated to subcontract a minimum of 20% of the total contract value to certified LBE firms.

OUTREACH EFFORTS

Subject to Port Commission authorization, Port staff will advertise the RFQ opportunity on the Port and the City-wide Supplier Portal. Staff will directly outreach to LBE firms certified to provide engineering services including electrical engineering, structural engineering, construction management and surveying services. The Port will advertise this RFQ to interested parties identified through industry market research and include regional chambers of commerce and other trade organizations developed under the Port's Racial Equity Action Plan Action Item 8.1.1.¹

The Port will host a pre-submittal conference to review the RFQ and answer respondent questions.

¹ Racial Equity Action Plan Item 8.1.1. is to advertise all contracting events to racially diverse businesses, LBE, DBE, and non-certified minority owned businesses.

SCHEDULE

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	May 12, 2022
Commence RFQ Advertisement	May 18, 2022
Submission Due Date	July 12, 2022
Port Commission Authorization to Award Contracts	September 13, 2022
New Contracts Commence	November 2022

FUNDING

Funding for these services is subject to appropriation through the Port’s operating budget and to specific capital projects.

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: Stephanie Tang, Contracts and Procurement Manager,
Finance and Administration Division

For: Katharine Petrucione, Deputy Director
Finance and Administration Division

and

Rod Iwashita, Chief Harbor Engineer
Engineering Division

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

RESOLUTION NO. 22-25

- WHEREAS, In 2019, the Port Issue a Request for Qualifications (“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 maintains its varied infrastructure and facility asses; and
- WHEREAS, the Port’s current set of as-needed Engineering and Related Professional Services contracts executive pursuant to the RFQ have provided a timely and cost-effective vehicle for provision of professional services; and
- WHEREAS, Port staff seeks Port Commission authorization to issue a RFQ for As-Needed Engineering and Related Professional Services, to award up to four As-Needed Engineering and Related Professional Services Contract and create a new list of pre-qualified consultant teams for such services; and
- WHEREAS, Port staff will incorporate a 20% subcontracting goal for participation of Local Business Enterprises in the RFQ; and
- WHEREAS, Port staff will work with the firms selected for contract awards to exceed the LBE subcontracting goal for this RFQ; now; therefore be it
- RESOLVED , that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Qualification with award of four As-Needed Engineering and Related Professional Services Contracts, each contract for a total amount not to exceed \$4,000,000, with a term of four years, and an option to extend each contract for one additional year in the Port’s sole discretion; and
- RESOLVED that the San Francisco Port Commission hereby authorizes Port staff to create a pre-qualified pool of all qualified firms from the RFQ, which will exist for a maximum duration of two years and from which additional contracts may be solicited and awarded for contract durations not to exceed two years.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of May 10, 2022.

Secretary