

## MEMORANDUM

January 7, 2016

**TO:** MEMBERS, PORT COMMISSION  
Hon. Leslie Katz, President  
Hon. Willie Adams, Vice President  
Hon. Kimberly Brandon  
Hon. Doreen Woo Ho

**FROM:** Monique Moyer  
Executive Director

**SUBJECT:** Request Approval to Issue a Request for Qualifications Soliciting As-Needed Engineering and Related Professional Services

**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 qualify a pool of up to four 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 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 is unavailable to perform the required work due to other project demands. Other City agencies such as San Francisco Public Utilities Commission, San Francisco Public Works, and San Francisco Airport also utilize as-needed professional services contracts.

After the evaluation and scoring of qualified consultants, Port staff will recommend awarding professional services contracts to a maximum of four of the highest-ranked consultant teams. The contracts will have an initial 4-year term with an option for an additional year at the Port's sole discretion, and a total cumulative not-to-exceed value of \$6 million. 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. 10A**

This contract procurement process is subject to authorization by the Civil Service Commission (“CSC”); accordingly, Port staff submitted a Personal Services Contract (“PSC”) request on October 1, 2015. The CSC will review the Port’s proposed PSC at their regularly scheduled meeting on January 7, 2015. This contract service was previously approved by the CSC in 2008 and 2011. CSC approval is a requirement of contract execution. Port staff expects CSC authorization to be granted in January.

### **STRATEGIC OBJECTIVE**

The Port strives to enhance the quality of life and economic vitality of the City and the region. As such, the Port continues to work to reinvigorate its historic waterfront assets. This contract will support Port staff in ensuring the Port’s financial stability and viability in order to address the growing backlog of deferred maintenance while maintaining existing assets for future generations.

### **BACKGROUND**

In Fiscal Year (FY) 2011-12 the Port entered into three (3) master agreements for as-needed engineering and related services pursuant to Port Commission approvals. The three master agreements included a maximum dollar value of \$1,500,000, for a cumulative maximum value of \$4.5 million. All three master agreements had an initial term of three years through March 31, 2016. While no new Contract Service Orders (CSO) may be issued after three years of the original award date, the Port entered into contract extensions with all three firms through March 31, 2017 that allow for completion of existing CSOs.

The three prime contractors under the existing contracts are: Creegan & D’Angelo/AGS Joint Venture; Gerwick/SDE Joint Venture; and Parsons Brinckerhoff/Structus Joint Venture. Each of the teams also included a number of subconsultants in a variety of professional disciplines.

To date projects on the existing contract have included engineering services for the Copra Crane rehabilitation, the Blue Greenway Signage Project, building and roof repairs at Piers 31 and 35, a sewer system upgrade at Pier 80, and protection feasibility analysis at Wharf J9 and Pier 43 ½. The overall Local Business Enterprise (“LBE”) subcontracting performance is currently 37%, or 16% over the City’s Contract Monitoring Division (“CMD”) set goal of 21%. Port staff expects all of the contracts to close above the CMD required goal.

### **PROJECT SCOPE**

The exact scope of work for consultant assistance during the next 4-5 years is not fully known, but staff anticipates the need for support on the projects described below. Port staff anticipates a need for the same types of services as were utilized under the current master agreements, including but not limited to 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 maintain its varied infrastructure and facility assets.

## **Upcoming Projects**

*Types of services anticipated: structural engineering; civil engineering; mechanical engineering; electrical engineering; utility and energy efficiency; facility security evaluation services and others.*

### Pier 29 Superstructure and Substructure Seismic Retrofit Study

Evaluate existing documentation and survey as needed. Based on information gathered, analyze the Pier 29 superstructure and substructure and prepare conceptual plans and estimates for its seismic retrofit.

### Amador Street Sewer and Pavement Improvement

Prepare plans, specifications, and estimates for: installation of a new force sewer main from the Port's Amador Street pump station to a SFPUC manhole and rebuild of the Amador Street pump station. Design improvements of existing gravity sanitary sewer system and repairs to existing gravity storm sewer system and outfalls. Engineering and design for roadway pavement, overlay, and roadway base repair.

### Portwide Utilities Projects

Prepare plans, specifications, and estimates for necessary repairs and capacity related improvements to the utility infrastructure servicing various Port facilities. Utilities include electrical power, lighting, renewable energy, energy efficiency improvements, telephone, gas, HVAC, water, electronic security, fire protection, sewer systems.

### Barge Upgrades

Evaluate existing documents and survey as needed. Prepare plans, specifications, and estimates for the upgrade and rehabilitation of the Port's barges.

## **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

- Structural Engineering
- Civil Engineering
- Mechanical Engineering
- Electrical Engineering
- Utility and Energy Efficiency
- Green Building Design
- LEED Certification and Standards
- Historic Preservation Architect
- Cost Estimating
- Specification Writer (Construction & Professional Services)
- Marine Engineering
- Coastal Engineering
- Dredging Inspection
- Constructability Reviews
- Archeologist

- Railroad Engineering Consulting
- ADA Design, Inspection, and Transition Plan

### Minor Categories of Work

- Elevator/Escalator Consulting
- Construction Management Services
- Special Inspection and Testing
- Project Programming and Planning
- Scheduling
- Tidal Wave Evaluation
- Fire Protection
- Facility Security Evaluation Services
- Transportation and Traffic Engineering
- Corrosion Engineering
- Project Management

### **SELECTION PROCESS**

Port staff proposes an RFQ to procure the requested services through a fair and competitive process, facilitated and monitored by CMD. 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 selection 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 project staff, and management approach. Port staff intends to pre-qualify all consulting teams scoring at least 75% on the written phase of the evaluation process.

2. Oral Interviews

Interviews with the pre-qualified firms will last approximately 45 minutes and include a firm presentation and responses to a list of standard questions. The selection panel members will individually score each firm and a total score will be tabulated. Following the completion of the interviews, Port staff intends to make recommendations to the Port Commission to award contracts to up to four of the highest ranked consulting teams.

3. Contract Negotiation and Award

After negotiating satisfactory contract terms and fees with the highest-ranked consulting firms, Port staff will request that the Port Commission approve awards of master agreements to up to four consulting teams.

## **LOCAL BUSINESS ENTERPRISE**

It is the goal of the Port to maximize participation of Local Business Enterprises (“LBE”) in its contracting opportunities. Potential roles for LBEs in this contract include comprehensive engineering services, construction management, and facility security evaluation 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 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 exclusively among Small and/or Micro-LBE contractors.

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

CMD set the LBE sub-consultant participation goal for the proposed contracts at 20% or 1% lower than the previous as needed engineering contract. LBE subcontracting goals are based on LBE availability data. CMD attributes the decreased goal to fluctuations in the number of LBE firms certified to perform the proposed scope of work. While the goal is 20%, Port staff will use best efforts to exceed this goal and notes that work under the existing contracts has achieved 37% LBE participation to date.

## **OUTREACH EFFORTS**

Subject to Port Commission authorization, Port staff will advertise the RFQ opportunity on the Port and 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-bid conference to review the RFQ, answer 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
- LGBT Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Board of Supervisors Neighborhood Outreach Advertising Newspapers
- San Francisco Chamber of Commerce
- San Francisco Business Times

- SPUR
- #@SFPORT
- Port of San Francisco Facebook Page
- @SFPORT Digital Magazine
- Port of San Francisco Website

**SCHEDULE**

<u>Activity</u>	<u>Target Date</u>
Civil Service Commission Authorization	January 7, 2016
Port Commission Authorization to Advertise	January 12, 2016
Commence RFQ Advertisement	January 27, 2016
Pre-submittal Meeting	February 4, 2016
Submission Due Date	February 29, 2016
Interviews	Week of March 14, 2016
Deadline for New CSOs under Current Contracts	March 31, 2016
Commission Request to Award Contract	April 5, 2016
New Contracts Commence	May 9, 2016

**FUNDING**

Funding for these services is subject to appropriation through the Port’s operating budget and to specific capital projects. The primary line item for funding in the operating budget is GPO-551 Architecture/Engineering Services, which has been historically funded at approximately \$450,000 per year.

**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: Boris Delepine, Contracts Coordinator

and

Peter Luong, Associate Civil Engineer

For: Elaine Forbes, Deputy Director  
Finance & Administration

and

Eunejune Kim, Chief Harbor Engineer

**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 16-01**

WHEREAS, in 2012, the Port issued a Request for Qualifications (“2012 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 maintain its varied infrastructure and facility assets; and

WHEREAS, the Port’s current set of as-needed Engineering and Related Professional Services contracts executed pursuant to the 2012 RFQ authorization have provided a timely and cost-effective vehicle for the provision of professional services, but those contracts are scheduled to expire March 31, 2016; and

WHEREAS, Port staff is seeking approval from the Civil Service Commission to establish a new “As-Needed” list of pre-qualified consulting teams for Engineering and Related Professional Services; and

WHEREAS, Port staff seeks Port Commission authorization to issue a Request for Qualifications (“RFQ”) for As-Needed Engineering and Related Professional Services, to create a new list of pre-qualified consulting teams for such services; and

WHEREAS, the City’s Contract Monitoring Division has exclusive authority granted by the Board of Supervisors and the City’s Administrative Code (Sections 14B.8) to set Local Business Enterprise (“LBE”) bid discounts and subcontracting goals for professional service contracts; 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 20% LBE subcontracting goal for this RFQ; and

WHEREAS, Port staff will work with the firms selected for contract awards, to exceed the 20% LBE subcontracting goal to 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 Engineering and Related Professional Services contracts, for a total amount not to exceed \$6,000,000, each contract with a term of four years, and an option to extend each term for one additional year in the Port’s sole discretion.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of January 12, 2016.***

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Secretary