




## MEMORANDUM

February 21, 2025

**TO:** MEMBERS, PORT COMMISSION  
Hon. Kimberly Brandon, President  
Hon. Gail Gilman, Vice President  
Hon. Willie Adams  
Hon. Stephen Engblom  
Hon. Steven Lee

**FROM:** Elaine Forbes  
Executive Director 

**SUBJECT:** Request authorization to issue a Request for Qualifications (RFQ) for As-Needed Environmental and Planning Services for three contracts each in an amount not to exceed \$6,000,000 with a term of five years and creation of a prequalified pool for a term of two years. (Resolution 25-08)

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution No. 25-08

---

### EXECUTIVE SUMMARY

Port staff requests Port Commission's authorization to issue a Request for Qualifications (RFQ) soliciting as-needed environmental, planning and related professional services. The objective of this process is to qualify a pool of consultant teams with expertise in a variety of professional disciplines such as environmental investigation, planning, engineering, stormwater management, industrial hygiene, permitting, compliance, and more. These services are utilized on Port projects where existing Port or City staff do not have the specialized expertise or capacity. The City's Contract Monitoring Division ("CMD") has assigned a 15% Local Business Enterprise ("LBE") subcontracting goal for the services procured under this proposed RFQ.

The nature of the Port's aging infrastructure, historical industrial uses, and deferred maintenance, combined with evolving and increasingly stringent environmental regulations at the local, state, and federal levels, creates an environment of many unanticipated urgent projects that require immediate attention. The timing for meeting

**THIS PRINT COVERS CALENDAR ITEM NO. 7A**

these urgent project demands makes it necessary to contract with consultants on an as-needed basis to provide the requisite environmental and related professional services on short notice. The as-needed and sometimes urgent nature of this work makes it impractical to rely on formal bids for every contract. After receiving responses and the evaluation and scoring of qualified consultants, Port staff will take two actions. First, Port staff will recommend awarding professional services contracts to the three highest-ranked consultant teams. The contracts will have a five-year term for a not-to-exceed value of \$6 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, and Port staff will rank all qualified firms for a prequalified pool for a period of two years. Port staff will follow solicitation requirements for the award of contracts to pre-qualified pool consultants, including seeking Port Commission approval.

## **STRATEGIC OBJECTIVE**

This proposed RFQ authorization will support the goals of the Port’s Strategic Plan as follows:

### Equity:

A portion of the contract’s funds spent by the Port will be with LBE businesses; the Port will also request that respondents provide a firm Diversity, Equity, and Inclusion plan.

### Economic Growth:

Support the growth of the Port’s Real Estate and Maritime business portfolios and maintain the Port’s financial strength by performing site characterization studies, obtaining project-required regulatory agency permits, and monitoring project compliance during construction, maintenance dredging, and remediation projects.

### Sustainability:

Provides input on environmental studies to support agency permitting of Port construction projects including demolition, site remediation, infrastructure repair and replacement, maintenance dredging, and hazardous waste abatement. Implements environmentally responsive project studies, technical review of project design, plans, and specifications, and performance of environmental oversight and compliance with project permit minimization and mitigation requirements.

### Productivity:

By enabling the implementation of Port capital projects and other projects that will maintain cargo volume, expand maritime terminal capacity, and support real estate leasing ensuring compliance with environmental approvals of the Pier 70 and Mission Rock development projects, and managing the waterfront and advancing environmentally and financially sustainable maritime, recreational, and economic opportunities to serve the City, the Bay Area region, and California.

## PURPOSE OF THE CONTRACTS

The purpose of this RFQ is to allow the Port to create a pool of qualified contractors to perform as-needed environmental, planning, and related professional services.

## BACKGROUND

Historically, the Port has used as-needed environmental and related professional services contracts to address the Port's fluctuating needs when existing Port and City staff are unavailable or lack the expertise to perform the required environmental work. These as-needed contracts are also used when highly specialized environmental expertise is required that otherwise does not exist with current personnel resources due to the limited need for such expertise or when rapid response is necessary.

### Existing Port As-Needed Environmental and Related Professional Services Contracts

The Port currently has three (3) as-needed environmental and related professional services contracts in the amount of \$2,500,000 each that were awarded in February 2023 to three Local Business Enterprise (LBE) firms: 1) AEW Engineering 2) SCA Environmental; and 3) CDIM Engineering. While these contracts do not expire until July 2027, as of today the remaining contract capacity ranges from 0% to 20% and the remaining 11% contract capacity is anticipated to be fully encumbered by summer 2025. While there is a 15% LBE sub-consulting requirement assigned to these contracts at the time bid, the overall LBE sub-consultant participation on these contracts is currently 11% shown in Table 1 below. This is largely due to the project-required scopes of work impacting prime contractor LBE utilization. Note that every contract is LBE prime, so the total amount of work allocated to LBE firms is higher than 11%:

**Table 1. Current As-Needed Planning & Environment Services Contract Status**

Team	AEW Engineering (LBE Prime)	SCA Environmental (LBE Prime)	CDIM Engineering (LBE Prime)	Combined All Contracts
Total Contract Value	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 7,500,000
Total Value Encumbered	\$ 2,498,666	\$ 2,001,145	\$ 2,201,204	\$ 6,599,835
Contract Capacity Remaining	\$ 1,335	\$ 498,855	\$ 298,796	\$ 798,985
Contract Capacity Remaining	0%	20%	12%	11%
Total LBE Subconsultant Encumbered	3%	24%	11%	12%
<b>Note:</b> Project required Scope of Services impacting prime contractor LBE utilization include: Pre Dredge Studies & Dredge Compliance Services using approximately \$2.9M (38%); Litigation and Cost Recovery Investigations & Reporting using approximately \$836K (11%) of contract capacity.				

In addition to awarding three master contracts, one additional qualified prime proposer, Hazen & Sawyer and Avila Associates Joint Venture, was placed in a pre-qualified pool.

Due to the significant number of projects the Port has been working on since Fiscal Year 2022-23, the current contract capacity is projected to be exhausted by Summer 2025. Port staff recommend the formation of a new series of as-needed contracts be advertised and awarded prior to exhaustion of funds for the existing as-needed contracts.

### As-Needed Contract Terms

Since the exact nature and timing of work performed under as-needed contracts is not known, Port staff will prepare specific project scopes of work as the need for these services arises. Each specific project will be executed via individual CSOs operating within the framework of each Master Agreement.

Administrative Code Section 6.64 requires that all as-needed contracts shall provide a not-to-exceed price and an expiration term of not more than five (5) years, including all modifications. Port staff intend to recommend awarding these as-needed contracts for terms of five (5) years. The Port may issue or modify any CSO or multiple CSOs for a single project to exceed the Threshold Amount (as defined in the Administrative Code) upon the department head's written determination establishing the urgency of the work and the justification for proceeding under Section 6.64 rather than by a formal competitive bid process.

## **POTENTIAL SCOPE OF WORK**

The exact scope of work for consultant assistance during the next five years is not fully known, but Port staff anticipate the need for support in the categories of work below.

### MAJOR CATEGORIES OF WORK

- Site Assessment, Investigation, and Characterization Studies
- Environmental Engineering, Feasibility Studies, and Remedial Action Plans
- Environmental Planning
- Site Surveys and Reports required by CEQA and NEPA including historic preservation
- Federal, State, and Local Environmental Permits
- Pre-Dredge Sediment Characterization, Site Surveys and Dredge Permitting and Verification Reporting
- Mitigation Monitoring and Compliance Plans
- Biological Assessment and Monitoring, including Habitat Monitoring
- Storm Water Management
- Industrial Hygiene
- Hazardous Materials and Solid Waste Management

## MINOR CATEGORIES OF WORK

- Project Management Services
- Climate Change Planning
- Environmental Information Management Services/GIS
- Green Building Design Services
- Site and Master Planning
- Urban Design and Architecture
- Transportation Planning and Analysis
- Safety Qualification Reviews

The above categories are provided as a guide only. Award of a contract does not represent a guaranteed amount of work or revenue for any of the successful contractors. Rather, these contracts will enable Port staff to rapidly obtain professional environmental services on a project-specific basis, as necessary.

## **SELECTION PROCESS**

Port staff proposes issuing 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 expect the evaluation process to take the following steps to review and rank responses to the RFQ. Evaluation criteria will be advertised in the final RFQ but will include approach and prime experience, technical expertise, respondent and sub-consultant qualifications and experience, and personnel experience and availability. The Port may conduct oral interviews.

The Port will seek Port Commission authorization to negotiate and enter into agreements with the highest-ranked firms, Port staff may elect to negotiate with the next highest-ranked firm in descending order.

The Port expects to create a pre-qualified pool of all proposers that meet minimum qualifications and may include a minimum point value, such as 75 out of 100 points. The exact point structure will be decided and advertised with the final RFQ.

## Local Business Enterprise (LBE) Subconsultant Requirement

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 Environmental Advisory Services, Habitat Environmental Services, Regulatory Compliance, Planning, and Environmental Impact Analysis.

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 professional services contract, the ordinance establishes rating bonuses for LBE prime consultants and joint ventures at each stage of the grading

process to level the playing field between LBE and non-LBE proposers. The rating bonus is applied 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 15%. The selected prime contractors will be obligated to subcontract a minimum of 15% 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 Environmental Advisory Services, Habitat Environmental Services, Regulatory Compliance, and Environmental Impact Analysis, 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.<sup>1</sup>

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

## **SCHEDULE (Subject to Change)**

In accordance with the following timeline, Port staff expect to return to the Port Commission in May 2025 to request approval to award the contracts.

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	February 2025
Commence RFQ Advertisement	February 2025
Pre-Submittal Meeting	March 2025
Submission Due Date	April 2025
Interviews (optional)	April 2025
Port Commission Request to Award Contracts	May 2025
New Contracts Commence	June 2025

---

<sup>1</sup> 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.

## **FUNDING**

Funding for each Contract Service Order (CSO) within each contract will vary depending on the project but is expected to be similar to the breakdown of funding sources on the existing as-needed contract. Some services may be funded through General Obligation or Port Revenue Bonds. Funding for each CSO will be identified prior to requesting proposals from the as-needed contracting pool. CSOs will not be issued without available funding. As of January 2025, the existing contract service orders are funded by the following sources:

- Port Funds: \$4,680,810
- Stimulus Funds: \$466,685
- Grant Funds: \$538,104
- Operating Budget: \$1,015,415

## **SUMMARY**

Staff recommends that the Port Commission approve the attached resolution authorizing staff to advertise the Request for Qualifications for as-needed environmental and related professional services.

Prepared by:	Alysabeth Alexander-Tut Contracts and Procurement Manager Finance and Administration Division
	Kathryn Purcell Project Manager/Sr. Environmental Planner Planning and Environmental Division
For:	Meghan Wallace Interim Chief Financial Officer Finance and Administration Division

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

**RESOLUTION NO. 25-08**

- WHEREAS, The Port of San Francisco's environmental staff has, in the past, been requested to provide essential services that exceed staff resources available to the Port and other City departments; and
- WHEREAS, The Port anticipates a continued need for planning, environmental, and related professional services based upon its aging infrastructure, evolving environmental regulations, and the requirements of the Port's Ten Year Capital Plan; and
- WHEREAS, Port staff has managed and met environmental resource demands through three existing "as-needed" environmental and related professional services contracts to augment staffing of important and urgent projects; and
- WHEREAS, The Port's existing As-Needed Environmental and Related Professional Services Contracts have provided a timely and cost-effective vehicle for the provision of professional services, but funding capacity under these contracts have been or will be fully encumbered by June 2025, and further services are needed; and
- WHEREAS, Port staff has drafted a Request for Qualifications (RFQ) to solicit as-needed environmental and related professional services; and
- WHEREAS, The RFQ solicitation will incorporate a 15% sub-consulting goal for Local Business Enterprises as recommended by the Contract Monitoring Division; and
- WHEREAS, Funding for these services will be encumbered on a project basis and drawn from either the Port operating budget or capital budget; now, therefore be it
- RESOLVED, That the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Qualifications for As-Needed Environmental and Related Professional Services contracts in accordance with Administrative Code Section 6.64 as described in the staff report accompanying this Resolution, subject to approval of the Civil Service Commission; and be it further
- 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 three years.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of February 25, 2025.***

---

Secretary