



MEMORANDUM

September 5, 2025

TO: MEMBERS, PORT COMMISSION
Hon. Gail Gilman, President
Hon. Stephen Engblom, Vice President
Hon. Willie Adams
Hon. Steven Lee
Hon. Ken McNeely

FROM: Elaine Forbes
Executive Director

SUBJECT: Request authorization to award three contracts to (1) AEW Engineering, Inc., (2) CDIM Engineering, Inc., and (3) SCA Environmental, Inc. for As-Needed Environmental and Planning Services, each contract in an amount not to exceed \$6,000,000, and create a pre-qualified pool consisting of AEW Engineering, Inc., CDIM Engineering, Inc., MECA Consulting, Inc. dba Millennium Consulting Associates, and SCA Environmental, Inc.

DIRECTOR'S RECOMMENDATION:

Approve the Attached Resolutions No. 25-56, No. 25-57, No. 25-58, and No. 25-59

EXECUTIVE SUMMARY

Pursuant to Port Commission authorization (Resolution 25-08), Port staff issued a Request for Qualifications (RFQ) for As-Needed Environmental and Planning Services. Four proposals were submitted by firms in response to the RFQ. All firms were responsive and met the eligibility requirements of the Contract Monitoring Division ("CMD") regarding the Local Business Enterprise ("LBE") Ordinance. A selection panel evaluated and scored the written proposals. CMD monitored the selection process.

The Port staff now requests authorization to award contracts for As-Needed Environmental and Planning Services to the three highest-scoring responsive firms: (1) AEW Engineering, Inc., (2) CDIM Engineering, Inc., and (3) SCA Environmental,

Inc. Staff recommend the award of each contract in the not-to-exceed amount of \$6,000,000, with a maximum term of five years.

Port staff also seek Port Commission authorization to create an additional pre-qualified pool for a period of two years. Port staff will follow solicitation requirements for award of additional contracts, including seeking Port Commission approval for contracts from the pool with a value greater than the Minimum Competitive Amount.

STRATEGIC PLAN OBJECTIVES

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

Evolution and Productivity: By supporting dredging efforts with ever-changing water conditions, to allow for continued operation of waterways.

Economic Growth: By supporting the growth of the Port's Real Estate and Maritime business portfolios and maintaining 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: By providing services and environmental studies to support agency consultations and permits for Port construction projects, including demolition, site remediation, infrastructure repair and replacement, maintenance dredging, and hazardous waste abatement. By implementing 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. By supporting services that give the Port a clearer vision of the impacts of climate change effects on the waterfront.

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.

BACKGROUND

The Port has historically retained the services of Environmental and Planning professional services consultant teams to support a variety of Port operational and asset management needs. These services support Port capital projects, ongoing maritime needs such as dredging, real estate leasing and development entitlements, site investigations to support contaminated sites and hazardous material assessments, and clean-ups. Additionally, the consultant teams help with land use planning and urban design projects to support Port program and goals.

The Port has nearly exhausted the capacity of the 2022 series of As-Needed Environmental and Planning services contracts. The Port released a new RFQ for these services and has prepared a value and duration that meets the Port's ever-increasing needs for environmental and planning services.

The Port has closely coordinated with CMD on the RFQ, setting appropriate LBE goals. The RFQ respondents met the minimum qualifications and established LBE goals.

SCOPE OF WORK

The exact scope of work for consultant assistance during the next contract term is not fully known, but staff anticipate the need for support in the following categories of work:

MAJOR CATEGORIES OF WORK

- Site Assessment, Investigation, and Characterization Studies for contaminated sites or sites with hazardous materials
- 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

RFQ ADVERTISEMENT AND CONTRACTOR OUTREACH

On July 18, 2025, the Port issued a Request for Qualifications (RFQ) for As-Needed Environmental and Planning Services, Sourcing Event 0000010600. The Port held a pre-proposal conference on July 25, 2025. The Port received questions from potential bidders prior to the July 31, 2025 question submittal deadline and issued two RFQ Addenda in response. The Port issued an intent to award notification to the Interested Parties on August 21, 2025 and received zero protests.

SELECTION PROCESS

Submittals were due on August 15, 2025 and the Port received four (4) responses to the RFQ in advance of the submittal deadline. The following four (4) consultant teams responded to the RFQ:

1. AEW Engineering, Inc.
2. CDIM Engineering, Inc.
3. MECA Consulting, Inc. dba Millennium Consulting Associates
4. SCA Environmental, Inc.

All proposals were deemed responsive to the requirements of both Chapter 6 and Chapter 14B.

Selection Panel

The Port convened a four-member evaluation panel with technical expertise in public works projects and contracts. The panel met on August 18, 2025, for orientation. The Port's CMD Contract Compliance Officer approved the panel composition and attended all selection panel meetings.

Evaluation Criteria

The selection panel evaluated and scored the written proposals based upon the following criteria:

- 35 points – Proposer Experience and Qualifications
- 25 points – Sub-Consultant Firm Qualifications
- 25 points – Team Personnel Experience and Availability Table
- 15 points – Breadth of Services Proposed by Proposing Team
- 100 points Total

The complete rankings for firms advanced for the oral interview are shown in Table 1.

Table 1. Responses Scored for Written Proposal

RESPONSIVE PROPOSERS	CMD Rating Bonus %	Final Score	Rank
AEW Engineering, Inc	10.00%	102.03	1
CDIM Engineering, Inc	10.00%	99.28	2
SCA Environmental, Inc	10.00%	99.00	3
MECA Consulting, Inc. dba Millennium Consulting Associates	N/A	84.75	4

AWARDEE SUMMARY

According to the terms of the RFQ, Port staff recommend awarding contracts to the top three scoring firms.

AEW Engineering, Inc. (AEW)

AEW's Written Proposal earned 102.03 out of 100 points.

AEW has been in business for over 22 years, providing environmental consulting services on over 970 projects in the city of San Francisco and the Bay Area. AEW has led teams in multi-disciplinary environmental teams, including over 18 as-needed environmental services contracts for various San Francisco city agencies. AEW's team consists of more than 38% of Local Business Enterprise firms.

AEW's proposed contract manager, Kenneth Leung, is the owner and principal of AEW. Mr. Leung is a licensed civil engineer with over 35 years of environmental consulting experience.

CDIM Engineering, Inc. (CDIM)

CDIM's Written Proposal earned 99.28 out of 100 points.

CDIM has been in business since 2016, providing as-needed environmental consulting services to various clients, including various San Francisco city departments and Bay Area public sector clients. CDIM has vast experience implementing projects along San Francisco's diverse shoreline. CDIM's team includes over 20% commitment to LBE firms and covers the full scope of work advertised in this solicitation.

CDIM's Project Manager, Scott Bourne, PE, is a registered civil engineer with over a decade of project manager work for as-needed environmental contracts for a variety of public sector agencies.

SCA Environmental, Inc. (SCA)

SCA's Written Proposal earned 99.00 out of 100 points.

SCA has more than 30 years as a multidisciplinary environmental consulting firm with over 30 years of experience delivering environmental services to public agencies throughout the Bay Area, managing teams of subcontractors. SCA's team consists of 14% LBE subconsultant and covers all of the scopes of work in the contract.

SCA's project Manager, Christina Codemo, has over 25 years of experience in environmental consulting, remediation, managing hazardous waste, and site assessments.

SELECTED CONSULTANTS FOR PREQUALIFIED POOL

The RFQ also specified that all responsive firms that meet the minimum qualifications will be entered in the prequalified pools. All four firms that submitted proposals scored enough points to qualify for the prequalified pool.

RECOMMENDATION

The Port recommends approval of the attached resolutions:

Resolution 25-56: Authorization of the award of a \$6,000,000 contract to AEW Engineering, Inc. for a term of 5 years.

Resolution 25-57: Authorization of the award of a \$6,000,000 contract to CDIM Engineering, Inc. for a term of 5 years.

Resolution 25-58: Authorization of the award of a \$6,000,000 contract to SCA Environmental, Inc. for a term of 5 years.

Resolution 25-59: Authorization of the creation of a pre-qualified pool consisting of: AEW Engineering, Inc., CDIM Engineering, Inc., MECA Consulting, Inc. dba Millennium Consulting Associates, and SCA Environmental, Inc.

Prepared by: Alysabeth Alexander-Tut, Manager
Finance & Administration

Kathryn Purcell, Project Manager
Planning and Environmental

For: Meghan Wallace, Interim Deputy Director
Finance & Administration

David Beaupre, Deputy Director
Planning and Environment

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

RESOLUTION NO. 25-56

- WHEREAS, In 2022, the Port issued a Request for Qualifications (“RFQ”) for “As-Needed Environmental and Planning Services” to select consultants to provide comprehensive environmental and planning services to support the Port in its ongoing 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 Environmental and Planning Services contracts executed pursuant to the RFQ have provided a timely and cost-effective vehicle for provision of professional services; and
- WHEREAS, At its meeting on February 25, 2025, through Resolution 25-08, the Port Commission authorized staff to issue a Request for Qualifications (“RFQ”) to solicit and select up to three entities to provide As-Needed Environmental and Planning Services each contract with a not-to-exceed value of six million dollars (\$6,000,000) for a total combined not-to-exceed value total of eighteen million dollars (\$18,000,000); and
- WHEREAS, Resolution 25-08 authorized staff to create a pre-qualified pool of qualified respondents for future solicitations and contract award; and
- WHEREAS, Port staff advertised the RFQ on July 18, 2025, and received four proposals on August 15, 2025; and
- WHEREAS, Port staff convened an evaluation panel to evaluate and score the proposals; and
- WHEREAS, AEW Engineering, Inc. was one of the top three-ranked proposing firms; now, therefore be it
- RESOLVED, That the Port Commission hereby authorizes Port staff to award one contract to AEW Engineering, Inc. for As-Needed Environmental and Planning Services for an initial not-to-exceed amount of \$6,000,000 and a term of 5 years; and be it further
- RESOLVED, That the Port Commission authorizes the Executive Director to issue Contract Service Orders to as-needed contracts over the Threshold Amount, in accordance with Section 6.43 of the Administrative Code; and be it further
- RESOLVED, That the Port Commission authorizes the Executive Director or her designee, to enter into any additions, amendments or other modifications to the to this contract that the Executive Director, in consultation with the City Attorney, determines are in the best interest of the Port, do not materially increase the obligations or liabilities of the Port or materially

decrease the public benefits accruing to the Port, and are necessary and advisable to complete the transaction and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by the Executive Director of any such documents.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of September 9, 2025.

Secretary

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

RESOLUTION NO. 25-57

- WHEREAS, In 2022, the Port issued a Request for Qualifications (“RFQ”) for “As-Needed Environmental and Planning Services” to select consultants to provide comprehensive environmental and planning services to support the Port in its ongoing 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 Environmental and Planning Services contracts executed pursuant to the RFQ have provided a timely and cost-effective vehicle for provision of professional services; and
- WHEREAS, At its meeting on February 25, 2025, through Resolution 25-08, the Port Commission authorized staff to issue a Request for Qualifications (“RFQ”) to solicit and select up to three entities to provide As-Needed Environmental and Planning Services each contract with a not-to-exceed value of six million dollars (\$6,000,000) for a total combined not-to-exceed value total of eighteen million dollars (\$18,000,000); and
- WHEREAS, Resolution 25-08 authorized staff to create a pre-qualified pool of qualified respondents for future solicitations and contract award; and
- WHEREAS, Port staff advertised the RFQ on July 18, 2025, and received four proposals on August 15, 2025; and
- WHEREAS, Port staff convened an evaluation panel to evaluate and score the proposals; and
- WHEREAS, CDIM Engineering, Inc. was one of the top three-ranked proposing firms; now, therefore be it
- RESOLVED, That the Port Commission hereby authorizes Port staff to award one contract to CDIM Engineering, Inc. for As-Needed Environmental and Planning Services for an initial not-to-exceed amount of \$6,000,000 and a term of 5 years; and be it further
- RESOLVED, That the Port Commission authorizes the Executive Director to issue Contract Service Orders to as-needed contracts over the Threshold Amount, in accordance with Section 6.43 of the Administrative Code; and be it further
- RESOLVED, That the Port Commission authorizes the Executive Director or her designee, to enter into any additions, amendments or other modifications to the to this contract that the Executive Director, in consultation with the City Attorney, determines are in the best interest of the Port, do not materially increase the obligations or liabilities of the Port or materially

decrease the public benefits accruing to the Port, and are necessary and advisable to complete the transaction and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by the Executive Director of any such documents.

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Secretary

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

RESOLUTION NO. 25-58

- WHEREAS, In 2022, the Port issued a Request for Qualifications (“RFQ”) for “As-Needed Environmental and Planning Services” to select consultants to provide comprehensive environmental and planning services to support the Port in its ongoing 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 Environmental and Planning Services contracts executed pursuant to the RFQ have provided a timely and cost-effective vehicle for provision of professional services; and
- WHEREAS, At its meeting on February 25, 2025, through Resolution 25-08, the Port Commission authorized staff to issue a Request for Qualifications (“RFQ”) to solicit and select up to three entities to provide As-Needed Environmental and Planning Services each contract with a not-to-exceed value of six million dollars (\$6,000,000) for a total combined not-to-exceed value total of eighteen million dollars (\$18,000,000); and
- WHEREAS, Resolution 25-08 authorized staff to create a pre-qualified pool of qualified respondents for future solicitations and contract award; and
- WHEREAS, Port staff advertised the RFQ on July 18, 2025, and received four proposals on August 15, 2025; and
- WHEREAS, Port staff convened an evaluation panel to evaluate and score the proposals; and
- WHEREAS, SCA Environmental, Inc. was one of the top three-ranked proposing firms; now, therefore be it
- RESOLVED, That the Port Commission hereby authorizes Port staff to award one contract to SCA Environmental, Inc. for As-Needed Environmental and Planning Services for an initial not-to-exceed amount of \$6,000,000 and a term of 5 years; and be it further
- RESOLVED, That the Port Commission authorizes the Executive Director to issue Contract Service Orders to as-needed contracts over the Threshold Amount, in accordance with Section 6.43 of the Administrative Code; and be it further
- RESOLVED, That the Port Commission authorizes the Executive Director or her designee, to enter into any additions, amendments or other modifications to the to this contract that the Executive Director, in consultation with the City Attorney, determines are in the best interest of the Port, do not materially increase the obligations or liabilities of the Port or materially

decrease the public benefits accruing to the Port, and are necessary and advisable to complete the transaction and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by the Executive Director of any such documents.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of September 9, 2025.

Secretary

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

RESOLUTION NO. 25-59

WHEREAS, In 2022, the Port issued a Request for Qualifications (“RFQ”) for “As-Needed Environmental and Planning Services” to select consultants to provide comprehensive environmental and planning services; and

WHEREAS, The Port’s current set of As-Needed Environmental and Planning Services contracts executed pursuant to the RFQ have provided a timely and cost-effective vehicle for provision of professional services; and

WHEREAS, At its meeting on February 25, 2025, through Resolution 25-08, authorized staff to create a pre-qualified pool of qualified respondents for future solicitations and contract award; and

WHEREAS, The Port Director has authority under Chapter 6 to award contracts at or below the Minimum Competitive Amount, currently \$230,000; and

WHEREAS, Port staff advertised the RFQ on July 18, 2025, and received four proposals on August 15 28, 2025; and

WHEREAS, AEW Engineering, Inc., CDIM Engineering, Inc., MECA Consulting, Inc. dba Millennium Consulting Associates, and SCA Environmental, Inc. met the minimum qualifications; now, therefore, be it

RESOLVED, That the Port Commission hereby authorizes Port staff to create a pre-qualified pool consisting of: AEW Engineering, Inc., CDIM Engineering, Inc., MECA Consulting, Inc. dba Millennium Consulting Associates, and SCA Environmental, Inc.; and be it further

RESOLVED, That the Port Commission authorizes Port staff to issue contracts from the pre-qualified pool at or below the threshold amount stated in Chapter 6, currently at \$230,000, and to seek Port Commission approval for award of Contracts above the minimum competitive amount; and be it further

RESOLVED, That the Port Commission authorizes the Executive Director or her designee, to enter into any additions, amendments or other modifications to contracts issued from the prequalified pool that the Executive Director, in consultation with the City Attorney, determines are in the best interest of the Port, do not materially increase the obligations or liabilities of the Port or materially decrease the public benefits accruing to the Port, and are necessary and advisable to complete the transaction and effectuate the purpose and intent of this Resolution, such determination to be conclusively evidenced by the execution and delivery by the Executive Director of any such documents.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of September 9, 2025.

Secretary