



San Francisco International Airport

**MEMORANDUM**

November 21, 2023

TO: AIRPORT COMMISSION  
 Hon. Malcolm Yeung, President  
 Hon. Everett A. Hewlett, Jr., Vice President  
 Hon. Jane Natoli  
 Hon. Jose F. Almanza  
 Hon. Mark Buell

23-0268

= NOV 21 2023

FROM: Airport Director

SUBJECT: Award of Professional Services Contract No. 11917.41, Project Management Support Services for the West Field Garage 675 Project

DIRECTOR'S RECOMMENDATION: AWARD PROFESSIONAL SERVICES CONTRACT NO. 11917.41, PROJECT MANAGEMENT SUPPORT SERVICES FOR THE WEST FIELD GARAGE 675 PROJECT, TO PGHWONG/THE ALLEN GROUP JOINT VENTURE, A JOINT VENTURE BETWEEN PGH WONG ENGINEERING, INC. AND THE ALLEN GROUP, LLC, IN THE NOT-TO-EXCEED CONTRACT AMOUNT OF \$3,000,000 FOR THE FIRST YEAR OF SERVICES.

**Executive Summary**

The West Field Garage 675 Project (Project) will construct a new employee parking garage, upgrade the West Field AirTrain Station, provide elevated pedestrian walkways between the new garage and AirTrain station, and demolish existing facilities to support future development of the West Field Area.

The Project Management Support Services (PMSS) consultant will provide overall management expertise and oversight of the Project. The scope of work for the Contract will include design and construction management services, project controls, contract administration, cost estimating services, and field inspections.

**Background**

On April 18, 2023, by Resolution No. 23-0100, the Commission authorized the Director to issue a Request for Qualifications/Request for Proposals (RFQ/RFP) for PMSS for the Project and to negotiate with the highest-ranked shortlisted proposer. Refer to Attachment A – Summary of Commission Actions for the Contract.

On June 27, 2023, the Airport received seven proposals in response to the RFQ/RFP. One of the proposers was a joint venture with a Local Business Enterprise (LBE) firm. Two proposals were determined to be non-responsive by the Contracts Monitoring Division due to failure to meet the LBE requirements.

THIS PRINT COVERS CALENDAR ITEM NO. 2

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED  
MAYOR

MALCOLM YEUNG  
PRESIDENT

EVERETT A. HEWLETT, JR.  
VICE PRESIDENT

JANE NATOLI

JOSE F. ALMANZA

MARK BUELL

IVAR C. SATERO  
AIRPORT DIRECTOR

The Airport convened a four-member selection panel, consisting of two Airport Commission employees and two project managers from other City departments to review and score responsive proposals in accordance with the criteria stated in the RFQ/RFP. Due to unforeseen circumstances, one of the panelists from another City department was unable to attend the oral interviews. To comply with San Francisco Administrative Code (SFAC) Chapter 14B regulations on selection panel member makeup, one panelist from the Airport Commission was also removed. On August 31, 2023, the two remaining members of the selection panel interviewed the four highest-ranked proposers, including key personnel, and thoroughly appraised their qualifications.

Based on the results of the evaluation of the technical proposals and oral interviews, the final rankings are as follows:

	Evaluation Score (550 max.)	LBE Rating Bonus	Final Score
1. PGHWong/The Allen Group Joint Venture	508.75	0%	508.75
2. Hollins Consulting	472.5	2%	481.95
3. West Field Consultants JV	466.5	0%	466.5
4. AECOM	463.5	0%	463.5

Given the above results, Staff recommends awarding the Contract to PGHWong/The Allen Group Joint Venture. The protest period for the Contract ended on September 7, 2023 and no protest was received.

Staff negotiated the scope of services, Contract terms and conditions, and fee with PGHWong/The Allen Group Joint Venture for the Contract. The agreed upon initial not-to-exceed Contract amount for the first year of services is \$3,000,000. Staff estimates that the total Contract amount will be \$14,000,000 with a total Contract duration of four and a half years.

Staff will return to the Commission after the programming phase, when the full scope, schedule, and cost is determined, to authorize the remaining years of service and not-to-exceed Contract amount. Subsequently, should the Commission approve a Contract amount that exceeds \$10,000,000, Staff will also seek authorization for Board of Supervisors' approval as required by San Francisco Charter Section 9.118(b).

The City's Contract Monitoring Division (CMD) reviewed the RFQ/RFP documentation, proposals, and scoring, and determined that the selection process is in compliance with the requirements of SFAC Chapter 14B. CMD approved an LBE sub-consulting participation requirement of 20% for the Contract. PGHWong/The Allen Group Joint Venture has committed to achieving 20% LBE sub-consultant participation.

### **Environmental Reviews**

The development of administration, airport and airline support, cargo, and ground service equipment facilities are projects that were included in the San Francisco International Airport

Master Plan (Master Plan) approved by the Airport Commission on November 3, 1992 by Resolution 92-0284. The Master Plan was the subject of a Program Environmental Impact Report (EIR), which was certified by the San Francisco Planning Commission on May 28, 1992.

The Project encompasses facilities and utility infrastructure contained in three addenda to the Master Plan EIR as prepared and issued by the San Francisco Planning Department, Environmental Planning Division (SF Planning Department). For all three addenda, the Airport Commission adopted the findings under the California Environmental Quality Act by Resolution No. 23-0100, on April 18, 2023.

#### Consolidated Administration Campus

Since certification of the Master Plan EIR, the administration office development envisioned in the Master Plan has been modified. The SF Planning Department prepared and issued the Consolidated Administration Campus addendum to the Master Plan EIR dated January 22, 2015 to address changes to that project and to specifically evaluate the impacts of those modifications. On February 3, 2015, by Resolution No. 15-0021, the Airport Commission authorized the implementation of the Consolidated Administration Campus Project. Further modifications were made to the Consolidated Administration Campus Project as envisioned in the January 22, 2015 addendum, and these revisions were evaluated in a subsequent addendum to the Master Plan EIR published on May 17, 2021. For both modifications, the SF Planning Department concluded that the Consolidated Administration Campus Project, as modified from its description in the EIR, is within the scope of the Master Plan, that the environmental impacts of the Project have been adequately analyzed in the EIR, that the modifications to the Project would not cause new significant impacts not identified in the EIR nor require new mitigation measures, and that no supplemental EIR or negative declaration is required.

#### Plot 10F Demolition and Paving and Cargo Building 662

Since certification of the Master Plan EIR, modifications to the cargo facilities envisioned in the Master Plan have been made. The SF Planning Department prepared and issued the Plot 10F Demolition and Paving and Cargo Building 662 addendum to the Master Plan EIR dated December 15, 2022 to address changes to that project and to specifically evaluate the impacts of those modifications. The SF Planning Department concluded that the Plot 10F Demolition and Paving and Cargo Building 662 Project, as modified from its description in the EIR, is within the scope of the Master Plan, that the environmental impacts of the Project have been adequately analyzed in the EIR, that the modifications to the Project would not cause new significant impacts not identified in the EIR nor require new mitigation measures, and that no supplemental EIR or negative declaration is required.

#### West Field Cargo Redevelopment

Since certification of the Master Plan EIR, modifications to redevelopment of the airport and airline support facilities envisioned in the Master Plan have been made. The SF Planning Department prepared and issued the West Field Cargo Redevelopment addendum to the Master Plan Program EIR dated August 22, 2003 to address changes to that project and to specifically evaluate the impacts of those modifications. On October 1, 2003, by Resolution No. 03-0207, the Airport Commission authorized the implementation of the West Field Cargo Redevelopment Project. Further modifications were made to the West Field Cargo Redevelopment Project as

envisioned in the addendum dated August 22, 2003, and these revisions were evaluated in a subsequent addendum to the Master Plan Program EIR dated May 17, 2021. For both modifications, the SF Planning Department concluded that the West Field Cargo Redevelopment Project, as modified from its description in the EIR, is within the scope of the Master Plan, that the environmental impacts of the Project have been adequately analyzed in the EIR, that the modifications to the Project would not cause new significant impacts not identified in the EIR nor require new mitigation measures, and that no supplemental EIR or negative declaration is required.

### **Recommendation**

I recommend the Commission award Professional Services Contract No. 11917.41, Project Management Support Services for the West Field Garage 675 Project, to PGHWong/The Allen Group Joint Venture, a joint venture between PGH Wong Engineering, Inc. and The Allen Group, LLC, in the not-to-exceed Contract amount of \$3,000,000 for the first year of services.



Ivar C. Satero  
Airport Director

Prepared by: Judi Mosqueda  
Chief Development Officer  
Design & Construction

Attachments

## AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 23-0268

**AWARD OF PROFESSIONAL SERVICES CONTRACT NO. 11917.41, PROJECT MANAGEMENT SUPPORT SERVICES FOR THE WEST FIELD GARAGE 675 PROJECT, TO PGH WONG/THE ALLEN GROUP JOINT VENTURE, A JOINT VENTURE BETWEEN PGH WONG ENGINEERING, INC. AND THE ALLEN GROUP, LLC, IN THE NOT-TO-EXCEED CONTRACT AMOUNT OF \$3,000,000 FOR THE FIRST YEAR OF SERVICES**

WHEREAS, the West Field Garage 675 Project (Project) will construct a new employee parking garage, upgrade the West Field AirTrain Station, provide elevated pedestrian walkways between the new garage and AirTrain station, and demolish existing facilities to support future development of the West Field Area; and

WHEREAS, on November 3, 1992, by Resolution No. 92-0284, the Commission approved the San Francisco Master Plan (Master Plan) and adopted findings, including a Statement of Overriding Considerations and a Mitigation Monitoring and Reporting Program, as required by the California Environmental Quality Act (CEQA); and

WHEREAS, the Master Plan was the subject of a Program Environmental Impact Report (EIR) prepared by the City and County of San Francisco Office of Environmental Review and certified by the San Francisco Planning Commission on May 28, 1992, by Motion No. 13356, in accordance with the requirements of CEQA, Public Resources Code section 21000, *et seq.*; Title 14, section 15000, *et seq.* of the California Code of Regulations (CEQA Guidelines); and Chapter 31 of the San Francisco Administrative Code; and

WHEREAS, the West Field Garage 675 Project is a project included in the Master Plan and is described generally in the Master Plan and analyzed in the EIR; and

WHEREAS, Section 15168 of the CEQA Guidelines requires subsequent activities in a program that are covered by a program EIR be examined in light of the EIR to determine whether additional environmental documentation must be prepared; and

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WHEREAS, after reviewing the information regarding the Project, the San Francisco Planning Department, Environmental Planning Division prepared the following addenda to the Master Plan EIR to address the changes to the Project to specifically evaluate the impacts of the modifications: the Consolidated Administration Campus addendum dated May 17, 2021, the Plot 10F Demolition and Paving and Cargo Building 662 addendum dated December 15, 2022, and the West Field Cargo Redevelopment Project addendum dated May 17, 2021; and

WHEREAS, the San Francisco Planning Department, Environmental Planning Division concluded that the Project as modified from its description in the EIR is within the scope of the Master Plan Program, that the environmental impacts of the Project have been adequately analyzed in the EIR, that the modifications to the Project would not cause new significant impacts not identified in the EIR nor require new mitigation measures, and that no supplemental EIR or negative declaration is required; and

WHEREAS, since the EIR and addenda were finalized, there have been no substantial project changes and no substantial changes in project circumstances that would require major revisions to the EIR or addenda due to the involvement of new significant environmental effects or an increase in the severity of previously identified significant impacts, and there is no new information of substantial importance that would change the conclusions set forth in the EIR or addenda; and

WHEREAS, the Project Management Support Services (PMSS) consultant will provide overall management expertise and oversight of the Project; the scope of work for the Contract will include design and construction management services, project controls, contract administration, cost estimating services, and field inspections; and

WHEREAS, on April 18, 2023, by Resolution No. 23-0100, the Commission authorized the Director to issue a Request for Qualifications/Request for Proposals (RFQ/RFP) for PMSS for the Project and to negotiate with the highest-ranked shortlisted proposer; and

WHEREAS, on June 27, 2023, the Airport received five responsive proposals; and

WHEREAS, the Airport convened a selection panel that thoroughly reviewed responsive proposals and interviewed the shortlisted proposers and key personnel in accordance with the criteria stated in the RFQ/RFP; and

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- WHEREAS, based on the evaluations by the selection panel, PGH Wong/The Allen Group Joint Venture, a joint venture between PGH Wong Engineering, Inc. and The Allen Group, LLC is determined to be the highest-ranked proposer; and the Director recommends awarding the Contract to PGH Wong/The Allen Group Joint Venture; and
- WHEREAS, Staff negotiated the scope of services, Contract terms and conditions, and fee with PGH Wong/The Allen Group Joint Venture for the Contract and the agreed-upon initial not-to-exceed Contract amount for the first year of services is \$3,000,000; and
- WHEREAS, Staff estimates that the total Contract amount will be \$14,000,000 with a total Contract duration of four and a half years; and
- WHEREAS, the City's Contract Monitoring Division approved a Local Business Enterprise (LBE) sub-consulting participation requirement of 20% for the Contract, and PGH Wong/The Allen Group Joint Venture has committed to achieving 20% LBE sub-consultant participation; now, therefore, be it
- RESOLVED, the Commission has reviewed and considered the EIR, addenda, and record as a whole, finds that they are adequate for its use as the decision-making body for the approval of Contract No. 11917.41, and incorporates the CEQA findings contained in Resolution Nos. 92-0284, 03-0207, 15-0021, and 23-0100, including the Statement of Overriding Considerations, as though set forth in this Resolution; and, be it further
- RESOLVED, that the Commission hereby awards Professional Services Contract No. 11917.41, Project Management Support Services for the West Field Garage 675 Project, to PGH Wong/The Allen Group Joint Venture, a joint venture between PGH Wong Engineering, Inc. and The Allen Group, LLC, in the not-to-exceed Contract amount of \$3,000,000 for the first year of services.

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*I hereby certify that the foregoing resolution was adopted by the Airport Commission*  
at its meeting of \_\_\_\_\_

NOV 21 2023

  
Secretary