



Mayor Gavin Newsom  
Philip A. Ginsburg, General Manager

DATE: November 20, 2009  
TO: Recreation and Park Commission  
THRU: Rhoda Parhams, Capital Division Manager  
FROM: Marvin Yee, Landscape Architect  
RE: Commission Calendar Item

**Agenda Item Wording:** Discussion and possible action to award a Job Order Contract, valued up to \$2 million, to Synergy Project Management, Inc.

**Background:**

A Job Order Contract (“JOC”) is an indefinite quantity contract utilized to accomplish a series of projects with a single, competitively bid contract awarded before the projects are identified. Contractors bid an adjustment factor to pre-set unit prices. Work is accomplished by issuing task orders to the successful contractor during the two-year term of the contract.

Job Order Contracts are being used by other City Departments with contracting authority, including the Airport, Public Works and the PUC.

The Recreation and Park Commission is seeking to issue three (3), \$2 million Job Order Contracts with a contract duration of two (2) years each. Each task order is limited to \$200,000. Task orders exceeding \$200,000 may be issued with the approval of the General Manager. JOC is expected to expedite relatively small construction projects, particularly those under the City-wide capital improvement programs (i.e., trails and restrooms) of the 2008 Park Bond.

The Recreation and Park Department advertised three (3) Job Order Contracts for competitive bids in September 2009. Two (2) JOC contracts





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require 'A' licenses (general engineering), while one (1) requires a 'B' license (building).

JOC Contract #CON09-010, which requires an 'A' license, received 6 bids. Synergy Project Management, Inc., submitted the lowest adjustment factor of 1.0987. Synergy Project Management Inc., has worked on a number of Recreation and Park Department projects, including Senior Park and Tioga Lot of the Visitation Valley Greenway to the City's satisfaction.

**Source of Funds and Amount:**

Total contract amount of up to \$2 million. Source of funds based on a project-by-project basis.

**Supported By:**

General support

**Opposed By:**

None known

**Recommendation:**

RESOLVE, That this Commission accepts that recommendation of Staff and the General Manager and hereby awards a Job Order Contract, valued up to \$2 million, to Synergy Project Management, Inc.

**People to Contact:**

Bayard Fong, HRC

**Attachments:**

Tabulation of Bids

**RECREATION AND PARK DEPARTMENT  
BID OPENING**

Project: JOC

Contract #: CON09-010

Bid Due Date/Time: 10/8/09 at 2:00 pm

RPD Contract Admin: Sean McFadden

RPD Project Manager: Marvin Yee

	<b>Bidder #1</b>	<b>Bidder #2</b>	<b>Bidder #3</b>	<b>Bidder #4</b>	<b>Bidder #5</b>	<b>Bidder #6</b>
<b>Company</b>	Sean W. Smith Inc	Torres	Rodan Builders	Yerba Buena Engineering	Gordon N. Ball	Synergy PM Inc.
<b>Contact</b>	Sean Smith	Tomas Torres	Dan Oliver	Miguel Galarza	Hal Stober	Javad Mirsaidi
<b>Address</b>	180 Brannan Street, #201	7330 N. Figueroa St.	859 Cowan Road	1340 Egbert Avenue	333 Camille Avenue	150 Exec. Park Blvd.
	SF, CA 94107	LA, CA 90041	Burlingame, CA 94010	SF, CA 94121	Alamo, CA 94507	SF, CA 94134
<b>Phone</b>						
<b>ACF</b>	1.24	1.0994	1.196	1.145	1.204	1.0987
<b>LBE Claimed</b>	X			X		X
<b>Discount (10%)</b>	-0.124			-0.1145		-0.10987
<b>Total Bid</b>	1.116	1.0994	1.196	1.0305	1.204	0.98883
						<b>Apparent Low Bidder</b>