

## **ANNOUNCEMENT**

### **CITY & COUNTY OF SAN FRANCISCO SAN FRANCISCO PUBLIC WORKS REQUEST FOR QUALIFICATIONS**

#### **As-Needed Specifications Writing Services No. 3**

San Francisco Public Works (Public Works), a department of the City and County of San Francisco (City), seeks to award up to three (3) master agreements (Contracts) to pre-qualified Consultants and/or joint venture (JV) firms to provide Specifications Writing Services and related services on an as-needed basis.

The selected Consultant will provide Specifications Writing Services and other related services as described in Section 2 – Scope of Services. Projects may include buildings, infrastructure, and other City-owned facilities.

The result of this RFQ, through the evaluation and selection process, will be a master agreement with each selected consultant firm or team. Each master agreement will have a five (5) year term with Contract Service Orders (CSO) or tasks issued during the first four years only.

The City intends to award up to three (3) master agreements with a not to exceed value of up to \$400,000 for each master agreement. Public Works reserves the right to change the contract amount and have the sole discretion to extend the Contract duration to be awarded consistent with City contracting requirements.

Since this is an “As-Needed” contract, award of a master agreement does not guarantee that the selected firms will perform all or any portion of the services described in this RFQ, nor does it guarantee that the maximum amount will be expended. The maximum contract dollar amount does not represent a guaranteed revenue source for any of the selected firms.

Submittals will be accepted until 2:00 P.M. Pacific Time, October 6, 2021. Consultants shall submit Proposals as specified and required in the RFQ package. Late submittals will not be considered. Additional Information and Digital files of the RFQ Package may be downloaded at no cost through the Supplier Portal. Notices regarding Addenda and other RFQ changes will also be posted in the Supplier Portal.

The LBE Subconsulting Participation Requirement for this project is waived. For any CMD-related questions, please contact Regina Chan at [Regina.Chan@sfgov.org](mailto:Regina.Chan@sfgov.org).

Questions regarding the RFQ must be submitted no later than September 15, 2021, 4:00 P.M. by email to the Contract Manager at: [olivia.lee@sfdpw.org](mailto:olivia.lee@sfdpw.org).

There will be no pre-proposal conference for this RFQ.

In accordance with San Francisco Administrative Code Chapter 6, no proposal is accepted and no contract in excess of the threshold amount, currently \$706,000, and as amended from time to time, is awarded by the City and County of San Francisco until such time as (a) the Mayor or the Mayor's designee approves the contract for award and (b) the Director of Public Works then issues an order of award. Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds.

Consultants with billing classifications subject to prevailing wages on public works projects may not be awarded a contract unless such Consultants are registered with the Department of Industrial Relations (DIR) at the time of award. Please visit the DIR website for more information: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

**This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into any Contract with a Consultant that has its United States headquarters in a state with laws that perpetuate discrimination against LGBT populations ("Covered State") or where any or all of the work on the contract will be performed in any of those states. A list of states on the Covered State List can be found at: <https://sfgsa.org/chapter-12x-state-ban-list>.**