

## **ANNOUNCEMENT**

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

#### **As-Needed Specifications Writing Services No. 4**

San Francisco Public Works (Public Works), a department of the City and County of San Francisco (City), seeks to award up to four (4) 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.

On as-needed basis, the selected Consultant will provide Specifications Writing Services and other related services as described in Section 2 – Scope of Work in the RFQ. 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 four (4) master agreements with a not to exceed value of up to \$800,000 for each master agreement. Public Works reserves the right to change the number of contracts, 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, November 8, 2023. 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 Sheila Tagle at [Sheila.Tagle@sfgov.org](mailto:Sheila.Tagle@sfgov.org).

Questions regarding the RFQ must be submitted no later than October 11, 2023, 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.

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>.