



Meeting Date: March 12, 2026

To: Public Works Commission

Through: Carla Short, Public Works Director
Bruce Robertson, Deputy Director

From: Jacky Ng, Contract Manager

Subject: As-Needed Specification Writing Services No. 4, Contract ID 1000032085
– Contract Modification

Director’s Recommendation: Approve modification to As-Needed Specification Writing Services No. 4, Contract ID 1000032085 with Emily Borland Specifications, Inc., to increase the not-to-exceed contract amount by \$400,000 for a new not-to-exceed amount of \$1,200,000.

Contract Background: The Department of Public Works has a contract with Emily Borland Specifications, Inc. (“Consultant”), under which Consultant and its team of sub-consultants, provide specification writing services and other related services on an as-needed basis. Services to be performed include, but are not limited to, specification writing and hardware design to support Public Works design staff, provide expert advice and services to ensure the most up-to-date products are utilized in the specifications. Consultant may provide the requested services for an entire project, a portion of a project, or a project phase.

Reason for Modification: The proposed modification would increase the contract amount by \$400,000. The additional contracting capacity will be used to award additional contract service orders under the As-Needed Specification Writing Services No. 4 on an as-needed basis. These as-needed contract service orders are necessary to support Public Works staff with their workload and to harness the consultant’s specialized services.

Contract Details:

Contract Title:	As-Needed Specification Writing Services No. 4
Personal Services Contract No. (Required for Professional Services Only):	The Civil Service Commission approved the original contract on November 6, 2023 (45441-23/24)
Contract Original Award Amount:	Up to \$800,000
Contract Original Duration:	1,825 days

Contractor Name:	Emily Borland Specifications, Inc.
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Summary of Total Amounts:

	Contract Amount	Contract Duration	Contract Dates
Original Contract Amount:	\$800,000.00	1,825 Days	3/13/2024-3/12/2029
Previous Approved Modifications:	-	-	-
Proposed Modification:	\$400,000.00	0 days	3/13/2024-3/12/2029
Total Contract Values, if approved	\$1,200,000.00	1,825 Days	3/13/2024-3/12/2029

Previously Approved Modifications:

Modification	Amount	Extension (days)	Description
N/A	N/A	N/A	N/A

Contract Funding Sources:	Client funding, depending on the project
Compliance Information:	Public Works Contract Administration staff verified that the Consultant complies with the Equal Benefits Provisions of Article 131 of the City’s Administrative Code. Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract.
Related Commission Actions:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: Resolution

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, On February 27, 2024, San Francisco Public Works awarded As-Needed Specification Writing Services No. 4, Contract ID 1000032085 to Emily Borland Specifications, Inc., in the amount of \$800,000 with a contract duration of 1,825 calendar days; and

WHEREAS, An increase to the not-to-exceed contract amount by \$400,000 is requested for As-Needed Specification Writing Services No. 4; and

WHEREAS, This \$400,000 increase to the contract will remain within the approved Personal Services Contract (“PSC”) amount approved by the Civil Service Commission on November 6, 2023; now, therefore, be it

RESOLVED, That this Commission hereby approves the modification, an increase to the not-to-exceed contract amount by \$400,000, for a new not-to-exceed amount of \$1,200,000 for As-Needed Specification Writing Services No. 4, with Emily Borland Specifications, Inc.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission