

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

**RESOLUTION NO. 2024-0015**

WHEREAS, On September 20, 2023, San Francisco Public Works (Public Works) advertised the Request for Qualifications (RFQ) for As-Needed Specification Writing Services No. 4 to establish a pool of qualified consultants; and

WHEREAS, The not-to-exceed contract amount is anticipated to be up to \$800,000; and the agreement will have a duration of 1,825 calendar days for these services, and

WHEREAS, Public Works intended to award contracts to a total of four pre-qualified prime consultants or joint ventures through the RFQ's As-Needed Specification Writing Services No. 4; and

WHEREAS, Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract; and

WHEREAS, Public Works received two proposals in response to the RFQ As-Needed Specification Writing Services No. 4 on November 08, 2023; and

WHEREAS, The City found a total of two proposals responsive and responsible; and

WHEREAS, Both responsive and responsible proposals were evaluated and scored by a panel comprised of individuals knowledgeable on the subject matter of the RFQ; and

WHEREAS, Optional oral interviews were not conducted; and

WHEREAS, Proposer Emily Borland Specifications, Inc. ranked first in the RFQ As-Needed Specification Writing Services No. 4; and now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works professional Services Contract, As-Needed Specification Writing Services No. 4, in the amount of \$800,000, with a contract duration of 1,825 calendar days to Emily Borland Specifications, Inc.

*I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of February 26, 2024.*



Commission Affairs Manager  
Public Works Commission