



Meeting Date: February 26, 2024

To: Public Works Commission

Through: Carla Short, Public Works Director
Ron Alameida, Deputy Director & City Architect

From: Olivia Lee, Contract Manager

Subject: As-Needed Specification Writing Services No. 4.
– Two Contract Awards

Director's Recommendation: Award As-Needed Specification Writing Services No. 4 Contracts in the amount of \$800,000 each for 1,825 calendar days to Emily Borland Specifications, Inc., and Dabri, Inc. for specification writing services.

Contract Background: The work to be done under this contract consists of specification writing services. The consultants would provide specialized services in specifications writing and hardware design to support Public Works design staff on an as-needed basis. The consultants provide expert advice and services to ensure that the most up to date products are utilized in the specifications. The consultants may be required to provide the requested services for an entire project or for a portion of a project or for any project phase. The consultants have provided these types of services for the City in the past.

Solicitation Process: On September 20, 2023, San Francisco Public Works advertised the Request for Qualifications (RFQ) for As-Needed Specification Writing Services No. 4. Public Works sought to award four contracts with an anticipated not-to-exceed contract amount of \$800,000 with a contract duration of 1,825 calendar days. The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract.

On November 8, 2023, Public Works received two proposals. City staff reviewed all proposals and determined that two proposals were responsive and responsible.

The responsive and responsible proposals were then evaluated and scored by a panel comprised of individuals knowledgeable on the subject matter.

Optional oral interviews were not conducted.

Proposers Emily Borland Specifications, Inc. and Dabri, Inc. ranked in the top two in the RFQ As-Needed Specification Writing Services No. 4.

Contract Details:

Contract Title:	As-Needed Specification Writing Services No. 4
Personal Services Contract No.:	Civil Service Commission approved on November 06, 2023 (PSC No. 45441-23/24).
Contract Award Amount:	Up to \$800,000 for each contract
Contract Funding Sources (if applicable):	Client funding, depending on the project.
Anticipated Project Schedule:	Notice To Proceed is expected to be issued shortly after the contract is certified by the Public Works Contract Administration staff. Contract will end 1,825 calendar days after it commences.
Contract Duration:	1,825 calendar days for each contract
Contractors' Names:	Emily Borland Specifications, Inc.; Dabri, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The Contract Monitoring Division (CMD) waived the Local Business Enterprise (LBE) subcontracting requirement for this contract. Emily Borland Specifications, Inc. submitted LBE subconsultant participation of 0% with its proposal. Dabri, Inc. submitted LBE subconsultant participation of 0% with its proposal.
Other Compliance:	N/A
Additional Information:	N/A
Attachments:	Attachment 1: Tabulation of Scores and Ranking Attachment 2: CMD Determination Memo Attachment 3: Resolutions

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

RESOLUTION NO. _____

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 _____.

Commission Affairs Manager
Public Works Commission



**City and County of San Francisco
San Francisco Public Works
Project Controls and Services**



PROFESSIONAL SERVICES RFQ
TABULATION OF SCORES

Title: As-Needed Specification Writing Services No. 4

Sourcing Event ID No.: 0000008669

Date Proposals Received: November 8, 2023

Firm Name	Final Score	Final Rank
Emily Borland Specifications, Inc.	737.00	1
Dabri, Inc.	649.00	2



MEMORANDUM

Date: January 4, 2024

To: Olivia Lee, Contract Administration, Department of Public Works

From: Sheila Tagle, Contract Compliance Officer, Contract Monitoring Division

Subject: 0000008669 As-Needed Specifications Writing Services No 4 – CMD
Determination Memo

The Contract Monitoring Division (“CMD”) has reviewed the consultants’ proposals and supporting documentation. Based on this review, CMD has determined that the proposals were materially compliant with the pre-award Chapter 14B requirements.

Rating Bonus, Score Sheets, and Score Tabulations

CMD has reviewed the score sheets submitted by the panelists and the final score tabulations from the Department of Public Works. DPW received two (2) proposals. Both proposers are CMD-certified LBEs qualified for the appropriate LBE rating. Based on this information, the proposers are ranked as follows:

RANK	FIRM	LBE Status	Final Score	Final Score with Rating Bonus
1	Emily Borland Specifications, Inc.	SF LBE-WBE (Micro)	670	737
2	Dabri, Inc.	SF LBE-WBE (Small)	590	649

LBE Subconsultant Participation Requirement

The LBE subconsultant participation requirement for this contract has been waived.

The RFQ indicated that DPW seeks to award up to four (4) contracts to pre-qualified proposers. Based on the foregoing, CMD has determined that Emily Borland Specifications, Inc. and Dabri, Inc. have complied with the pre-award Chapter 14B requirements.

Should you have any additional questions and/or concerns, please contact Sheila Tagle at sheila.tagle@sfgov.org or Selormey Dzikunu at selormey.dzikunu@sfgov.org.