The City and County of San Francisco (City), San Francisco Public Works (Public Works) announces a Request for Qualifications (RFQ) for an Architectural and Engineering (A/E) Consultant Team led by an Executive Architect with expertise in planning and design of civic buildings to provide design, engineering and related specialty services in assisting the City with the San Francisco Emergency Medical Service (EMS) Facility Project at 2245 Jerrold Street, San Francisco, CA.

The Consultant Team is to utilize the previously developed Schematic Design bridging documents to deliver design, engineering and specialty consultant services for the Project. The design and construction of the new building shall comply with all applicable codes, standards and regulatory agencies, to meet the functional and operational requirements of the San Francisco Emergency Medical Services Project.

Digital files of the RFQ package can be downloaded at no cost at www.sfdpw.org/biddocs. Notices regarding Addenda and other proposal changes will be distributed, by email, to registered RFQ Holders. Additional information is available from Public Works’ Contracts, Bid Opportunities and Payments webpage at: www.sfpublicworks.org

A Pre-Proposal Conference will be held on Thursday, September 15, 2016 at 10:00 A.M. in the 4th Floor Main Conference room, 30 Van Ness Avenue, San Francisco, CA. All proposers attending the pre-proposal conference will receive fifteen (15) points towards its San Francisco Contract Monitoring Division’s (CMD) “Good Faith Outreach” requirement.

All requests for clarification of any ambiguities, discrepancies, inconsistencies, or questions concerning this RFQ, whether submitted before or after the pre-proposal conference, must be in writing and directed to Tim Kempf at DPWEMS@sfdpw.org, no later than 4:00 p.m. Tuesday, September 20, 2016. Substantive replies, clarifications, interpretations, or changes to this RFQ will be made by written addendum, and shall become part of this RFQ. It is the responsibility of the Respondent to confirm receipt of any and all addenda issued for this RFQ.

Respondent shall submit its Response Package as specified in this RFQ by no later than 4:00 P.M. on Thursday October 06, 2016 to San Francisco Public Works, 30 Van Ness Avenue, Suite 4100, San Francisco, CA 94102, Attn: Tim Kempf, San Francisco Emergency Medical Services (EMS) Facility Project. Determination of the official time will be made via http://nist.time.gov.

Chapter 14B, Local Business Enterprise and Non-Discrimination Ordinance applies to this project. Primes are required to meet the LBE subconsulting requirement of 20% and are required to demonstrate good faith efforts (Per CMD Attachment 2). Note: If a respondent meets and/or exceeds the established LBE subconsulting participation requirement by 35% or more, the respondent is not required to submit good faith outreach documentation.

The joint venture bid discount/rating bonus is available only for Professional Services and Architect/Engineering contracts. A business that is bidding or competing for Professional Services or Architect/Engineering contracts may associate with a certified LBE to compete for contracts as a joint venture. Joint Venture partners may be in different industries provided that each joint venture partner meets the minimum qualifications in the bid or proposal, and each is acting as a prime contractor or
otherwise meets the definition of a Joint Venture. The LBE joint venture partner must perform Prime Level Work and be CMD certified for the scope of work they are proposing to perform in order to be eligible for the bid discount/rating bonus. Joint ventures receive bid discounts/rating bonuses depending upon the LBE percentage of prime level participation as set forth in Section 14B.7(F).

Contact CMD compliance officer, Kelly Dwyer, at kelly.dwyer@sfgov.org or (415) 558-4080 for details.

The Contract Monitoring Division (CMD) will participate in the Pre-Proposal Conference to answer questions and will monitor the entire selection process.

In accordance with San Francisco Administrative Code Chapter 6, no proposal is accepted and no contract in excess of $600,000 is awarded by the City until such time as (a) the Mayor or the Mayor’s designee approves the contract for award and (b) the Department Head 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.