

**REQUEST FOR INFORMATION  
FOR  
COUNTY OF SAN MATEO**

**LISTED BELOW ARE THE QUESTIONS (Q) SUBMITTED BY  
POTENTIAL PROPOSERS ON THE  
REQUEST FOR PROPOSALS FOR THE  
2018 ON-CALL ENGINEERING AND PROFESSIONAL SERVICES**

**THE COUNTY OF SAN MATEO DEPARTMENT OF PUBLIC WORKS  
HAS PROVIDED RESPONSES (R) TO THE QUESTIONS BELOW**

- Q1. Can a firm serve as a subconsultant for a category that they are not priming?  
*R1. A firm may serve as a subconsultant for a category that they are not the prime for. Each firm is encouraged to submit a proposal per Category of work as each firm is evaluated based on the ability to perform each Category of work per Section 3.4 Evaluation Criteria. A subconsultant may provide project specific work per individual task orders per given category, however, it is not a requirement for this RFP.*
- Q2. If a firm is pursuing a category as a prime consultant, can that same firm be a subconsultant on another team for the same category?  
*R2. A firm may pursue both – A prime under a category and a subconsultant under another category.*
- Q3. If this is a rebid, will the County provide a list of current on-call contract holders?  
*R3. This RFP is for a new On-Call Engineering and Professional Services contract. The current list (expires on October 19, 2018) of On-Call contract holders is as follows: AECOM Technical Services, Inc., Anchor QEA, LLC, BioMaAS, BKF Engineers, Cornerstone Structural Engineering Group, David J. Powers & Associates, DKS, Fugro Consultants, Inc., Geo-logic Associates, H.T. Harvey and Associates, Kimley-Horn, Kleinfelder, MIG/TRA, NV5, Quincy Engineering, Sandis, Swaim Biological, Inc., TJKM, Towill, Inc., Vali Cooper and Associates, Wreco, and ZFA Structural Engineers.*
- Q4. Can a firm propose on individual tasks under a category or do you have to propose for all of them?  
*R4. It is the expectation that a firm submits a proposal per each Category of work, and is capable of performing the tasks indicated in each Category. If there are specific tasks to be performed by a subconsultant, provide the firm's name and description of their responsibilities.*

Q5. Is there a specific DBE goal?

*R5. No. There is no DBE goal.*

Q6. On Page 6 and 7 of the RFP very specific instructions are outlined as to the number of pages for each tabbed section and what is to be included in that section. Then on Page 8, Technical Proposal Contents, Supplementary Documents and Price Proposal information is requested. Do we follow what is requested under TAB 5 "Cost to the Department for Primary Services" or do we follow the instructions included on Page 8, Item D "Price Proposal".

*R6. TAB 5 "Cost to the Department for Primary Services" explains what is included in the schedule of fees, how your firm will track and manage budget, etc. Any special provisions to consider – travel time, per diem, overtime etc. Item D "Price Proposal" is the schedule of fees that will be included in a sealed envelope.*

Q7. If the County is requiring us to submit B." Technical Proposal Contents" and C," Supplementary Documents", requested on Page 8 of the RFP. Where would these items be presented in our submittal. Would they follow the cover letter since they are listed as Items 4 and 5 under the "Proposal Format"?

*R7. The technical proposal contents and Supplementary Documents should be included in "TAB 2 Proposed Approach".*

Q8. Technical Content. Some of the Items listed in the Technical Proposal Content do not seem applicable to a professional service contract, specifically 3, 5 & 6. Please clarify.

*R8. The mentioned items may apply to some Categories. If they don't pertain to the Category that your firm is proposing, there is no need to address it in the proposal.*

Q9. Supplementary Documents (page 8)

C1. Are there any City forms required to be used?

C.3 Financial Documents. Please clarify what this means.

C.5 Are there any attachments, certifications or forms required to be submitted with our proposal?

*R9. There are no County forms required for this RFP.*

*Financial documents may be included to show justification of their schedule of fees, rates, reimbursables, etc.*

*The items mentioned in the Supplementary Documents are not mandatory. The requirements of each Category are described in Section 6.3. It is up to the proposing firm to use their discretion for including supplementary documents.*

Q10. Please Clarify Section III, "Qualifications, Experience and Evaluation Criteria" included on Page 13 of the RFP. Because Our Firm Experience and Staffing information, including Resumes are already requested Under TAB 1, are we required to include it again? If so where should it be included in our proposal.

*R10. The information on the proposal should be organized in their respective tabs as directed in Section 2.2.*

Q11. References were requested under TAB 6 and then are again requested, under 3.3 on page 13. Please clarify as to where this information should be included.

*R11. The information on the proposal should be organized in their respective tabs as directed in Section 2.2.*

Q12. General Question. The County seems very clear as to how many pages each Tabbed section can have but the Technical Proposal Contents, Supplementary Documents and all items list under Section III, 3.1, 3.2 and 3.3 don't seem to have any page restrictions. Please clarify.

*R12. The intent of Section 3 is to inform the proposer about the different evaluation criteria for how the proposal will be evaluated – not how the proposal should be organized. The information on the proposal should be organized in their respective tabs as directed in Section 2.2. The proposer should follow the page limits mentioned in Section 2.2.*

Q13. Please provide clarification for the proposal format. In previous years, individual proposals were submitted for each discipline. This year, does the county want ALL disciplines addressed in ONE proposal, with a common introduction? Or does it want individual proposals for each discipline?

*R13. The County would like one individual proposal per category. Please reference Section 2.2E.*

Q14. Does the County have a list of projects anticipated through this on-call or can you provide a list of projects awarded under the previous contract?

*R14. The County does not have a list of anticipated projects through this On-Call. The County will not be providing a list of projects awarded under the previous contract.*

Q15. Under Sect. IV - 4.1 Cyber Liability, please clarify what is mean by the terms "Confidential Information" or "Personally Identifiable Information" and how that will apply to this professional services on-call contract.

*R15. Cyber Liability Insurance is not applicable for this RFP.*

Q16. Under Appendix C - DBE Info / GFE, we don't see any "forms" that are to be submitted. Would it be acceptable for firms that are awarded contracts to turn in GFE documentation once a specific scope of work and DBE goal % is known?

*R16. Appendix C is part of the draft On-Call Agreement. No forms or GFE are required for this RFP. It is the expectation for the selected on-call firms to provide GFE for FEMA funded projects. For those projects, it could be assumed that there will be an established DBE goal. At that time, the firms (with awarded contracts) are required to provide GFE for soliciting to DBE firms per Appendix C.*

Q17. We see other firms have asked about the Price Proposal under section D. However, we would like some direction on how we should provide a price proposal for unknown, future work?

*R17. The schedule of costs should be provided in a sealed envelope labeled "PRICE PROPOSAL" with the hard copy submittal.*

Q18. The RFQ we printed has multiple places with blank spaces in the middle of text.

Page 5: B) Questions, Comments, Exceptions - three places.

Page 6: Sect. 2.2 (A)(1)after 2nd line.

Page 7: Tab 5 between item 3) and Tab 6.

Please let us know what text, if any is missing.

*R18. All the contents of the RFP is shown on the pdf. For convenience, we've uploaded a printable pdf version of the RFP that should contain all the text.*

Q19. Please clarify what is meant by "duplex pages". Is it one side of a single piece of paper counting as one page? Or double sided printing on a single sheet of paper which equals 2 pages?

- R19. A single duplex page is printed front and back. Example: (2-duplex pages maximum): Two (2) pages printed back and front.*
- Q20. Under Section 2.2.A. Proposal Format on page 6 of the RFP, please clarify your preferred location for items (2) through (5). In other words, within which tabbed section would the County prefer to see the proposer's list of authorized contacts, exceptions, technical proposal, and supplementary documents (if any)? Does the County have a preference as to whether the table of contents is placed before or after the cover letter?
- R20. The items (2) through (5) should be included in various tabbed sections where the firm deems appropriate. The County prefers to have the table of contents placed after the cover letter.*
- Q21. Page 8 - Technical Proposal Contents. Is this an additional Tab Section for us to respond to? If so, what Tab Number do you want to assign to it? If not a separate Tab Section, how do you want us to respond to it? Most of the questions in this Section are not applicable, as this is an On-Call Request for Services and not a specific project. Please provide clarity on this entire section and how we should respond, it at all?
- R21. The Technical Proposal Contents should be included in the TAB 2 Proposed Approach.*
- Q22. You have a mandatory page limit per tab section, so how do we respond to the Technical Proposal Contents and still meet the page limit?
- R22. The Technical Proposal Contents should be included in the TAB 2 Proposed Approach and meet the page limit of 5 pages (duplex).*
- Q23. Page 8 - Supplemental Documents - This section is vague. Which documents are you looking for to be submitted. The Forms, listed in Tab 7 are clear. What about the other documents requested in this Section? Where do you want them included and how can we meet the page limit if these are required. ? Also in this section, you also mention financial documents - What type of financial documents? In what section do you want them included? And does this count toward the page limit?
- R23. These supplementary documents are optional and not required - its intent is to add reference or detail to the proposal if necessary. Supplementary documents will not be counted towards the page limit.*
- Q24. Page 7 – Language Following Tab 7 –“ In addition, the proposer should include a statement that it will agree to have any disputes regarding any contract venued in San Mateo County or the Northern District of California.” This sentence appears incomplete; please clarify
- R24. (Insert your Firm Name) agrees to venue any disputes regarding our contract in San Mateo County or the Northern District of California.*
- Q25. General Question - By Duplex pages, do you mean double-side pages? For instance 3 double-side pages = 6 totals?
- R25. Correct, and see response R19.*
- Q26. Page 7 - Tab 5 - Cost Proposal. We understand that you are requesting all items that would be reimbursable. You're also requesting fully burdened hourly rates. What do you mean by a Schedule of Fees? This is an On-Call Proposal Request and we don't have any idea what the scope of those projects would be with respect to staffing and timeline - Please Clarify.
- R26. The schedule of fees are the hourly rates of the positions within your firm. The schedule of fees will be used for future projects.*

- Q27. The RFQ states that if submitting on multiple categories, we should include all required documents into one proposal package, separated by Category. In this case, is it acceptable to use a binder for the hard copy submission?
- R27. See response R13. The County requests one proposal per category.*
- Q28. Please clarify under which tab the Project Understanding (pg. 8) should be inserted.
- R28. Project Understanding should be included in TAB 2 Proposed Approach.*
- Q29. Does the County prefer separate Cost Proposals per category or should all staff be included in a single Cost Proposal regardless of how many categories are proposed?
- R29. Firms that are submitting proposals for multiple categories should also submit separate price proposals for each category.*
- Q30. Tab 1 and Tab 2 beneath Proposal Content Requirements give maximum page requirements of 2-duplex pages and 5-duplex pages. Is double sided printing preferred for the proposal? Does 2-duplex pages equate to 4 single sided pages? Does 5-duplex pages equate to 10 single sided pages?
- R30. See response R19 and R25. A duplex page is one sheet printed on both sides. Double sided printing is preferred.*
- Q31. In Category 2, there's a paragraph at the end of the description (p. 20 on the RFP) that refers to design services of a particular type (bio-engineering, stabilization and creek realignment solutions). Those services seem to fit under Category 1 (Engineering Design) more than than Category 2 (Environmental Study and Document Preparation). If we are primarily interested in providing these services which category should we apply for? And if we apply for Category 1 to perform these design services, do we also need to show experience in traffic engineering, traffic signal design, etc. and other unrelated capabilities? Thank you.
- R31. Consultant shall submit for services under Category 2 as stated in the RFP. Category 2 covers bio-engineering, stabilization and creek realignment solutions. Category 1 is for general Engineering Design Services.*
- Q32. RFP p. 24, item 2 under "The services to be provided during the construction phase shall include, but not be limited to:", does the county require formal value engineering workshops facilitated by a Certified Value Specialist (CVS)?
- R32. The County does not require formal value engineering workshops.*
- Q33. Which components of Tab 5 need to be included in the Separate envelope? Just the rate sheets or the entire thing?
- R33. The rate sheets should be included in a sealed envelope.*
- Q34. In Section IV - Insurance on page 15, the first sentence states "Provide evidence of insurance for each of the checked categories." Does the County want proposers to include a sample ACORD certificate of coverage with the proposal, and, if so, in which tabbed section should this document be placed? Also, the table of required types of coverage does not include a checked box next to Cyber Liability, but then in Section 4.1 it appears that Cyber Liability is required. Please clarify whether or not Cyber Liability is a requirement.
- R34. Insurance certifications are not required with the proposals. Insurance certifications will be required when a firm has been selected.*

- Q35. The RFP requests that respondents list at least three references within tab 6. If the proposing team includes subconsultants, please clarify whether three references can be provided for both prime consultant and subconsultant.
- R35. Three references are required for just the prime consultant.*
- Q36. Under each section for proposal content requirements, certain number listings states certain page limits. Does that apply to the whole section or just the number listing it is indicated in? Please clarify.
- R36. The page limits are associated for each tab that is mentioned, and that limit applies to the whole section. Example: TAB 1 - Firm Qualifications and Experience will have 2-duplex pages max.*
- Q37. Page 6, Tab 1 stipulates an organization chart must be included in the proposal. Is this an org chart of the firm, or of the project team?
- R37. Organization chart of the project team.*
- Q38. The RFP, Page 8 B, calls for a Technical Proposal and lists the contents. Is this to be included in our project approach? Please clarify if this is a separate section not identified in Tabs 1-7.
- R38. The Technical Proposal is included in TAB 2 Proposed Approach. This should not be a separate section not identified in TABS 1-7.*
- Q39. The RFP, Page 6, 2.2A(3). Does exceptions to "this solicitation" mean exceptions to the sample standard contract?
- R39. This exception may apply towards the standard contract agreement or specific requirements of the RFP. However, all proposed exceptions would have to be approved by the County prior to contract award.*
- Q40. Scope of Work on pages 19 and 20, B. Category 2, refers to studies, including for Stormwater/Wastewater Control Management. Can you specify the type of studies entailed in this item?
- R40. A study may not be necessary for this item. The "various studies" mentioned refer to studies that support the environmental documents mentioned.*
- Q41. Page 6 of the RFP, Tab 1, for the team organization chart, can we use 11 x 17 paper?
- R41. Yes. 11x17 paper for the team organization chart is acceptable.*
- Q42. Tab 3 Customer Service, for question 1 can you please clarify routine problem. Are you asking who is the Point of Contact in the event of technical issues?
- R42. Yes. Please provide the point of contact to address this question.*
- Q43. Tab 7, page 7, can't locate the County's forms needed for this RFP. Please advise.
- R43. TAB 7 has no reference to County forms. This TAB is a Statement of Compliance that needs to be included for this RFP.*
- Q44. If the the schedule of costs is to be included in a separate sealed envelope, what is to be included in Tab 5? To we still need to include a Tab 5? What is meant by a "detailed explanation for all costs associated with your providing the requested services.."? Are you looking for a breakdown of the components of the hourly rates?
- R44. See response R6.*
- Q45. The sample documents requested in Tab 2 are specific to construction management services. If we are not proposing to provide construction management, are you looking for sample deliverables or just a description of typical deliverables instead?



*R45. A description of typical deliverables is preferred.*

Q46. Tab 5: Cost to the Department for Primary Services:

1. Provide a detailed explanation for all costs associated with your providing the requested services if you are selected. Please clarify what the County is looking for in this section.

*R46. See response R6.*

Q47. Section IV - Insurance: 4.1 Special Insurance Requirements - Cyber Liability

Please clarify if Cyber Liability insurance is required for category 6 geotechnical engineering?

*R47. See response R5. Cyber Liability insurance is not applicable for this RFP.*

Updated as of August 14, 2018 at 8:00 A.M.

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