



## **County of San Mateo**

### **Request for Proposals (RFP) for Geotechnical and Geological Report Review Services**

### **Planning and Building Department**

RFP No. PLN22-0622

Date issued:	<b>June 22, 2022</b>
Questions due:	1:00 p.m., <b>July 1, 2022</b>
Proposal due:	3:00 p.m., <b>July 20, 2022</b>

#### **RFP Contact:**

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Request for Proposals No. PLN22-0622 for Geotechnical and Geological Report Review Services for the County of San Mateo Planning and Building Department.

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## **I. Introduction and Schedule**

### **A. General**

The County of San Mateo (the “County” or SMC) covers most of the San Francisco Peninsula. The region covers 744 square miles and is home to nearly 800,000 residents. The County is made up of 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education, and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare, and natural resources of the community.

The Planning and Building Department serves the County and its communities by preparing, administering, and enforcing land use plans and development regulations that protect public safety, preserve agricultural and environmental resources, address housing and transportation needs, and create healthy and prosperous communities, in a manner that fosters community engagement and provides exceptional levels of service.

The Building Inspection Section of the County of San Mateo Planning and Building Department protects the health and safety of County residents, their property, and the public by ensuring that permitted construction within the unincorporated areas of the County of San Mateo meets current building code standards.

The County of San Mateo Planning and Building Department is seeking professional firms to provide independent Geologic Report Peer Review and related geotechnical and geological services, including but not limited to, geologic research, onsite investigations, and review coordination with County and applicants, for the Planning and Building Department. The goal is to minimize response time and improve customer service by supplementing in-house staff with consulting services. Requested services could include geologic peer review for both residential and commercial projects located within Geological Hazard Areas, including but not limited to: Landslides Zones, Liquefaction Zones, Alquist-Priolo Earthquake Fault Zones, Bluff Retreat Zones, and Tsunami Zones.

The contract shall have an initial term of 3 years. In addition, the County shall have one (1) option to extend the term for a period of up to two (2) years, which the County may exercise in its sole, absolute discretion.

**B. Schedule**

<b>RFP Released</b>	June 22, 2022 PST
<b>Deadline for Questions, Comments and Exceptions</b>	Friday, July 1, 2022 1:00 PM PST
<b>Proposal Due Date and Time</b>	Wednesday, July 20, 2022 3:00 PM PST
<b>Review and Rate Proposals</b>	Week of July 25, 2022
<b>Announce Successful Bidder</b>	Week of August 1, 2022
<b>Anticipated Contract Award Date</b>	September 27, 2022

## II. Scope of Work

The County of San Mateo Planning and Building Department is seeking professional firms to provide independent geological and geotechnical review services on an as-needed basis for the Planning and Building Department effective October 1, 2022.

The County of San Mateo Building Official shall determine the scope of services and required expertise that the Peer Geotechnical and Geological Reviewer shall provide to supplement the Planning and Building Department's geotechnical and geological review. The Peer Reviewer shall coordinate with the Geotechnical Engineer in Department of Planning and Building on project review details, including review scope, turnaround time frame, and special services requests.

Under the direction and supervision of the County of San Mateo Building Official or assigned designee, the selected consultant will perform the following geotechnical and geological review services:

1. Performance of plan checking services in a diligent and professional manner in accordance with standards practice of such services, at the firm's own office or at project sites, in a prompt and expeditious manner within the County's specified timeframes; standard review time is up to two weeks. More complex projects may be up to one month for review, to be determined in coordination with the County Building Official or their assigned designee.
2. Provide to the County an itemized list including all geological and geotechnical review comments for each submittal and re-submittal of geological and geotechnical reports, plans and supporting documentation.
3. Perform other professional services related to plan check services as requested, including onsite investigations as needed. Any mileage reimbursements for a Contractor's use of a personal car for reimbursable travel shall be reimbursed based on the Federal mileage reimbursement rate and must include the date, a description, and the starting location and ending locations.
4. Participate in review and meetings with applicants, including but not limited to owner and project geotechnical and/or geological consultants, and the Geotechnical Engineer of Planning and Building Department.

This scope of services may include, but shall not be limited to, review of the following documents prepared by the project sponsor through their project structural and geotechnical engineers:

- Geotechnical investigation report
- Geo hazards report
- Geologic report
- Site soil classification
- Earthquake hazards determination
- Site-specific ground motion characterization

- Seismic performance goals
- Mathematical modeling and simulation
- Interpretation of results of analysis.

The geotechnical report reviewers shall include a California State Certified Geotechnical Engineer. The geologic report reviewers shall include a California State Certified Engineering Geologist, who is familiar with the Geology settings in San Mateo County, unincorporated areas.

The services listed above may not be comprehensive of all work that will be needed. The County may reach out to the pre-qualified respondent pool as a result of this RFP to solicit additional consulting work not included on this list.

### **III. Submission Requirements**

#### **A. Submission Deadline**

Proposals must be electronically received by **3:00 P.M. PST**, on **Monday, July 20, 2022** via Public Purchase (details below).

Allow sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate and proposals will be rejected. The Public Purchase submission time will be the official submission time. The County will not be responsible for and shall not accept proposals that are late due to slow internet connections or for any other failure of the Public Purchase system.

NOTE: The County does not maintain the Public Purchase system and is not liable for site failures or technical problems. To resolve technical issues, contact Public Purchase using the chat portal via link below or email Vendor Support at [support@thepublicgroup.com](mailto:support@thepublicgroup.com) :

[http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info\\_register.html](http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info_register.html)

Late submissions may not be considered.

#### **B. Pre-submission Registration**

Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at:

<https://www.publicpurchase.com/gems/register/vendor/register>

It is recommended that organizations complete this registration as soon as possible to allow enough time for it to be processed. Each registration is manually reviewed and approved by Public Purchase and this might take time. The County will not be responsible for and shall not accept proposals that are late due to a failure to register in the Public Purchase system.

#### **C. Submission via Public Purchase**

##### **1. Submission of Proposals:**

##### **1.1 Electronic Submissions**

Include the proposer name and the RFP title and number in each filename. Submit proposals via the Public Purchase website, allowing sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate and proposals will be rejected. The Public Purchase submission time will be the official submission time. Contact Public Purchase with technical questions regarding the site. The County will not be responsible for and

may not accept proposals that are late due to slow internet connections or for any other failure of the Public Purchase system. Late submissions may not be considered.

## **1.2 Conflicts between Certain Requirements**

Prior to the submission deadlines and solely relating to a determination of the timeliness of questions, comments, and proposal submissions, information displayed on the Public Purchase site will take precedence in the event of a discrepancy between that information and the information within the solicitation documents. For all other discrepancies, the information in the solicitation documents will take precedence.

## **1.3 Format**

Documents should be created in the following format:

- Unjustified text (i.e., with a ragged-right margin)
- Pages have margins of at least 1” on all sides (excluding headers and footers)
- If the proposal is lengthy please include a Table of Contents
- PDF format is preferred

## **2. Errors in Proposals**

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are late, incomplete, missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities but such waiver will not modify any remaining RFP requirements.

## **D. Technical Proposal and Required Documents**

Firms interested in responding to this RFP must submit the following information, in the order specified below:

### **1. Introduction and Executive Summary (up to 1 page)**

Submit a letter of introduction and executive summary of the proposal. The letter must contain:

- Name, title and contact information (email, phone and address) for representative of proposing firm who is responsible for communication related to this RFP.
- Signature of person authorized to obligate firm to perform the commitment contained in the proposal.



Submission of the letter will constitute a representation that the firm is willing and able to perform the commitments contained in the proposal and have not violated the terms of this RFP.

## **2. Statement of Minimum Qualifications**

Describe how the firm meets the minimum qualifications as set forth in **Section IV. 1 - Minimum Qualifications** of this RFP. Please use attached **Appendix A Statement of Qualifications worksheet** for this section.

Submission of the MQ checklist does not negate the requirement to provide a detailed written response. Proof of all required licenses and certifications must be presented here.

## **3. Project Approach**

Describe the services and activities that the firm proposes to provide to the County. Include the following information:

- 3.1 Overall scope of work tasks
- 3.2 Schedule and ability to complete the project within the County's required time frame
- 3.3 Innovations that your firm will provide for these services, including but not limited to efficiency, technology and sustainability improvements

## **4. Firm Qualifications**

Provide information on the firm's background and qualifications which addresses the following, and please use attached **Appendix B Consultant Statement of Qualifications**:

- 4.1 A brief description of the firm, as well as how any joint venture or subcontractors would be structured, listing each firm's responsibility of services
- 4.2 A description of not more than three (3) similar jurisdictions served similar in size and scope prepared by the firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one (1) page for each project.
- 4.3 Two (2) references for the lead firm, lead project manager, and all subconsultants, including the name, address and telephone number.

## **5. Team Qualifications**

- 5.1 Provide a chart identifying:

- 5.1.1 Project team and reporting structure
- 5.1.2 Lead project manager
- 5.1.3 Role each person will play in the project
- 5.1.4 Written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the County's prior approval.

5.2 Provide a brief description of the experience and qualifications of the project team members, including short resumes if necessary.

## 6. Fee Proposal

The County intends to award this contract to the firm that it considers will provide the best overall program services. The County reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Provide a Fee Proposal that includes the following:

- 7.1 (Will not be scored) Hourly rates. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.
- 7.2 Other Costs of Services (e.g. equipment and operations costs etc).
- 7.3 Example project review quotes: include a total cost as well as breakdown of staff and all equipment/materials required to review each of the three example projects identified in section **7.3 Example project review quotes**.

### Instructions

A complete fee proposal is required from each Proposer with the assumptions set forth in this Fee Proposal section. The fee proposal will be scored comparatively except for section 7.1 Hourly Rates.

### **Fee Proposal Calculations**

The Fee Proposal shall provide the County with ALL COSTS the Proposer will charge to complete the work described in **Section II - Scope of Work**.

The fee proposal will become the basis for payments to the contractor.

- 7.1 **Labor Costs.** Labor costs must include the hourly wage and all indirect costs (labor burden) separated into individual breakdowns. The Labor Cost calculations must include the following positions at minimum:
  - Engineering geologist (from junior to senior)
  - Geotechnical engineer (from junior to senior)
  - Geophysicist (from junior to senior)The positions above shall all be licensed by Board for Professional Engineers, Land Surveyors, and Geologists, Department of Consumer Affairs.

- 7.2 **Other Costs for Service.** Proposer shall identify **ALL** other costs to perform the work identified in **Section II - Scope of Work, Services to be Provided** by the Contractor, including, if applicable:
- Daily cost for tools and equipment, such as personal protective equipment, special measurement and test equipment, and other equipment and tools to facilitate the Peer Review. Please list the cost for each specific tool and/or equipment.
  - Travel costs. For site visits, vendors must provide all documentation with invoices, including receipts as well as mileage log that confirms the starting point/office location staff would be reporting from (for mileage calculation purposes).
  - Cost for expedited review request (expedited review is defined as review within 1 week of receipt).
  - Any additional costs required to provide the services outlined in the scope of work.

7.3 **Example project review quotes.** Using the following 3 example projects, please provide a quote for review of each project, including a total cost as well as the breakdown of the specific staff positions required for review, the number of hours per staff position, as well as any other costs for service that would be required for review of the hypothetical example project. Standard review time is up to 2 weeks; review of complex projects would be determined on a case-by-case basis with the County Building Official or their assigned designee.

1. Example project 1: Building Permit Level Review of Single Family Development on APN 055102110, geologic and geotechnical report, plan set and structural calculation package.
2. Example project 2: Planning Permit Level Feasibility Review of Single Family Development and Grading on APN 067280170, geologic and geotechnical report, plan set.
3. Example project 3: Planning Permit Level Feasibility Review of Single Family Development and Grading on APN 037123430, geologic and geotechnical report, plan set.

<b>Project Name</b>	<b>Itemized costs</b>	<b>Total Cost</b>
Example project 1	<i>[please include all itemized costs, including staff positions and hours as well as any other costs associated with geological and geotechnical review of each project]</i>	<i>[please include total cost here]</i>
Example project 2		
Example project 3		

**NOTE: Exceptions, modifications and omissions from the requested information will not be accepted. Deviations from the required calculations and format may result in rejection of proposals as non-responsive.**

The approved direct labor rates, if any, as of the effective date of this Proposal will be specified in the contract, and shall remain in effect for the three (3) years of the contract. Additionally, if the County exercises the option to extend the contract for up to an additional two (2) years, the contract costs for the additional period shall change based on the 12-month percentage change in the San Francisco Area Consumer Price Index (CPI) at the time the contract option is exercised.

It is estimated that services under this contract will average approximately \$100,000 per year, depending on the number of project applications received by the department in a given year.

## IV. Evaluation and Selection Criteria

### A. Minimum Qualifications (MQs)

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

Proposer is defined as the prime firm or joint venture that is proposing on this RFP.

Proposers must meet the following Minimum Qualifications:

- Proposer must be able to provide at least two Certified Engineering Geologists, with more than 15 years of experience in County.
- Proposer has California Licensed Geotechnical Engineer(s) on staff.

In order for a firm to pass the minimum qualifications and to be considered for contract award the firm shall be in good standing with Federal Government agencies and the State of California. Firms that have been debarred, suspended, proposed for debarment, declared ineligible by Federal or State agencies will not qualify for contract award.

### B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of subject matter experts. The County intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to 3 of the firms with the highest scoring proposals may be interviewed by the committee to make the final selection.

The selection committee will only review and score the Technical Proposals (Section 1 – 3 below). The Fee Proposal score will be calculated and added to the Technical Proposal score. The sum of the two (2) scores will equal the final written score. If oral interviews are held, the written scores (Fee Proposal score plus Technical Proposal score) will be utilized for to identify firms for interview purposes, and the oral interview will be used for the final ranking and selection.

#### **Technical Proposal (Total of 100 points)**

- 1. Experience of the Firm (5 points):** demonstrated experience of the respondent in relation to the type of geotechnical and geological plan review services provided for standard projects as well as complex projects in California and quality of services provided to public agencies in the past; strategy for successful engagement with the County.
- 2. Expertise of Personnel (20 points):** demonstrated expertise of the key personnel in relation to the scope of potential work including relative degrees, licenses and

certifications; expertise of assigned staff in the subject area; responses from two references.

3. **Specialty Area** (20 points): demonstrated expertise of assigned personnel related to geotechnical and geological services for a public agency.
4. **Quality Assurance** (10 points): demonstrated proven record keeping and document management control methods; ability to manage multiple projects at the same time using an established standard for quality and document control; effective and cost saving innovations.
5. **Availability of Resources** (20 points): ability of the firm or individual to provide resources necessary to provide geotechnical and geological review services in a timely manner; demonstrates clear understanding of the project/proposed services detailed in **Section II – SOW** and the tasks to be performed; demonstrated past performance history for providing timely services on an as-needed basis, including adherence to schedules, deadlines and budgets; reasonableness of proposed staffing levels and allocation plan.
6. **Fee Proposal** (25 points)

The table below explains the method by which the fee proposal is scored. The lowest cost proposal will receive the maximum number of points assigned to the fee proposal evaluation criteria. All other proposals will be assigned points by dividing the amount of the lowest total fee proposed by the amount of their respective total fee proposed and then multiplying the resulting number of the maximum number of points available to receive the proposer’s score.

For example, if a total of 25 points are assigned to evaluate the fee proposal, Firm A offers the lowest fee proposal of \$1,000 receives all 25 points. Firm B is the next lowest proposal that offers \$1200 receives a score of 20.8 points (\$1,000 divided by \$1,200 multiplied by 25 points). Firm C has the highest proposal that offers \$1,500 and receives a score of 16.7 (\$1,000 divided by \$1,500 multiplied by 25 points).

FOR EXAMPLE PURPOSES ONLY:

<b>Firm</b>	<b>Firm A</b>	<b>Firm B</b>	<b>Firm C</b>
<b>Total cost for 3 example projects</b>	\$1000	\$1,200	\$1,500
<b>Calculation</b>	-	$\frac{1,000}{1,200}$	$\frac{1,000}{1,500}$
<b>Points Achieved %</b>	1.0	0.83	0.66
<b>Points (Max 25)</b>	25	20.8	16.7

## **5. (Optional) Oral Interview**

Following the evaluation of the written proposals, the top 3 proposers receiving the highest written scores may be invited to an oral interview. The interview will consist of standard questions asked of each of the 3 proposers. If oral interviews are held, the written scores will be utilized for purposes of selecting the top firms to interview. For final ranking and selection, the oral interview will be 75% of the final score and the fee proposal will be 25% of the final score.

## **V. Instructions to Proposers**

### **A. Questions about the RFP**

Proposers are encouraged to review the RFP and submit any questions via Public Purchase by/before 1:00 pm PST on Tuesday, June 28, 2022. Responses to all questions will be posted in Public Purchase following this deadline.

### **B. Communications**

- 1.1 As of the issuance date of this RFP and continuing until it is canceled or an award is made, no proposer or person acting on behalf of a prospective proposer may discuss any matter relating to the RFP with any officer, agent, or employee of the County, other than through Public Purchase, to the Authorized Contact Person, or as outlined in the evaluation or protest procedures.
- 1.2 Proposers may not agree to pay any consideration to any company or person to influence the award of a Contract by the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing the award of a Contract.

The above restriction does not apply to communications with the County regarding business not related to this RFP.

### **C. Contract Award**

Violation of the following prohibitions may result in a proposer being found non-responsible, barred from participating in this or future procurements, and becoming subject to other legal penalties.

#### **1.1 Award Procedure**

Contract negotiations are neither an offer nor an implicit guarantee that a contract will be executed. Award, if made, will be to the responsive, responsible proposer offering the overall best value to the County for the services and goods described in this solicitation, or as applicable, for a specific portion of the services and goods described. Any agreement reached will be memorialized in a formal agreement using the attached Standard Agreement template.

#### **1.2 Notice of Intent to Award**

Once a decision has been made to award a contract to one or more proposers, the County will post a Notice of Intent to Award, notifying the remaining proposers of their non-selection. The posting may be inclusion of the recommendation to award as an agenda item on the Board of Supervisors schedule.



### **1.3 Commencement of Performance**

After all parties have signed the Agreement, the County will notify the proposer and performance may proceed. Prior to County execution of the Agreement, no County employee may authorize work. Any work performed prior to that time may be uncompensated.

## **VI. Terms and Conditions for Receipt of Proposals**

### **A. Errors, Omissions and Inquiries regarding the RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in Public Purchase, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

Inquiries regarding the RFP should be submitted in Public Purchase.

### **B. Objections to RFP Terms**

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specific grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

### **C. Addenda**

The County may modify the RFP, prior to the proposal due date, by issuing Addenda, which will be posted on Public Purchase. The proposer shall be responsible for ensuring that its proposal reflects any and all Addenda issued by the County prior to the proposal due date regardless of when the proposal is submitted. Therefore, the County recommends that the proposer consult Public Purchase frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Addenda.

### **D. Term of Proposal**

Submission of a proposal signifies that the proposed services and prices are valid for the duration of the contract and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

### **E. Revision of Proposal**

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

The County may cancel, revise, or reissue this RFP, in whole or in part, for any reason. Revisions will be posted as addenda on <http://www.publicpurchase.com/>. No other revision of this RFP will be valid. Proposers are responsible for ensuring that they have received all addenda from Public Purchase.

## **F. Errors and Omissions in Proposal**

Failure by the County to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the proposer from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

## **G. Withdrawal of Proposals**

Proposals may be withdrawn, modified, or replaced at any time prior to the Due Date and Time. After that time, whether or not a new RFP is issued for the same subject matter, withdrawal of a proposal may preclude the proposer from participating in the procurement as a proposer or subcontractor, except that an original equipment manufacturer may participate indirectly through a reseller.

## **H. No Commitment**

Neither submission of a proposal nor the County's receipt of proposal materials confers any right to the proposer nor any obligation on the County. This RFP does not commit the County to award a Contract, nor will the County defray any costs incurred in preparing proposals or participating in any presentations or negotiations.

## **I. Financial Responsibility**

The County accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the County and may be used by the County in any way deemed appropriate.

## **J. Estimated Quantity**

If the RFP results in an indefinite quantity or a requirements Contract, the goods and services actually requested by the County may be less than the maximum value of the Contract and there is no guarantee, either expressed or implied, as to the actual quantity of goods and services that will be authorized under the Contract.

## **K. Public Record**

### **1. General**

- 1.1 All proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.

- 1.2 Any contract arising from this RFP will be a public record.
- 1.3 Submission of any materials in response to this RFP constitutes:
- Consent to the County’s release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
  - Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
  - Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
  - Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

## **2. Confidential Information**

- 2.1 The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer. Proposers are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.
- 2.2 If submitting information protected from disclosure as a trade secret or any other basis, identify each page of such material subject to protection as “CONFIDENTIAL”. If requested material has been designated as confidential, the County will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges.
- 2.3 Failure to seek a court order protecting information from disclosure within ten days of the County’s notice of a request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold the County harmless for release of such information.
- 2.4 Requests to treat an entire proposal as confidential will be rejected and deemed agreement to County disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.
- 2.5 Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to the County, marked as confidential, and compliant with Government Code Section 6254.7.

## **L. Reservations of Rights by the County**

The issuance of this RFP does not constitute an agreement by the County that any contract will actually be entered into by the County. The County expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- Reject any or all proposals;
- Reissue a Request for Proposals;
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
- Procure any materials, equipment or services specified in this RFP by any other means; or
- Determine that no project will be pursued.

**M. No Waiver**

No waiver by the County of any provision of this RFP shall be implied from any failure by the County to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

**N. Cooperative Agreement (Piggyback)**

Any contract/s that will result from this competitive solicitation is being conducted as a Cooperative Procurement. The services, terms and conditions of the resulting contract may be used by other organizations as a Cooperative Agreement.

**This clause in no way commits any SMC affiliate to procure services from the awarded contractor, nor does it guarantee any additional orders will result. It does allow interested organizations, at their discretion, to make use of this competitive procurement (provided said process satisfies their own procurement guidelines) and contract directly from the awarded contractor. All purchases made by SMC affiliates shall be understood to be transactions between that organization and the awarded contractor; SMC shall not be responsible for any such contracts.**

## **VII. Protest Procedures**

### **A. Protest of Non-Responsiveness Determination**

Within five (5) working days of the County's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the County has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the County on or before the fifth working day following the County's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the County to determine the validity of the protest.

### **B. Protest of Contract Award**

Within five (5) working days of the County's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the County has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the County on or before the fifth working day after the County's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the County to determine the validity of the protest.

### **C. Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the County received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Protests@smcgov.org  
Subject: RFP Name and Number

## Appendix A – Minimum Qualifications Checklist

*Complete this form and attach it to your firm's Proposal*

I, **Insert Name**, am a **Insert Title** at **Insert Firm** and am authorized to execute this Certification on its behalf.

### Minimum Qualifications

Proposals will be accepted only from firms that meet the following required qualifications:  
Please check box if your firm meets these qualifications:

- Proposer must be able to provide at least two Certified Engineering Geologists, with more than 15 years of experience in County.
- Proposer has on staff California Licensed Geotechnical Engineer(s).

### Required Registration

Please check box to indicate your firm is registered with the System for Award Management (SAM).

Proposer is required to be in good standing with <https://sam.gov/SAM/>

- Registered as **Business Name**

DUNS No. **Business Number**:

I certify that the foregoing information is true and correct as of the date of this Certificate.

Signature: \_\_\_\_\_

Date: Click or tap to enter a date.

## Appendix B – Consultant Statement of Qualifications

*Complete this form and attach it to your firm's Proposal*

### GENERAL INFORMATION

FIRM NAME:		
MAIN (STREET) ADDRESS:		
CITY:	STATE:	ZIP CODE:
BRANCH (STREET) ADDRESS:		
CITY:	STATE:	ZIP CODE:
REMIT TO ADDRESS:		
CITY:	STATE:	ZIP CODE:

### CONTACT

CONTACT NAME & TITLE:		TELEPHONE:
FAX:	EMAIL:	WEB PAGE:

### STAFF [PRINCIPAL (P) AND ASSOCIATE (A) (CHECK "P" OR "A" FOR EACH)]

NAME	P	A	DEGREE OR CERTIFICATE	INSTITUTION
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

### AVERAGE STAFF EMPLOYED IN LOCAL OFFICE: (AVERAGE OF PAST 5 YEARS)

LICENSED PROFESSIONALS: \_\_\_\_\_ PROFESSIONALS ON LICENSURE TRACK: \_\_\_\_\_ TECHNICAL SUPPORT: \_\_\_\_\_  
 CLERICAL: \_\_\_\_\_ OTHER: \_\_\_\_\_

WHAT IS YOUR MANAGERIAL APPROACH, TEAM APPROACH AND QUALITY CONTROL PROGRAM? (PROVIDE ATTACHMENT, IF NECESSARY)

INDICATE PREVIOUS COUNTY OF SAN MATEO PROJECT EXPERIENCE (IF ANY).



**PROJECT EXPERIENCE**

LIST UP TO THREE (3) MAJOR PROJECTS WITHIN THE PAST FIVE (5) YEARS THAT INDICATES YOUR EXPERIENCE (**LIST MOST RECENT FIRST**).

Project No. 1 Name: \_\_\_\_\_

Owner (include phone): \_\_\_\_\_

Contract Award Amount: \_\_\_\_\_ Final Project Cost: \_\_\_\_\_ Project Sq. Ft.: \_\_\_\_\_

Original Construction Time: \_\_\_\_\_ Actual Construction Time: \_\_\_\_\_ Year of Completion: \_\_\_\_\_

Type of Facility: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project No. 2 Name: \_\_\_\_\_

Owner (include phone): \_\_\_\_\_

Contract Award Amount: \_\_\_\_\_

Final Project Cost: \_\_\_\_\_

Project Sq. Ft.: \_\_\_\_\_

Original Construction Time: \_\_\_\_\_

Actual Construction Time: \_\_\_\_\_

Year of Completion: \_\_\_\_\_

Type of Facility: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project No. 3 Name: \_\_\_\_\_

Owner (include phone): \_\_\_\_\_

Contract Award Amount: \_\_\_\_\_

Final Project Cost: \_\_\_\_\_

Project Sq. Ft.: \_\_\_\_\_

Original Construction Time: \_\_\_\_\_

Actual Construction Time: \_\_\_\_\_

Year of Completion: \_\_\_\_\_

Type of Facility: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**KEY PERSONNEL INFORMATION**

PROJECT ROLE	NAME	DEGREES	INSTITUTION	YEARS OF PROF. EXPERIENCE	DISCIPLINE, LICENSE NUMBER, EXPIRATION DATE & STATE	YEARS W/FIRM

**REFERENCES [PROVIDE TWO (2)]**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_

Where do you normally look for information about proposed County projects? \_\_\_\_\_

Please attach to this form any other information you wish us to consider, such as your firm's brochure or a discussion of your recent work.