

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

**LISTED BELOW ARE THE QUESTIONS (Q) SUBMITTED BY  
POTENTIAL CONSULTANTS FOR THE  
RFP ON-CALL PROFESSIONAL SERVICES FOR PUBLIC WORKS PROJECTS  
WITHIN THE COUNTY OF SAN MATEO**

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

- Q1. Submitting on Multiple Categories; page 26: The proposal is to be tabbed with 7 tabs, and if we are submitting multiple categories we are to include all required documents into one proposal package separated by category. If we submit on 4 categories for example, this would mean 28 tabs and some of this information would be redundant. Or should we separate the categories in the applicable tabs?
- R1. The County requests that proposals for each category be submitted separately. For example, if submitting a proposal for two (2) categories, there should be two (2) separate proposals. Four (4) categories there should be four (4) separate proposals.*
- Q2. The RFP states: “a. Provide a detailed explanation for all costs associated with your providing the requested services if you are selected.” This is an on-call contract – we do not have any scope to define costs? Is there an error?
- R2. The detailed explanation of all costs should include a schedule of fees based on classification of various employees that will be working on this on-call agreement. Please also include any incidental charges as part of the work (i.e. copying services, travel charges, etc.) All of these costs should be provided in a sealed envelope with the proposal package.*
- Q3. I have a question on the RFP On-Call Professional Services for Public Works Projects, Please clarify the Submitting on Multiple Categories section. Do you want separate proposal bound together or bound separately by category?
- R3. The Consultant shall provide separate proposals each bound separately by category. Please refer to R1 if you are submitting on multiple categories.*
- Q4. Our question is, do we need to include subconsultants in our proposal for areas of the Scope of Work specified under Engineering Design, for the portion of the work that we do not have in-house capabilities for, such as Geotechnical, Structural, Traffic, Utility Undergrounding, and Environmental permitting, or will you use consultants that submit for other categories in the RFP?
- R4. Yes, please include sub-consultants for the areas of work that you cannot perform under the requirements of the category you plan on submitting a proposal for.*

- Q5. Under Tab 2 - Proposed Approach the RFP states: "Please attach a project plan, if appropriate". Can you please clarify what the County would like to see for consultants submitting SOQ's for Category 2 Environmental Study and Document Preparation and Category 8 Mitigation Monitoring? Would the County like to see an example scope of work or an example CEQA document or technical report? Is submitting any type of document or plan for these categories desirable?
- R5. *The County has no preference on how the proposal is to be developed. Please provide information that you deem will be relevant to the County during the review process that will help the County understand your experience within the Category.*
- Q6. Tab 5 - Cost to the Department for Primary Services requests information on cost and the RFP clearly states that: "This schedule of costs will need to be provided in a sealed envelope with the proposal package". Please clarify if all the information requested under this tab is to be submitted in a sealed envelope or only the schedule of fees. In other words, items a and b are discussed under Tab 5 (and limited to 4-duplex pages) but fee schedules requested under item C are to be submitted in a sealed envelope?
- R6. *The Schedule of Fees will need to be submitted in a sealed envelope. All other cost information (reproduction costs, travel costs, lodging, etc.) will be included in TAB 5 of the proposal.*
- Q7. We are submitting qualifications for two separate categories. Would the County like two separate, sealed schedule of fees submitted, one for each category?
- R7. *Yes, please include one proposal per category and corresponding schedule of fees per each category that you will submit. If you plan on submitting two separate categories then you must submit two separate proposals with corresponding fee schedules for those categories.*
- Q8. Under the services described for Category 2 Environmental Study and Document Preparation can you please clarify whether the water quality/supply studies would be focused on streamflow studies or domestic water demand?
- R8. *It is unknown at this point what the scope of work will encompass. Please include all experience that you deem relevant per the Category.*
- Q9. Tab 5 a. states to provide a detailed explanation for all costs associated with your providing the requested services if selected. An on-call project involves various types of projects. What detailed information are you looking for that would cover various types of projects
- R9. *Please refer to R6, above.*
- Q10. We read R2 from 7/31/15 regarding providing detailed explanation for all costs but would like clarification on what should be in the sealed envelope and what should go behind Tab#5.
- R10. *Please refer to R6, above.*
- Q11. Please clarify if the County wants us to submit project write ups to help demonstrate our experience. If yes, which tabbed section should it go in? Will adding project write ups affect the page limits per section? (We didn't see project write ups listed in this RFP)
- R11. *The County has no preference on how the proposal is to be developed. Please provide information that you deem will be relevant to the County during the review process that will help the County understand your experience within the Category.*

Q12. Should we provide hourly rates and/or any additional information for subconsultants on the team? If yes, which tabbed section(s) should it go in? Will adding this new information affect the page limits per section? (We didn't see subconsultant information requested for this RFP)

*R12. If you are submitting sub-consultants on the team, please include the sub-consultant Schedule of Fees in the sealed envelope.*

Q13. Will the County consider extending the deadline for Questions on this RFP?

*R13. No, the deadline to submit questions will remain August 4, 2015.*

Q14. You have supplied forms and information in SECTION VI called ENCLOSURES. Are these forms required for submittal with our proposal or just informational pieces?

*R14. Enclosure 1 shall be completed and submitted along with the proposal. The other enclosures are informational only, however, please refer to the requirement TAB 7, each proposal will need to contain a statement from the Consultant on the ability to comply with each of the terms of the County's standard contract.*

Q15. I have a question regarding the Engineering Design Services Scope of Work listed on page 13. The second bullet point states... "Perform field testing, including but not limited to, soil borings, soils analysis, and any other tests deemed necessary by the Engineer. Tests will be performed to current Caltrans standards." Will this role be taken on by the Geotechnical Engineer retained through this contract, or will the Civil Engineer need to bring on a Geotechnical Engineer in order to fulfill this request?

*R15. The Consultant will need to have the ability to perform these test under Category 1 Engineering Design. A sub-consultant may be used for these services.*

Q16. We have read through the RFP instruction pages and see **Enclosure 1. Contractor's Declaration Form** but are unclear if it should be returned with this RFP. Please clarify whether Enclosure 1 should be completed and returned with the proposal. If the form shall be included, what tabbed section should it go in? Will it affect the page limits of the RFP?

*R16. Enclosure 1 shall be completed and submitted along with the proposal. The Enclosures are for information purposed only. Please refer to R14, above.*

Q17. We are assuming that for the Pipe Network Evaluation services, the County is interested in experience with storm water collection systems, potable drinking water systems and sanitary sewer collection systems. Please confirm.

*R17. Yes.*

Q18. Work completed for Category 2 "Environmental Study and Document Preparation" may require input from technical subconsultants for some projects. Does the County prefer that firms proposing for Category 2 include subconsultants in the proposal, or does the County prefer that technical subconsultants are not included in the proposal and then drawn from the on-call list for other Categories on an as-needed basis?

*R18. Please include any sub-consultants that may be required in your proposal for only the category you plan on submitting a proposal for. Please refer to R4, above.*

- Q19. We noted that Section IV of the proposal does not include a specific location for providing example project descriptions. Would the County like to see example project descriptions, or is the preference to see projects associated only with key staff? If the County would like to see specific project descriptions, please clarify the appropriate location for those descriptions per Section IV of the RFP.
- R19. The County has no preference on how the proposal is to be developed. Please provide information that you deem will be relevant to the County during the review process that will help the County understand your experience within the Category. Please refer to R11, above.*
- Q20. How many firms does the County intend to select for the on-call list, and specifically, for Categories 2 and 8?
- R20. The amount of contracts awarded will be based on the number of proposals received and the quality of proposals received. At this time, the County anticipates awarding up to three (3) contracts per Category.*
- Q21. For Category 8: Will each scope of work include an entire project, or will on-calls be brought in at various stages of a project to complete certain tasks (i.e., for a road-widening project, will the on-call be responsible for the pre-construction surveys, monitoring or inspections during work, and post-construction monitoring or will a different on-call be conducting each task)?
- R21. At this point it is unknown the level of effort that will be required for potential projects. The County anticipates that both of these scenarios may likely be encountered during the course of the contract.*
- Q22. For Category 8, page 18 “consultant shall provide various biological assessments and monitoring services”: Will biological assessments be conducted as part of project planning, i.e. include reporting and identification of potential permit requirements and special-status species?
- R22. Not as part of Category 8, all biological assessments will be included in Category 2.*
- Q23. For Category 8, page 18 “Consultant shall also provide documentation to various regulatory agencies”: Will the consultant also be required to consult with agencies on recommended measures or in support of project design?
- R23. Not as part of Category 8, all design work will be included in Category 2.*
- Q24. Is hand delivery of the proposal acceptable?
- R24. Yes, please deliver to the front desk receptionist of the County of San Mateo Department of Public Works, 555 County Center, 5<sup>th</sup> Floor, Redwood City, CA 94063. County front desk staff will date and time stamp each proposal at the time of delivery. FedEx, UPS, and USPS mailed proposals will be accepted, however, proposals must be delivered to our office prior to the deadline.*
- Q25. Please confirm that 2 duplex pages means 2 double-sided sheets (4 pages).
- R25. Correct.*

- Q26. For Category 5 H&H, can you confirm that the consultant will need to have 3-D and 2-D modeling capabilities?
- R26. Yes, both 3-D and 2-D modeling capabilities will be required.*
- Q27. If our team includes subconsultants, should we include their qualifications, rates, etc. in an appendix?
- R27. Please include their Schedule of Fees in the sealed envelope. Please refer to R12, above.*
- Q28. Is *Enclosure 1. Contractor's Declaration Form* the only form to be submitted with our response?
- R28. Enclosure 1 shall be completed and submitted along with the proposal. The other enclosures are for informational purposes only. Please refer to R14.*
- Q29. Will contracts awarded for Category 2 (Environmental Study and Document Preparation) replace the ones awarded in 2014?
- R29. No, the contracts awarded for this On-Call RFP will be with the Construction, Survey, Drafting, Design and Engineering Section of the Department of Public Works. The existing On-Call contracts from 2012 with the Construction, Survey, Drafting, Design and Engineering Section will expire of October 22, 2015.*

Updated as of August 6, 2015 1:00 PM

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