

**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
2021 ON-CALL ENGINEERING AND PROFESSIONAL SERVICES**

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

- Q1. Please clarify the method of project award over the contract duration from this on-call selection list. Will all projects require competitive proposals from the on-call firms or only those over a certain dollar amount?
- R1. The selection process for project award from this on-call selection list will be at the County's discretion. Generally, the County will choose an on-call firm based on experience and work directly with that firm to obtain a quote for the work. There is no dollar limit for specific work other than the not to exceed amount of the overall contract. The County will consider several factors such as the firm's previous relevant work experience, current availability, charge rates, and available budget in the contract. However, for state or federally funded projects only, the County will issue a project specific RFP amongst the selected on-call firms to go through a competitive process for project award as described in Chapter 10 of the Caltrans Local Assistance Procedure Manual.*
- Q2. Will the County issue competitive RFPs after the selection of consultants for each category?
- R2. The County will issue project specific RFPs to the selected on-call consultants for state or federally funded projects only – the County will follow the project award process as described in Chapter 10 of the Caltrans Local Assistance Procedure Manual. Otherwise, if a project is not state or federally funded, the County will not issue a competitive RFP for that project.*
- Q3. Can a consultant submit only on a few categories (3 of 10), or do we need to provide all services listed from category 1 to 10?
- R3. Yes. A Consultant is not required to submit proposals for all 10 categories and can submit proposals for specific categories. Consultants should submit proposals only on categories that they meet the minimum qualifications for and have extensive experience working on.*
- Q4. Can a consultant submit as a prime and a sub on the same category?
- R4. Yes. A consultant can submit as a prime and a sub in the same category.*
- Q5. Does the County already have a list of projects they intend to be covered by this on-call? If so, can you please provide a list of the projects?
- R5. The County currently does not have a list of the projects intended to be covered by this on-call.*
- Q6. Please clarify if a prime is required to include DBE's on the team and if there is a DBE goal set aside by the County for this contract?
- R6. A Prime is not required to include DBE'S on the team and there is no DBE goal for this contract. However, there will be an established DBE goal for possible state and federally funded projects only. The DBE requirements will be disclosed on a separate RFP that will be project specific for state and*

federally funded projects only. For further details on this process, refer to Chapter 10 of the Caltrans Local Assistance Procedure Manual.

- Q7. On Page 7 of the RFP, for TAB 5, item 1, a "detailed explanation for all costs associated with your firm providing the requested services" is requested. As this is an on-call proposal with no specific projects, how should the consultant provide costs at this time? Will a Standard Rate Sheet suffice for this request?
- R7. *Yes, a standard rate sheet will suffice for this request as it will be used for future projects. This explanation is optional and allows the proposer to provide an explanation to the rates and costs included in the Standard Rate Sheet (i.e. travel, per diem, overhead, subconsultants markups, etc.)*
- Q8. If we provide the Standard Rate Sheet, will the rates be fixed for the contract duration or is the consultant allowed to adjust rates every fiscal year?
- R8. *The Consultant is allowed to adjust rates every fiscal year. If possible, the projected rates for subsequent years can be included in the "PRICE PROPOSAL" envelope.*
- Q9. If possible, can the responses to the questions above be clarified prior to the July 30th questions deadline? This information is imperative for moving forward with proposal preparation.
- R9. *Yes, the responses to the questions above can be clarified prior to July 30th. The Department will do their best to release their responses to questions in a timely manner.*
- Q10. Can the county clarify the delivery method? Is electronic submission and a hard copy required, or will just one suffice?
- R10. *Yes - Both electronic submission and hard copy are required. Electronic submissions should be in PDF format and should be submitted through the Public Purchase website. For hard copy submissions there should be one (1) original and two (2) copies. Only the hard copy submission will include the rate sheet, which is enclosed in a separate sealed envelope labeled "PRICE PROPOSAL".*
- Q11. Does the Contractor's Declaration Form (Enclosure 1) on page 33 of the RFP need to be filled out and included in the proposal?
- R11. *No. The Contractor's Declaration Form (Enclosure 1) does not need to be filled out and not be included in the proposal. The Declaration Form only serves as a sample and reference for the firms that are awarded a contract through this RFP.*
- Q12. Do subconsultants need to fill out the Contractor's Declaration Form (Enclosure 1)?
- R12. *See R11.*
- Q13. Can 11x17 size pages be used in the proposal for items such as the Org Chart, schedules, tables, and graphics? Will they be counted as 1 page?
- R13. *Yes. 11x17 size pages can be used in the proposal for items mentioned, and they will be counted as 1 page.*
- Q14. It appears there will be a DBE goal, is there an idea of what that would be per Task Order?
- R14. *To clarify, there is no established DBE goal for this RFP. At this time, the DBE goal is unknown because the goal is project specific. There will be an established DBE goal for possible state and federally funded projects only. The DBE goal and requirements will be disclosed on a separate, project specific RFP for state and federally funded projects only. For further details on this process, refer to Chapter 10 of the Caltrans Local Assistance Procedure Manual.*

Q15. Are wet signatures required on the proposal hard copies?

R15. Wet signatures are not required on hard copy submissions.

Q16. What if any, Caltrans Exhibits is the County expecting with the proposer's submittal? Or will those Caltrans Exhibits be requested per Task Order?

R16. To clarify, no Caltrans Exhibits are expected with this RFP proposal submittal. If awarded the on-call Contract and selected to provide services for a state or federally funded project only, Caltrans Exhibits may be required during the project depending on the phase and type of project (state or federal). Please refer to the Sample Agreement in Enclosure 7 for the Caltrans Exhibits that the firm may be required to provide.

Q17. Question is this a contradiction: under Tab 1.3. the county asks for "A description of not more than three (3) projects similar in size and scope prepared by your firm...." In the Evaluation Criteria "3.1 Minimum Qualifications, the RFQ states: The proposer has completed at least 5 projects within the last 10 years and has work experience similar in nature to the description of the category of interest." The county does not ask for projects anywhere else. Is the county wanting to see the 5 projects within the last 10 years? Within the Similar Projects (Tab 1.3.) To meet the Eval Criteria? Or is listing 5 references (Tab 6) the more appropriate method to show minimum qualifications?

R17. To be considered in this RFP, the firm is expected to meet the minimum qualifications in section 3.1 - working on at least 5 projects within the last 10 years. The intent for completing Tab 1.3 in Section 2.2, allows the firm to highlight three projects that demonstrate the firm's abilities and experience for managing related projects. This section has a limit on the 3 projects to allow the firm to describe the projects within the limited number of pages allowed for this section.

Q18. Are "duplex" pages counted as 2 or 4 printed pages and double-sided?

R18. A "duplex" page refers to a single sheet of paper printed on both sides. If the page requirement states '2 duplex pages maximum', there should be only 2 sheets of paper printed on both sides.

Q19. The RFP states to use the following naming convention for "each proposal" when submitting the proposal electronically: RFP#_ProposerName_Category#.pdf. However, the RFP also states that if your firm is submitting on multiple categories, to include all required documents into one proposal package, separated by category. Can you please clarify the electronic submittal requirements, including naming convention?

R19. Electronic submittal requirements should only include the proposal/s in PDF format. An example for naming convention on multiple categories is as follows:

RFP# DPW-20210714_ProposerName_Category1

RFP# DPW-20210714_ProposerName_Category4

RFP# DPW-20210714_ProposerName_Category7

Electronic submittals should be submitted through Public Purchase in a single submission entry.

Q20. Our understanding of a "duplex" page means 1 sheet of paper printed double sided. So 2 duplex pages would be 2 sheets of paper printed double sided, for a total of 4 printed pages of text. Is this correct?

R20. Yes, that is correct. See Response R18.

Q21. On the cover of the RFQ, the County is requesting 1 electronic submission and 1 hard-copy original (with 2 copies). Given the COVID environment, will it be acceptable to only provide the electronic submittal without a hard-copy deliverables?

R21. The County requires submitting both electronic and hard copy proposals.

Q22. Where the page limits notate "duplex" (e.g., "2-duplex pages maximum" as shown under Section 2.2A, TAB 1), does "duplex" mean "double-sided"? So a 2-duplex pages maximum will consist of a maximum of 4 single pages of content presented on two, double-sided sheets, correct?

R22. Correct. See Response R18.

Q23. For a firm that will provide their SOQ for more than one category, please confirm that TABs 1 and 2 should be prepared for each category, but the cover letter and TABS 3 through 7 should be stated only once in the overall SOQ package? Based on the review of your RFQ, we understand that TABS 3 through 7 should not be duplicated for each category presented in the SOQ.

R23. If the firm is submitting on multiple categories, the firm shall submit multiple proposals (1 proposal per category) including all tabs and other sections are required for each category. The County evaluates proposals on each category individually.

Q24. We would like to propose on eight categories and recognize the time required to prepare a response for each category will be significant. Given the short response time provided by the County in the RFQ, will the County consider extending the due date a minimum of 1 week?

R24. The County will not consider extending any due date.

Q25. If the cover letter and TABS 3 through 7 should be stated only once, please confirm that electronic submissions should consist of the following PDFs:

- One PDF for the cover letter and TABS 3 through 7 (except TAB 6 - PRICE PROPOSAL).
- One PDF consisting only of TAB 6 - PRICE PROPOSAL and labeled as such (since this must be submitted separately per Section 2.2.D).
- Separate PDFs for each category submitted consisting of only TABS 1 through 2 (labeled RFP#_ProposerName_Category#.pdf per Sec. 2.3.B.1).

R25. Electronic submissions should only contain the PDF file for one proposal in each category, and each proposal shall include the cover letter and all TABS. If firms are submitting on multiple categories a sample of the PDF files should be:

RFP# DPW-20210714_ProposerName_Category1 (containing all sections and tabs)

RFP# DPW-20210714_ProposerName_Category4 (containing all sections and tabs)

See also R23.

Q26. If a prime is a DBE firm, will their performance of tasks count towards goals, or should the proposer have a DBE subconsultant as well?

R26. At this time, it's uncertain if the DBE goal can be achieved by the prime firm themselves. The DBE goal achievement and requirement will vary for each state/federally funded project. Please visit Caltrans' website for additional information relating to DBE (publications, reports, studies, program plan, etc.)

Q27. The RFQ states it would like cost proposals (TAB 5) only included in hard copies, and sealed in a separate envelope. However, it also states it would like all information in the order presented. Please clarify how the proposer can maintain this order while binding their hard copies with a sealed envelope? May we include TAB 5 separate from the proposal? To expand on a previous inquiry, if the County allows only electronic submissions due to increasing COVID risks, can we send TAB 5 as a separate PDF?

R27. Tab 5 should only include a statement of "As requested by the County, (Insert Firm name) cost proposal are provided in a separate sealed envelope." Contents of what is requested in TAB 5 should all be in the "PRICE PROPOSAL" sealed envelope.

- Q28. Should the "Supplementary Documents" as described on page 8 of the RFP be included under Tab 2 along with sample documents described under Tab 2 item 3 on page 7?
- R28. Please reference note on page 9 "Technical Proposal Contents and Supplementary Documents should be included in 'TAB 2: Proposed Approach' and should follow the indicated page limit. However, the intent of the Supplementary Documents, is to add reference or detail to the proposal, are optional and not required and will not be counted towards the page limit."*
- Q29. For Section 1 (Tab 1) does 2-duplex pages translate to 1-page double sided or 2 pages double-sided which is the same as 4 single sided pages?
- R29. See Response R18.*
- Q30. The RFP (Section 2.2, A) indicates, "Number all pages of the proposal." Is the intent to have continuous page numbers through all the tabbed sections including pages that are not included in the maximum page limits?
- R30. Yes. All pages should be numbered including pages that are not included in the maximum page limit.*
- Q31. The page limits for Tabs are described as "duplex pages" or "single-sided page". Does duplex page indicate double-sided printing for the hard copy (e.g. 2 single-sided pages in electronic document)? Further, is double-sided printing requested for all tabbed sections in the hard copies, or only where "duplex pages" are indicated?
- R31. See Response R18 for clarification on the duplex pages. For electronic copies, duplex pages should be converted to two (2) single-sided pages. By default, double-sided printing is required throughout the proposal if page printing or page limits are not specified.*
- Q32. Under Tab 1, can the professional qualifications for each individual be included in a combination of list and CV/Resume?
- R32. Yes. Professional qualifications for each individual can be a CV/Resume. For reference, please see the RFP page 6, TAB 1: Firm Qualifications and Experience, item #6 .*
- Q33. Is a wet-signature required on the Hard Copy original?
- R33. Please see Response R15.*
- Q34. Section IV - Insurance of the RFP indicates, "Provide evidence of insurance...". Is an insurance certificate required with the proposal? If so, is this considered a Supplemental Document or would it be included under Tab 7?
- R34. Evidence of insurance is not required for this proposal. If the firm is selected for an on-call contract, the County will request for the firm to provide the insurance certificate.*
- Q35. There are two sample agreements in the RFP (Pages 34-50 and Pages 158-189). Does the absence of comments regarding contract documents imply acceptance of both sample contracts?
- R35. Yes, absence of comments regarding contract documents imply acceptance of both sample contracts. Please see page 8, TAB 7 of the RFP for further information. Sample Agreement on Pages 34-50 is the Standard Agreement between the County and the Consultant when the firm is awarded the on-call contract. Sample Agreement on Pages 158-189 is the Standard Agreement if the on-call firm is selected to provide services for possible future State or Federally funded projects only.*

- Q36. Given that organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at Public Purchase System, can you please clarify if a free registration is sufficient or if we need to register for the paid Bid Syndication?
- R36. A free registration on Public Purchase is sufficient to submit a proposal.*
- Q37. Is the County looking to have this submitted in the 10-H format? The County references it but there are no examples or links found in the RFP. Please clarify how the County wants the cost proposals to be submitted for the hourly rates.
- R37. The firm is not required to follow the 10-H format for this RFP proposal. If the on-call firm is awarded a possible future State or Federally funded project, the firm may be required to submit their rate sheet that follows the 10-H format.*
- Q38. When a bidder's category requires potential specialty subcontracts (potholing, geotech, for example) does the County prefer the bidder propose with a full list of subconsultants, or with a list of additional resources should they be required outside the category specialty?
- R38. The scope for future projects is uncertain and may have different needs for specialty subconsultants, That being considered, the County does not have a preference for a firm providing list of subconsultants or a list of additional resources.*
- Q39. Please confirm if the County would like the quals/resumes of all team staff, or just the key staff required to deliver all potential scope listed under the Category.
- R39. The County would only like the CV/resumes of the key staff required to deliver all potential scope listed under the Category that the firm is proposing.*
- Q40. Please confirm that the County is only inviting comments to the sample agreement template first attached to the RFP, and not the to the Sample RFP section
- R40. The County is not accepting comments to the sample agreement template. See Response R35.*
- Q41. Will the County waive submission of hard copy documents in consideration of COVID protocols? Eliminating hardcopy production would assist Consultants' staff adhere to COVID protocols intended to reduce contact with office equipment and documents.
- R41. Please see Response R21.*
- Q42. Will the County accept electronic signatures in consideration of maintaining COVID protocols intended to support social distancing and minimize office equipment and document contact?
- R42. To clarify, both electronic and hard copy submissions are required.*
- Q43. Section 2.2 Proposal Content Requirements, Tab 5, Item 3.) states to provide a schedule of fees that include hourly rates. Elsewhere in that section it is stated that the schedule of costs be included in a sealed envelope labeled Price Proposal. Does the County wish to have the schedule of fees provided in both Tab 5 and the separate Price Proposal?
- R43. The County is requiring that the schedule of fees be provided only in the separate sealed envelope "PRICE PROPOSAL".*
- Q44. Please confirm that the County did not include any forms or templates for the Price Proposal for this RFQ.
- R44. Yes. The County did not include any forms or templates for the Price Proposal for this RFP.*
- Q45. Under the Category 5 scope of work, is "pipe network evaluation" limited to storm drain pipes, or other types of piping?

- R45. *Typically, the Engineering Section's projects that require "Pipe Network Evaluation" relates to storm drain systems.*
- Q46. Can we include CV/resumes in an appendix?
R46. *Yes. CV/resumes can be included in an appendix.*
- Q47. Under the Category 1 scope of work, is "Provide construction support for questions that arise during project construction, including reviewing submittals, RFI's and shop drawings" meant to be a bullet?
R47. *Yes. This is a formatting error.*
- Q48. Should the references for Tab 6 be different or the same as the reference contact information you wish us to include in Tab 1, item 3?
R48. *References for TAB 6 and TAB 1.3 can be the same. The difference is TAB 1.3 is requiring a more detailed description of projects that the firm has worked on in the past. See also Response R17.*
- Q49. Are we allowed to propose subconsultants that are not DBEs?
R49. *For this On-Call RFP, there is no established DBE goal or requirement. A firm is allowed to propose subconsultants that are not DBE's. See Response R6 for more details regarding DBE requirements for possible future state or federally funded projects only.*
- Q50. If we are submitting on multiple categories, the County would like it combined into one proposal for the hard copy submittal. For the electronic submittal, should we assume that a separate PDF is required for each category?
R50. *Hard copy submissions should also be separated by category but will be submitted through a single package submittal. This is similar for electronic submittal. Please see R19, R23, and R25.*
- Q51. Are we allowed a proposal cover?
R51. *A proposal cover letter is required.*

From E-Mail: DPW_oucall@smcgov.org

- Q1. I have a question regarding the above-mentioned RFP for 2021 On-call Engineering Services for Public Works Projects, is there a list of interested proposers/firms (with contact info) available? I'm trying to get in contact with firms to partner with on this project and I'm reaching out to ask if I can obtain that information if it's available.
- R1. *We cannot provide a list of interested proposers/firms for the 2021 On-Call RFP. The County solicited to firms that are associated with classification codes on Public Purchase. The classification codes that the County selected for the RFP solicitation on Public Purchase is as follows:*
- *925-17 – Civil Engineering*
 - *918-43 – Environmental Consulting*
 - *925-56 – Inspecting, Structural Engineering*
 - *925-88 – Structural Engineering*
 - *925-86 – Surveyor services, Land*
 - *961-43 – Hydrological and oceanography services*
 - *925-46 – Geotechnical Engineering*
 - *925-93 – Traffic and Transportation Engineering*
 - *925-13 – Bridge Engineering*
 - *958-26 – Construction Management Services*

Updated as of August 03, 2021 at 12:00 P.M.

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