

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

**LISTED BELOW ARE THE QUESTIONS (Q) SUBMITTED BY
POTENTIAL BIDDERS FOR THE**

**REQUEST FOR PROPOSALS (RFP) FOR
2026 ON-CALL ENGINEERING AND PROFESSIONAL SERVICES**

COUNTY PROJECT NO. RU403

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

Responses R1-R2 provided on 07/28/2026

Q1. Who are the incumbent consultants for Category 6 (Geotechnical Engineering) and how long have they held this contract? How many consultants does the County plan to select for Category 6 (Geotechnical Engineer)? Will the County consider modifications to the Sample Agreement (Enclosure A) of the RFP?

R1. Thank you for your question. The current on-call consultants for Category 6 are GEI Consultants and Cal Engineering and Geology (Haley & Aldrich), which have held this contract for the past five years. The County intends to select up to three (3) on-call consultants for this category. The County's preference is not to modify the Sample Agreement (Enclosure A) of the RFP. The County may consider minor modifications to the Sample Agreement on a case-by-case basis. Said modifications is subject to review and approval by the County's Attorney office. Please note that the deadline for Contract Exceptions is August 12th 5:00 p.m.

Q2. We have a clarification regarding the proposal page limits. Since the submission is through the online portal, we noticed that some sections specify a limit in duplex pages. For example, if a section allows 2 duplex pages, is it correct to interpret this as 4 single-sided pages, or should it be limited to 2 sheets printed on both sides?

R2. Thank you for your question. Since proposals are being submitted electronically in PDF format, references to "duplex pages" should be interpreted based on the equivalent number of PDF pages. For example, a limit of 2 duplex pages is equivalent to 4-single sided (pdf) pages. The intent is to maintain the same amount of allowable content that would have been permitted under a double-sided hard-copy submission.

Responses R3-R6 provided on 07/29/2026

Q3. Regarding the engineering design category, is the County seeking firms that can cover all services, or will specialized firms be considered (for example, water resources design)?

R3. For Category 1 (Engineering Design), the County is seeking a Consultant with experience in the preparation of design plans, specifications, cost estimates (PS&E), and contract documents for a broad range of public works projects. Typical projects include, but are not limited to, street widening projects, street reconstruction, street resurfacing, chip, cape and slurry seal projects, park trails and facilities, pedestrian facilities, bicycle facilities, and street landscaping. This category is intended for firms that can provide comprehensive engineering design services. Firms whose services are limited to a specialized discipline (for example, water resources design) should consider applying under another category in the RFP that more closely aligns with their area of expertise.

Q4. Page 24 of the RFP states: "If the proposer is submitting on multiple categories the electronic submissions shall name each proposal in the following manner: RFP#_ProposerName_Category#.pdf" However, on page 27 it states: "If your firm is submitting on multiple categories, include all required documents into one proposal package separated by category. The page maximums will be enforced on a per category basis and not on a per proposal basis." Can you please clarify if a separate submittal is required for each category?

R4. A separate submittal is required for each category.

Q5. We noticed the materials testing and special inspections is listed under Category 9 - Construction Management. Will the County accept QA proposals directly from 3rd party SI&MT firms ?

R5. For Category 9 (Construction Management), County will not accept proposals directly from third-party Special Inspection and Materials Testing firms. Firms interested in submitting a proposal for this category should be capable of providing the full range of services identified under Category 9. Third-party Special Inspection and Materials Testing firms may participate as subconsultants to the prime consultant.

Q6. Who are the incumbents for categories 7 (Traffic Engineering and Analysis) and 11 (Grant Support Services)? How many consultants will the County select for these categories?

R6. Category 7 incumbents include Iteris, Inc., Kimley-Horn and Associates, and W-Trans. Category 11 is a new category so there is no current incumbent. The County intends to select up to three (3) firms for each category listed.

Response R7 provided on 07/30/2026

Q7. Is there an established DBE goal/requirement for this contract?

R7. There is no DBE goal/requirement for this contract. For project-specific RFPs funded with state or federal funds, any applicable DBE goal and associated requirements will be identified in the project-specific solicitation and will be based on the applicable state and federal requirements in effect at that time. For additional information regarding the latest DBE requirements for federally and state-funded local agency projects, please refer to Chapter 10 of the Caltrans Local Assistance Procedures Manual.

Responses R8-R23 provided on 08/03/2026

Q8. The current sample contract language is not in compliance with CA Civil Code 2782.8 for professional services. If selected to provide professional services to the County, defined in CA Civil Code 2782.8, will the County make the required edits to the indemnity in the sample agreement? Additionally, how should firms go about making a formal Contract Exceptions request? Is submitting the request via the Q&A acceptable?

R8. The sample agreement included with the RFP is provided as a template for reference. The final agreement will be reviewed during contract negotiations, and the indemnity provisions may be revised, as appropriate, to comply with applicable law, including California Civil Code Section 2782.8. Said changes are subject to review and approval by the County Attorney. Please email Contract Exceptions Request to Monika Raman at mraman@smcgov.org

Q9. Should the Contractor's Declaration Form be completed and included in the Technical Proposal?

R9. No. The Contractor's Declaration Form does not need to be completed or included with the proposal. The Declaration Form is provided for reference only and serves as a sample of the form that will be required from firms awarded a contract under this RFP.

Q10. The RFP requests specified tabs/sections and provides maximum page limits for each section. Please clarify whether section divider/tab pages count toward the maximum page limits, or whether the page limits apply only to the proposal content within each section?

R10. Section Divider/tab pages will not be counted towards the maximum page limits.

Q11. Are we able to submit the package with a title page and table of contents, due to the page limits? In addition, the "tabs" references in the SOQ layout are for structuring the SOQ format, since the submittal is online? As for the contract exceptions, what exactly is being asked for the deadline? Is it for specific modifications? Please advise.

R11. Yes, you can submit the package with title page and table of contents. These will not be counted towards the page limits. Yes. The references to "tabs" in the SOQ layout are intended to describe the organization and structure of the SOQ. Since proposals will be submitted electronically, firms should organize their SOQ into clearly labeled sections corresponding to the tab headings identified in the RFP. Physical tab dividers are not required. The contract exceptions deadline is intended for firms to identify any requested exceptions to the Sample Agreement (Enclosure A). If a firm is requesting modifications, it should identify the applicable section(s) of the Sample Agreement and describe the proposed change(s) by the contract exceptions deadline. The Sample Agreement is provided as a template for reference. Any requested modifications is subject to review and approval by the County's Attorney office. Please email Contract Exceptions Requests to Monika Raman at mraman@smcgov.org

Q12. Section 3.5 "Proposal Content Requirements" states: "The following should be included in various tabbed sections where the proposer deems appropriate:

Supplementary Documents (optional and not required)". Do Supplementary Documents count against any tab's page limit?

R12. The intent of the Supplementary Documents is to add reference or detail to the proposal. Since they are optional and not required, the Supplementary Documents will not be counted towards the page limit.

Q13. May the resumes requested in Tab 1 be placed in an Appendix?

R13. Yes. CV/resumes can be included in an Appendix.

Q14. Given that a separate submittal is required for each category, would the County consider extending the submission due date at least one week?

R14. The County will not consider extending any due date.

Q15. Who are the incumbents for categories 2 (Environmental Study and Document Preparation) and 8 (Biological Monitoring)? How many consultants will the County select for these categories?

R16. Category 2 incumbents include Horizon Water and Environment, Denise Duffy and Associates and Rincon Consultants. Category 8 incumbents include BioMaAs , Inc., Denise Duffy and Associates and Rincon Consultants The County intends to select up to three (3) firms for each category listed.

Q17. Can you please provide who the current incumbent consultant is for Category 8?

R17. Please refer to the Response to Question 15.

Q18. Does the Price Proposal, uploaded separately, count against the page limit of "Tab 5 Cost to the Department"?

R18. Yes. Although the Price Proposal is uploaded as a separate document, it must comply with the page limit established for Tab 5 (Cost to the Department).

Q19. Can the fonts that are used in tables and graphics in various sections of the proposal be smaller than size 12?

R19. Fonts that are used in tables, graphics, and charts shall not be smaller than size 10.

Q20. Once the County selects up to three consultants for each category, how would work be divided among the three firms selected?

R20. The Department anticipates work of varying scopes and sizes. Work assignments will be made on a project-by-project basis, taking into consideration each firm's relevant experience, project schedule, and availability.

Q21. Does the 12-point font size requirement apply to graphics, tables, and charts included in the proposal?

R21. Please refer to the Response to Question 19.

Q22. If a firm is selected for multiple categories, will the County be executing a single on-call contract or multiple separate on-call contracts with the selected firm?

R22. If a firm is selected for multiple categories, the County will execute one agreement that includes the applicable categories for which the firm has been selected.

Q23. Is the County's preference to have a single point of contact across all categories if a firm is submitting in multiple categories?

R23. Yes, the firm should have a single point of contact across all categories for notifications.

Responses R24-R37 provided on 08/10/2026

Q24. Is the County looking for firms who have experience with grants in all listed area, or can a firm still submit for only one area, for example local transportation projects?

R24. The County is not requiring firms to have grant experience in all listed project areas. Firms may submit based on their relevant grant support experience and capabilities. Proposals should demonstrate the firm's ability to provide grant-related services, such as identifying grant opportunities, preparing grant applications, and providing grant assistance for projects within the areas applicable to the firm's experience.

Q25. In Tab 2, Proposed Approach, the County is asking for samples of measurements/metrics/deliverables/assessments. Would that include full reports (transportation planning studies, traffic impact studies, etc.)? If it includes full reports, how many report types would the County like to see?

R25. Please do not include full or completed reports (e.g., transportation planning studies, traffic impact studies, etc.). Instead, provide samples or templates of the measurements, metrics, deliverables, or assessment tools/forms typically used by the firm throughout a project life cycle. The County is not requesting a specific number of sample types; firms should provide representative examples that demonstrate their proposed approach.

Q26. Some of these items listed under supplementary documents (Items A, B, and D) are already included in the proposal content requirements in various sections. Are we to assume that those items should be in the order of the proposal content requirements, rather than in the order listed under supplementary documentation?

R26. Supplementary documents are optional and not required. If a firm elects to include supplementary documents, those documents should be organized in the order listed under the Supplementary Documentation section. In general, proposals should follow the order of the proposal content requirements identified under each Tab.

Q27. Is the County requesting any financial documents or the contractor's declaration form to be included in the submittal?

R27. Financial documents are not required, but may be submitted if needed to justify schedule of fees, rates, reimbursables, etc.

Please refer to the Response to Question 9 regarding the Contractor's Declaration Form.

Q28. Three references are required under TAB 6 and 3 client contacts are also required for each project example under TAB 1. Is the County looking for a

minimum of 6 references/client contacts or can the client contacts listed in TAB 1 be listed again under TAB 6?

R28. The County is not requiring a minimum of six unique references/client contacts. The project examples provided under Tab 1 and the three references required under Tab 6 may include the same client contacts, provided they meet the requirements identified for each tab.

Q29. For firms submitting on multiple categories, can the same references be used for each category or should three different references be provided for each category?

R29. For firms submitting proposals for multiple categories, the references can be the same, provided that they meet the requirements identified and fit each category.

Q30. For firms submitting on multiple categories, should the Price Proposal be submitted as one combined pricing document with category-specific sections, or as separate Price Proposal PDFs for each category?

R30. Please provide separate Price Proposal documents for each category.

Q31. Could the County clarify what information we should include in our qualifications package for subconsultants?

R31. Please refer to Section 3.4 (Technical Proposal). "If subcontractors are anticipated, identify them (if known) and provide information on how they will be used...and descriptions of their respective responsibilities." The scope of future projects is uncertain and may require different specialty expertise; therefore, including subconsultants in the proposal is optional.

Q32. We understand if a firm has any objections to the items in Tab 7, we need to email them to Monika Raman. Should that objection also be listed in Tab 7 of the submittal?

R32. Yes, please list the objection in Tab 7 with a brief description. Please do not attach contract exception documents provided to Monika Raman.

Q33. Who are the incumbent consultants for Category 1 (Engineering Design) and how long have they held this contract?

R33. Category 1 incumbents include AECOM Technical Services, Inc., BKF Engineers, Michael Baker International, Inc. and Quincy Engineering, Inc.(Conсор North America, Inc.). They have held their contract for the past five years.

Q34. RFP states "If forms and templates are provided for the Price Proposal, use them without modification". Does the County have a preferred template since they are not provided?

R34. The County does not have a preferred Price Proposal template.

Q35. Could you please confirm whether there is a specific pricing format that proposers are required to follow? If not, should we prepare the pricing by listing each position title under the applicable category and providing the corresponding hourly rate for each position?

R35. The County does not have a preferred Price Proposal template. The Price Proposal shall include rate schedule for the key staff identified by classification in your proposal. Please refer to Section 4.2.2. for additional information.

Q36. Is a firm permitted to submit a proposal as a prime consultant while also participating as a subconsultant on other teams?

R36. Yes, a firm is permitted to submit a proposal as a prime consultant while also participating as a subconsultant.

Q37. Is a firm permitted to submit a proposal as a prime consultant while also participating as a subconsultant on other teams?

R37. Please refer to the Responses to Questions 34 and 35.

Responses R38-R57 provided on 08/13/2026

Q38. For purposes of satisfying the Minimum Qualifications under Sections 4.1.1 and 4.1.2, may a Proposer rely upon the relevant experience and completed projects of its principal/key personnel and proposed subconsultant(s), or must the five years of similar services and five completed projects have been performed specifically under the Proposer firm's current business entity? For context, the Prime Consultant is a recently established firm whose proposed Project Manager has more than 29 years of directly relevant public works and heavy civil experience. The proposed specialty subconsultant has been in business since 1990, and the proposed team collectively has completed substantially more than five projects similar to the categories being proposed.

R38. The five years of similar services and five completed projects should have been performed under the Prime Consultant firm.

Q39. Could you please clarify what is meant by "Account Manager" in the following question? Does this refer to the Project Manager (main point of contact) or Accounting? 4.1.3. Account manager has a minimum of two (2) years of experience within the last five (5) years in providing account services?*

R39. Yes, Account Manager is referring to the Project Manager.

Q40. Do the rate tables provided in the price proposal for the prime and our subconsultants need to be FAR-based rates?

R40. No. The rate tables included in the Price Proposal do not need to be FAR-based rates, as the specific projects and funding sources are not known at this time. For future project-specific solicitations involving state or federal funding, the County will identify the FAR-based rate requirements in the project-specific RFP, as required.

Q41. Who are the incumbents for Category 5 (Hydraulic and Hydrologic Studies) and how long have they held this contract?

R41. Category 5 incumbents include Moffatt & Nichol, Northwest Hydraulic Consultants, and WRECO (HDR). They have held their contract for the past five (5) years.

Q42. The RFP asks proposers to "Provide a statement of qualifications for your organization, including an organization chart..." Does the County want to see a chart showing the firm's organizational structure, or would a chart showing the structure of our proposed team/key staff for this contract be preferred?

R42. Please include an organization chart for the proposed team/key staff for this contract.

Q43. Under approach, the RFQ requires samples of "forms". For category 6, is the agency looking to receive an example geotechnical investigation report?

R43. Please refer to the Response to Question 25.

Q44. What are the payment terms? For example, once an invoice has been submitted and approved, what is the timeline (days) for payment by the County?

R44. Please refer to Section 2.C. of Exhibit A of Enclosure A, "Standard Contract Template."

"Invoice(s) may be submitted by Contractor according to progress achieved and recognized by the Department, for payment by the County thirty (30) working days from date of receipt, provided that the invoices are complete and absent errors and/or corrections as may be found upon review of invoice(s)."

Q45. Does the County consider Biological Monitoring (Category 8) a prevailing wage activity?

R45. No, the County does not consider Category 8 a prevailing wage activity.

Q46. Does the County require a firm to be familiar with Caltrans codes for Category 3 Structural Engineering services?

R46. Yes, firms applying for Category 3 should be familiar with Caltrans Standards. Typical County projects for this On-Call agreement in Category 3 includes infrastructure maintenance projects such as bridges and retaining walls.

Q47. Does the County require a firm to provide references for specific projects within a specific timeframe (5 to 10 years)?

R47. Yes, all references should be recent. A firm should have experience with projects of similar nature within the last 10 years.

Q48. Does the County require a firm to have experience designing a freeway overpass or miscellaneous pedestrian bridges only for Category 3?

R48. Please refer to Section 2.5, "Category 3 – Structural Engineering" for relevant project types and typical scope of work in this category.

Q49. What level of inspection staff is required? Whether certified civil/electrical/MEP or other inspectors are expected.

R49. The specific level, type, and certifications of inspection staff required are unknown at this time and will depend on the specific project. Projects will be assigned to firms based on their relevant experience and availability. Category 9 Proposers should identify the qualifications, certifications, and relevant experience of their inspection staff in their proposal.

Q50. What do you mean by shop drawings under CM? Since shop drawings are usually reviewed/certified by the engineer of record, not the CM.

R50. Construction management firm's personnel may serve as the Resident Engineer on a project and may be responsible for reviewing and approving standard shop drawings and other submittals in accordance with County and/or Caltrans standards and the project specifications. Specialty shop drawings requiring design expertise will be reviewed and approved by the Designer/Engineer of Record.

Q51. What is the expected split between construction management and inspection work? Especially how much of the CM scope is actually inspection/testing.

R51. The work load between construction management and inspection will be project based and also based on the needs of the Department at the time of the on-call services requested. The level and type of services required, including the extent of construction management, inspection, materials testing, and special inspections, will be determined based on the specific needs of each project. Therefore, there is no expected split between these services at the time of this RFP.

Q52. Page 24 of the RFP indicates each proposal should follow a specific naming convention (RFP#_ProposerName_Category#.pdf) and Page 27 of the RFP states "If your firm is submitting on multiple categories, include all required documents into one proposal package separated by category." Please confirm whether submissions for multiple categories should be completely separate proposals or in a single proposal with clearly delineated sections per category?

R52. Please review the Response to Question 4 and Question 30.

Q53. Sample agreement language is included in two of the provided attachments: Enclosure A (Standard Contract Template with FEMA) and Enclosure H (Sample RFP and Exhibit 10R for State and Federally Funded Projects). Based on the answer to Question 11, can it be confirmed that only the contract language in Enclosure A is applicable to the assignments under this contract (and that the Enclosure H contract language can be disregarded)?

R53. Enclosure A is the Standard Agreement between the County and the Consultant when the firm is awarded the on-call contract. Enclosure H is the Standard Agreement if the on-call firm is selected to provide services for possible future State or Federally funded projects only.

Q54. Pertaining to the services listed under RFP Section 2.4 Category - 2, projects under this on-call may require NEPA compliance. Is the County envisioning that these projects would primarily be Caltrans (Federal Highway Administration-funded) projects? Would the County like us to demonstrate our NEPA experience for projects funded by other federal agencies?

R54. The Department's infrastructure projects may be funded through various federal and state funding sources, including FHWA, FEMA, and Caltrans, and may require coordination with various federal and state regulatory agencies. Proposers should demonstrate relevant experience with NEPA compliance and environmental documentation for federally funded infrastructure projects. FHWA/Caltrans experience is relevant; however, experience with other federal funding agencies and regulatory agencies is also applicable.

Q55. Under Category 8 (Biological Monitoring), does the County anticipate any need for cultural resources project support?

R55. Yes, the Department may need cultural resources support, depending on the specific scope and projects needs.

Q56. Are proposers allowed to use the County of San Mateo's logo in their proposals?

R56. Proposers are allowed to use the County logo in their proposals.

Q57. Section 3.4 and 3.5 have overlapping requirements, but it is unclear how our proposal should be organized in response to the RFP. Can the County please clarify which section we should refer to while we organize our proposal?

R57. Proposers should follow Section 3.5 when organizing their proposals. Section 3.4 outlines the general proposal content requirements, while Section 3.5 specifies the required organization and formatting of the SOQ.

All RFI requests were due on August 12, 2026 and the County provided responses on August 13, 2026. The County will not be providing responses to additional RFI's.

Updated as of August 13, 2026 at 5:00 P.M.

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