

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

**LISTED BELOW ARE THE QUESTIONS (Q) SUBMITTED BY
POTENTIAL CONSULTANTS FOR THE
RFP MIDDLEFIELD ROAD STREETScape IMPROVEMENT PROJECT**

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

- Q1. Please clarify if the 7 copies should be b&w or color and if they should be bound or stapled?
R1. Please make all copies of the proposal in color. Copies can be stapled.
- Q2. In-lieu of physical tabs, could we layout the proposal with right margin annotations that clearly define the different sections?
R2. Yes, annotations may be used in the right margins as long as the annotations clearly indicate the different sections.
- Q3. Please clarify if 5 “duplex” pages equals 5 sheets of paper with 10 pages of text, or is it 5 pages of text on 3 sheets of paper.
R3. 5 “duplex” pages equals 5 sheets of paper with 10 pages of text. (i.e. text on both sides of each sheet is allowed)
- Q4. The instructions for Tab 5 state certain information should be provided in a sealed envelope. Please clarify what information should go in Tab 5 of the main proposal.
R4. Tab 5 of the main proposal shall include a detailed explanation of all costs associated with providing the requested services with all reference to actual costs removed. (An example would be a proposal table that details activities to be performed per each task along with the number of hours per employee. All reference to actual costs in this table shall be removed.) Tab 5 will also include an explanation if travel time will be billed and if so, how it will be calculated for invoices.
- Please note that the actual costs will need to be separated from the main proposal and submitted in a sealed envelope.***
- Q5. For Tab 5 – may the labor spreadsheet breakdown be shown as an 11x17 foldout?
R5. Yes, this is acceptable.
- Q6. We assume PG&E is preparing the *Composite Drawings* for the Joint Trench, is that correct?
R6. Yes, PG&E will prepare and provide Composite Drawings for the Joint Trench, which will be incorporated by the Consultant into the project’s Plans and Specifications.
- Q7. I would like to know if I can get a copy of the list of prospective bidders/firms for the above referenced project?
R7. Reference is made to Enclosure 5 of the RFP, which list consultants that received the RFP.

Q8. Are the six references required for all sub consultants?

R8. No, references for sub consultants are not required.

The following questions were received after the deadline to submit written questions. In the best interest of the project, the following responses to the questions are prepared below.

*****NEW RESPONSES-SEE BELOW*****

Q9. Under Tab 2 Proposed Approach, item B, you ask that we list any needs for physical space and/or equipment at the Department. Please clarify what you mean.

R9. If your firm requires a physical space or cubicle at the County offices to work on this project, these needs should be listed here. The Department will review whether the needs can be accommodated. The Department does not guarantee that accommodations will be approved.

Q10. Under Tab 5 Cost to Department, item A, you ask for a detailed explanation of all costs associate with your providing the required services. To be responsive, are you asking for a fee proposal?

R10. Please provide a detailed schedule of costs associated with each task as required by the scope of work. This schedule of cost will be enclosed in a sealed envelope and provided with the proposal.

See R4 above.

Q11. Under Tab 6 References, please clarify what the differences are between business references and client references.

R11. Business references would be firms that you currently work with (i.e. sub-consultants). Client references would entities that have retained your services. (i.e. local agencies, businesses, etc.).

Q12. Do we need to submit Enclosure 1. Contractors Declaration Form with our submittal?

R12. Yes, please complete this form in its entirety and submit the signed form with your proposal.

Q13. Are other firms able to submit, in addition to those listed in Enclosure 5. List of Consultants?

R13. Correct, qualified firms not listed in the original Enclosure 5. List of Consultants, may submit a proposal for this project.

Q14. Will the Evaluation Committee be comprised of County staff or outside staff? Or a combination of internal and external folks?

R14. The team will be compromised of a combination of County Staff and external members.

Q15. The statement of intent and scope state that the County has selected a three lane configuration as the preferred configuration of the project segment, however Enclosure 7, Traffic Study Requirements stats that the selected configuration is to be studied as part of this project and 46 intersections are to be included in the study, many outside of the project segment. What is the intent of studying these intersections outside the project segment? If a configuration has already been selected, has any traffic study been previously performed?

R15. The intent of studying the additional intersections is to develop a comprehensive study that will show the impact of our project on the surrounding area. A previous preliminary traffic study was performed using 2012 and 2011 vehicle counts, but it was not comprehensive.

Q16. Will the County accept modifications to the contract indemnification clauses?

R16. These requests will be reviewed on a case-by-case basis by the County's Counsel, however, for this proposal assume that the answer will be no.

Q17. Can we get a copy of the parking study and the business sustainability plan mentioned in the interdepartmental memo from the NFOCC to the County Board of Supervisors?

R17. Both reports are currently in development and not available for review. The reports will be provided to the Consultants upon finalization.

Updated as of March 10, 2015 at 11:00 AM

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