

May 14, 2019

Addendum #01

Responses to RFP Questions for On-Call Architectural/Engineering Design and Space Planning Service

To All Proposers,

Please carefully review the responses below and incorporate the information as directed into your proposal that is due to the San Mateo County Project Development Unit on **May 23, 2019 at 2:30pm**. Proposers submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

ANSWERS TO PROPOSERS' QUESTIONS

Question#01– We would like to get information regarding the type of projects this RFP refers to. I researched online on the SMC's website and did not find much information. Any information you can provide to us would be very valuable.

Response – **Future projects include but are not limited to fire stations, coroner office/morgue, and homeless shelter, ranging from construction cost of \$4 million to \$20 million that will be completed over the next five years (RFP Section I-B). Project details and scope will be provided when AE services are needed upon selection.**

Question#02– For Tab 3: Project Experience; can the County please clarify if it is acceptable to include projects where the professional services has been completed within the last five years, however the construction may still be ongoing? Also can the County please clarify that only two projects need to be in the Bay Area and with a construction cost of \$8M or more?

Response – **Yes, projects that have completed design and are under construction can be submitted as project examples in your proposal.**

This RFP requests Proposers to provide at least 2 project examples that meet the following criteria:

- 1. Public or civic projects;**
- 2. Each with a total project construction cost of \$8 million or more;**
- 3. (Design) completed within the last five (5) years;**
- 4. Preferably of similar project type to the future PDU projects in planning (i.e. Fire stations, coroner office/morgue, and homeless shelter) in the Bay Area.**

Question#03- Can the County please clarify if it is acceptable to include compilation financial statements for the last three years in lieu of audited/reviewed financial statements from an independent accountant?

Response – **Submit audited/reviewed financial statements from an independent accountant per RFP**

Question#04- Contemplating a joint venture design firm approach – will you require all information for both firms including financials or just the Prime in the lead?

Response – **Only the financials from the Lead/Prime firm is required.**

Question#05- Given the 50 page limit do you need all information from subs as well or simply resumes, projects, profile and rates?

Response – **The intent of this RFP is to review all relevant info for the key firms/personnel on the team. It is at the Proposer's discretion what to include in the proposal. Please note that the 50-page limit excludes covers/tabs without proposal content, resumes, financial information, and any marketing materials.**

Question#06- Can we submit a brochure or presentation in addition to submittal response that won't be counted against page count?

Response – **Yes, see Response #5 above regarding "marketing materials".**

Question#07- Will there be an extension on the due date ?

Response – **No**

Question#08- The three potential projects listed vary in size and complexity. Is it PDU's intent to hire separate design teams for each of the projects? Should we specifically identify which project(s) we feel we are qualified for?

Response – **PDU will review the Proposers' qualifications and select the best teams for the respective projects. Proposers may elect to indicate preference to work on selected types of projects.**

Question#09- Tab 2 requests "provide adequate staffing" and "attach a project plan, if appropriate". Since the scope of the RFP is an On-Call agreement for multiple potential project assignments, please confirm how to identify staffing and project plan(s).

Response – **The intent of this RFP is to review the adequacy/availability of staffing and other resources the Proposer is able to provide for project(s) if selected. Proposer should provide relevant info to demonstrate the capacity to meet the project requirements with a range of scope which may include a general project plan to show how staffing will be allocated to deliver project(s) successfully.**

Question#10- Tab 5 requests 1) "fee schedule for all costs..." and 3) "any additional services...". Since the scope of the RFP is an On-Call agreement and there is no clearly defined parameters or deliverables, please confirm how to prepare a fee schedule or identify additional services.

Response – **Proposer shall provide billable hourly rates categorized by position for staff (including key sub-consultants) who will be assigned to work on the project(s). Include also expenses and other fees as an estimated %.**
Successful Proposers will be requested to submit fee proposals on specific project scope when project(s) require AE services.

Question#11- What is the minimum amount of projects you want proposing firms to list?

Response – **See Response #2 above.**

Question# 12– Please clarify what the RFP means by completed projects. Do they need to be constructed? Can the design services be completed?

Response – See Response #2 above.

Question# 13– Per the RFP, Tab 1 – Qualifications and Experience, it states: Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP. Does the PUD want an organization chart for the prime firm only as well as a organization chart for the team?

Response – Both. Please provide a Firm Organization chart of the Lead/Prime firm AND a Project Organization chart indicating the structure of the proposed design team including key sub-consultants.

Question# 14– Tab 4. Are we required to list claims “for the past 5 years” or “claims since 2010”?

Response – Proposer shall provide list & description of litigation history and claims occurred in the past 5 years.

End of Document

