

August 8, 2017

Addendum #01 On-Call Cost Management and Construction Estimating Services Response to RFP Questions

To All Respondents,

Please carefully review the responses below and incorporate the information as directed into your proposals due to the San Mateo County Project Development Unit on August 21, 2017. Respondents submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

ANSWERS TO RESPONDENTS QUESTIONS

Question #1 – *Can the County provide a description or indicate the type of projects requiring Cost Management/Construction Estimating Services? (Streetscape, Parks, Building Renovation, Bridge work, etc.)*

Response – The County will have many different types of construction within their Capital Program. Future construction includes multiple new County operated/public accessible multi-story office buildings, parking structure, fire station, hospital renovations, building demolition, office TI and institutional (medical). Each project will be required to deal with earthwork, site improvements and work in the public right-of-way. Firms are expected to also understand cost associated with Zero Net Energy design.

Question #2 - *How many reference projects are preferred?*

Response – As stated Section V, Item C (see Tab 3), the County is requesting a listing of all relevant projects completed within the last 5 years. Please see Section V, Item C, Tab 3 for complete requirements.

Question #3 - *In Section II, Scope Description, the following sentence on page 5 seems to have cutoff; would you please provide the entire sentence: The firm(s) shall also have experience working with the various regulatory agencies and have knowledge of the various County permit application processes; not limited to Planning, Building, Environmental Health, Public Works, and Fire; in addition to the following potential CEQA/ EIR agencies,*

Response – For clarification the paragraph in Section II – Scope of Work, Item A (Description) on page 5 shall read; “The firm(s) shall also have experience working with the various regulatory agencies having knowledge of the various County permit application processes; not limited to Planning, Building, Environmental Health, Public Works, and Fire Departments. In addition, firms shall be familiar with and have experience working with CEQA/ EIR consultants.



Question #4 – C. Tabbing of Sections, Tab 1 Qualifications and Experience, Item 2: *Is this the number of employees that work for the firm full-time that would be assigned (even if less than 100% time), or does it mean how many full-time employees would be assigned 100% time?*

Response – As stated within Section V - Proposal Submission Requirements, Item C - Tabbing of Sections (Tab 1) the County is requesting the amount of full time employees your firm is capable of providing if selected (see Question #2). Additionally, the County is also requesting in Question #3, how many people in total are employed by your company, please delineate between employees and consultants.

Question #5 – C. Tabbing of Sections, Tab 3 Project Experience: *To what does “at a minimum” refer, and can projects in progress be included?*

Response – Please delete existing Item C – Project Experience (Tab 3) in Section V - Proposal Submission Requirements and replace with the following:

Provide the County with a listing of relevant projects completed by the firm in the past five years. At a minimum, the list should include:

- 1) Title of project
- 2) Name of the entity
- 3) Brief description of the project, including value
- 4) Clients names and contact information

Additionally, the County will accept projects under construction as relevant projects.

Question #6 – C. Tabbing of Sections, Tab 5 Proposal Fee and Professional Rates: *Since this RFP is an On-Call without defined scope, is only item 2 required and if items 1 and 3 are required, please clarify what is expected given there is no defined scope.*

Response – As stated within Section V - Proposal Submission Requirements, Item C – Proposal Fee and Professional Rates (Tab 5) the County is requesting a complete fee structure that includes classification of personnel and the hourly rates for each classification. In general, Tab 5 should include any foreseeable hourly cost for all scope associated with this request.

Question #7 - General: *Is there a page limit for submissions?*

Response – There is no page limit for submissions.

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