

**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.

From E-Mail: DPW_oncall@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 July 27, 2021 at 8:00 A.M.

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