



County of San Mateo
Department of Public Works

NOTICE IS HEREBY GIVEN that the County of San Mateo, State of California, is issuing a

REQUEST FOR PROPOSALS
for
CONSTRUCTION MANAGEMENT SERVICES
Capital Projects
2015

* * *

Proposals must be submitted to:

County of San Mateo
DEPARTMENT OF PUBLIC WORKS
Attn: Doug Koenig
555 County Center 5th Floor
Redwood City, CA 94063

By 4:00 P.M. PDT on
June 17, 2015

PROPOSALS WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Complete "Request for Proposal" documentation can be found at:

<http://www.co.sanmateo.ca.us/portal/site/publicworks/>

under "Projects Out to Bid"

**REQUEST FOR PROPOSALS
FOR**

Construction Management Services – General Facilities

Note regarding the Public Records Act:

Government Code Sections 6550 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request For Proposals is a public record in its entirety. Also, all information submitted in response to this Request For Proposals is itself a public record **without exception**. Submission of any materials in response to this Request For Proposals constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

(RFP template rev. 3/12)

TABLE OF CONTENTS

SECTION I - GENERAL INFORMATION	4
SECTION II - RFP PROCEDURE	5
A. TENTATIVE SCHEDULE OF EVENTS.....	5
B. SUBMISSION OF PROPOSALS.....	5
C. CONFIDENTIALITY OF PROPOSALS	6
D. PROPOSAL EVALUATION.....	7
E. PROPOSAL RECOMMENDATION.....	8
F. NOTICE TO PROPOSERS	8
G. PROTEST PROCESS	8
SECTION III – GENERAL TERMS AND CONDITIONS.....	9
SECTION IV – SCOPE OF WORK	12
SECTION V – PROPOSAL SUBMISSION REQUIREMENTS	17
SECTION VI - ENCLOSURES	20
Enclosure 1. Standard County Agreement	
Enclosure 2. Contractors Declaration	
Enclosure 3. Compliance with Section 504 of the Rehabilitation Act of 1973, as Amended	
Enclosure 4. Chapters 2.84 and 2.85 of the Ordinance Code of San Mateo County	
Enclosure 5. Intellectual Property	
Enclosure 6. Non-Collusion Declaration	

SECTION I - GENERAL INFORMATION

STATEMENT OF INTENT

This Request for Proposals (RFP) seeks submittals for professional Construction Management services. These services include consulting needs as necessary for a variety of County facilities projects. Refer to Section IV for full Scope of Work description. The County is considering entering into multiple not-to-exceed agreements with one or more consultants for one or more specific projects. A proposer may submit for as many or as few projects as desired. County reserves the right to reject proposals which do not meet this criterion.

The projects may include but are not limited to:

County's Capital Projects Table

	Project	Description	Anticipated Delivery Method	Construction Budget	Construction Target Date
1	Emergency Management Center (CEDAR)	Multi-functional facility including dispatch, emergency operations, & IT	Design-Build	\$26 mil	Fall 2015
2	Animal Shelter	30,000 sq ft replacement shelter including animal medical clinic	Design-Build	\$16 mil	Spring 2016
3	Cordilleras Mental Health	Multi-building live-in facility campus providing mental health services	Design-Build	\$55 mil	Spring 2016
4	Fire Station 58	Two company replacement fire station	Design-Build	\$6.4 mil	Spring 2016
5	Fire Station 59	One company replacement fire station	Design-Build	\$6 mil	TBD
6	Parking Structure	Multi-story approximate 800 stall parking garage	Design-Build	TBD	TBD
7	County Office Building 3	Multi-story office building with underground parking	Design-Build	TBD	TBD

BACKGROUND

The Facilities Planning, Design and Construction group of the County's Department of Public Works ("DPW" or the "Department") plans, designs, and manages the construction and delivery of capital projects, as well as remodels of its existing facilities

to ensure the safe, accessible and efficient use of the workplace environment, in accordance with established County Master Plan and Space Standards.

THE REQUEST FOR PROPOSALS PROCESS

This RFP seeks submission from any and all interested and qualified firms to provide the listed services in a manner that maximizes the quality of services and value to the County and, by extension, its residents. Proposals must document the resources and capability for performing the services requested. Such evidence includes, but is not limited to, the respondents' demonstrated competency and experience in delivering services of a similar scope and type, and local availability of personnel and resources.

SECTION II - RFP PROCESS

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	TARGET DATE
1. RFP Release Date	April 30 , 2015
2. Deadline to Submit Written Questions	May 27, 2015
3. Release of Responses to Written Questions	June 5, 2015
4. Proposal Deadline – Proposals Must be <u>RECEIVED</u> by 4:00 p.m. on this date	June 17, 2015
5. Recommendation to Board of Supervisors	July 2015

B. SUBMISSION OF PROPOSALS

Proposal: One original plus three hard copies and one digital copy, must be received by the Department no later than **4:00 p.m. on June 17, 2015**, per SCHEDULE OF EVENTS above. There will be no public opening of proposals. All proposals shall be firm offers, and will be so considered even as the County reserves the right to negotiate terms upon evaluation of the proposals. Proposals shall remain valid for a period of ninety days following the close of the RFP.

By submitting a proposal, each proposer certifies that its submission is not the result of collusion, or any other activity which would tend to directly or indirectly influence the selection process. The proposal will be used to determine the proposer's capability of rendering the services to be provided. The failure of a proposer to comply fully with the instructions in this RFP may eliminate its submission from further evaluation by the Department, which reserves the sole right to evaluate the contents of all proposals submitted, and to selecting consultant(s), if any.

Late proposals will not be opened or given any consideration unless doing so is deemed to be in the best interest of the County, as determined in the sole discretion of the Department.

All proposals must be delivered in an envelope marked:

REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT – CAPITAL PROJECTS PROGRAM

and as otherwise required by Section V-A , addressed to:

COUNTY OF SAN MATEO
Department of Public Works
Attn: Doug Koenig
555 County Center 5th Floor
Redwood City, CA 94063

C. CONFIDENTIALITY OF PROPOSALS

California Government Code Sections 6250 *et seq.* (the “California Public Records Act” or the “Act”) defines a public record as any writing containing information relating to the conduct of the public business. The Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure. The Department, which is part of the County of San Mateo, is subject to the California Public Records Act.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Also, all information submitted in response to this RFP is itself a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

If the County/Department receives a request for any portion of a document submitted in response to this RFP, the County will not assert any privileges that may exist on behalf of the person or entity submitting the proposal, and the County reserves the right to disclose the requested materials without notice to the party who originally submitted the requested material. To the extent consistent with the Public Records Act and applicable case law interpreting those provisions, the County/Department and/or its officers, agents, and employees retain discretion to release or withhold any information submitted in response to this RFP.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal to be inspected.

D. PROPOSAL EVALUATION

All proposals received will be evaluated by an RFP Evaluation Committee. During the evaluation process, the County may require a proposer's representative to answer specific questions orally and/or in writing. The County may also require a visit to the proposer's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFP evaluation. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified proposal(s) will be recommended to the Department and/or County management by the RFP Evaluation Committee based on the overall strength of each proposal, and the evaluation is not restricted to considerations of any single factor such as cost. Execution of agreements is tentatively scheduled for July 2015.

Responses to this RFP must adhere to the format for proposals detailed in **Section V - PROPOSAL SUBMISSION REQUIREMENTS**. The criteria used as a guideline in the evaluation will include, but not be limited to, the following:

1. Firm's qualifications and experience (of particular relevance are participation in design-build project delivery, practice in LEAN process, BIM, REVIT®, LEED®, etc.)
2. List of design-build projects completed in the last five years
3. Proposed project team and relevant experience
4. Individual project proposal for one or up to all eight projects
5. Professional costs
6. References
7. Compliance with County RFP & contractual requirements

The County may consider any other criteria it deems relevant, and the Evaluation Committee is free to make any recommendations it deems to be in the best interest of the Department and/or the County. Inaccuracy of any information supplied within a proposal or other errors constitute grounds for rejection of the proposal. However, the County may, in its sole discretion, correct errors or contact a proposer for clarification.

The County reserves the right to evaluate proposals solely based on each proposer's written submission. In relation to written materials, evaluation will be performed only on the material included directly in the proposal itself, unless otherwise indicated or requested by the County. The evaluation team will not access company web sites or read sales brochures, marketing materials, or white papers in evaluating vendor experience or proposed methodology, unless doing so is in the County's best interest.

The County reserves the right to accept and evaluate proposals regardless of the lowest apparent cost, and to negotiate with proposers on a fair and equal basis when the best interests of the County are served by doing so.

E. PROPOSAL RECOMMENDATION

The Evaluation Committee will recommend consultant(s) to Department management, or may recommend that a proposal(s) be rejected. Department management will decide as to whether to accept or reject the Evaluations Committee's recommendations. Ultimate acceptance or rejection of the recommended proposal and execution of a contractual agreement is the independent prerogative of the Department and/or the County, notwithstanding any recommendations made by the Evaluation Committee.

F. NOTICE TO PROPOSERS

The Department is not required to give notice to proposers in any specific format or on any particular timeline. At some point prior to execution of a final agreement for the requested services, the Department may notify those who submitted proposals of their non-selection. Proposers may be notified at different times depending on the needs of the Department. It is the responsibility of the proposer to monitor the department's webpage to see who is selected.

G. PROTEST PROCESS

If a proposer desires to protest the selection(s) made, the proposer must submit a written protest within five (5) business days after the delivery or publication of the selection notice. Written protest should be submitted to the Department of Public Works as outlined below. Protests received after the deadline will not be accepted. Protests must be in writing, must include the name and address of the Proposer and the Request for Proposals numbers, and must state all the specific legal or procedural ground(s) for the protest. A protest that merely addresses a single aspect of the selected proposal (for example, comparing the cost of the selected proposal in relation to the non-selected proposal) is not sufficient to support a protest. A successful protest will include sufficient evidence and a thorough objective analysis to support a conclusion that the selected proposal, taken as a whole, is an inferior proposal.

The Department of Public Works will respond to a protest within ten (10) business days of receipt, and may, at its election, set up a meeting with the proposer or claimant to discuss the concerns raised by the protest. The decision of the Department of Public Works will be final. The protest letter must be sent by facsimile and/or email to:

James C. Porter
Director, Public Works
jporter@smcgov.org
Facsimile: 650-361-8220

SECTION III – GENERAL TERMS AND CONDITIONS

1. **Read all Instructions.** Please read the entire RFP and all enclosures before preparing proposal.
2. **Proposal Includes RFP.** This RFP constitutes part of each proposal and includes the explanation of the Department's needs, which must be met in their entirety.
3. **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Department or otherwise reimbursed by the County.
4. **Proposal Becomes County Property.** The RFP and all materials submitted in response to this RFP will become the property of the County.
5. **Clarification Process.** Submit all questions relating to this RFP by either:

E-mail to: rkalkbrenner@smcgov.org

Fax to: 650/361-8220 Attn: Rob Kalkbrenner

All questions must be received no later than 4:00 p.m. on May 27, 2015

All clarifications will be posted on the Department website at
<http://www.co.sanmateo.ca.us/portal/site/publicworks>

The Department may, at its option, email prospective proposers with clarifications in addition to posting them on the website listed above.

If changes to the RFP are warranted, they will be made in writing, clearly marked as addenda to the RFP, and posted to the website. It is the responsibility of each proposer to check the website listed above for changes and/or clarifications to the RFP prior to submitting a response, and a proposer's failure to do so will not be grounds for protest.

6. **Alteration of Terms and Clarifications.** No alteration or variations of the terms of this RFP are valid unless made or confirmed in writing by the County. Likewise, oral understandings or agreements not incorporated into the final agreement are not binding.

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, the proposer must immediately notify the County of such error in writing and request modification or clarification of the document. If a proposer fails to notify the Department of an error in the RFP prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the

proposer enters into a contract, the proposer shall not be entitled to additional compensation or time extension by reason of the error or its later correction.

7. **Selection of Consultant(s).** The selection of a consultant will be memorialized in the form of an “Agreement with Independent Contractor” (see the sample template at Section VI, Enclosures 1-6, below), authorized by a resolution of the County Board of Supervisors and signed by both parties.

The County reserves the right to reject any or all proposals. The County’s waiver of an immaterial deviation in the proposal shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications once the proposer enters into an agreement.

Once consultant is selected, the Agreement with that consultant will be finalized and submitted to the San Mateo County Board of Supervisors for approval, but there will be no contractual agreement between the selected consultant unless and until the Board of Supervisors accepts and signs the Agreement. Selection of a proposal for negotiation of contract terms and eventual submission to County leadership of an Agreement does not constitute an offer, and proposers acknowledge by submission of a proposal that no agreement is final unless and until approved by the Board of Supervisors.

8. **Equal Benefits.** With respect to the provision on employee benefits, consultant/contractor/vendor must comply with the County Ordinance prohibiting discrimination in the provision of employee benefits between a full-time employee with a registered domestic partner and one with a spouse.
9. **Jury Duty.** The contractor must comply with the County Ordinance requiring that the contractor have and adhere to a written policy that provides its full-time employees who live in San Mateo County with no fewer than five days of regular pay for actual jury service in San Mateo County. This policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct them from the employee’s regular pay the fees received for jury service. See Section VI, Enclosure 5 Chapter 2.85, Contractor Employee Jury Duty. If the proposer has no employees that qualify for jury duty in San Mateo County, the proposer may satisfy this requirement by providing the County with written confirmation of the fact that (1) it has no such employees and (2) its policy is to comply with the jury duty pay ordinance with respect to any future qualifying employees.
10. **Insurance.** The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers’ compensation insurance; if the contractor or its employees maintains a license to perform professional services

(e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such applicable policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

11. **Incomplete Proposals May be Rejected.** If a proposer fails to satisfy any of the requirements identified in this RFP, the proposer may be considered non-responsive and the proposal may be rejected.
12. **Contact with County/Department Employees.** As of the issuance date of this RFP and continuing until the final date for submission of proposals, all proposers are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFP except as otherwise permitted by this RFP. Any proposer found to be acting in any way contrary to this directive may be disqualified from entering into any contract that may result from this RFP.

Proposers should submit questions or concerns about the process as outlined in Section III.5, above. The proposer should not otherwise ask any County/Department employees questions about the RFP or related issues, either orally or by written communication, unless invited to do so.

13. **Group Purchasing Organization Participation.** Proposers should keep in mind that the County is a participant in more than one Group Purchasing Organization (GPO), and this RFP is open to those who provide services under a GPO. Proposers should ensure their proposals are as competitive as possible while also providing the highest quality services in order to be considered a viable vendor for the listed services. The County reserves the right to use a GPO vendor if doing so is in the County's best interest, as determined solely by the Department, even if that vendor does not submit a proposal in response to this RFP.
14. **Travel Costs.** If the services being requested will require travel to the Bay Area, and if the Department opts to permit travel expenses to be reimbursed, there are some general guidelines regarding reimbursement rates that will apply. In general, the following restrictions should be kept in mind: reimbursement for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (San Mateo / Foster City / Belmont, California), as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online by searching www.gsa.gov for the term 'CONUS'); airline and car rental travel expenses ("Air & Car Expenses") are limited to reasonable rates obtained through a cost-competitive travel service (for example, a travel or car-rental website), with air travel restricted to coach fares and car rental rates restricted to the mid-level size range or below; and certain other reasonable travel expenses ("Other Expenses") such as taxi fares, parking costs, train or subway costs, etc. may be reimbursable

on an actual-cost basis. It should not be assumed that the Department will permit travel from the Bay Area to be reimbursed, and your proposal should include such travel costs if applicable. Travel costs should be minimized or eliminated in order for a proposal to be competitive.

15. **Miscellaneous.** This RFP is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFP. The County reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the County. Further, while every effort has been made to ensure the information presented in this RFP is accurate and thorough, the County assumes no liability for any unintentional errors or omissions in this document. The County reserves the right to waive or modify any requirements of this RFP when it determines that doing so is in the best interest of the County.

SECTION IV – SCOPE OF WORK

Description: The County of San Mateo Department of Public Works (DPW) is seeking professional construction management services for projects with a focus on new construction, infrastructure and ground-up projects, additions, remodels and/or alterations to existing facilities, including but not limited to: office buildings, essential services facilities, court facilities, health care centers and clinics subject to OSHPD jurisdiction, detention centers, maintenance buildings, and site work. Current projects in the pipeline include but are not limited to: Two new replacement fire stations, new replacement animal shelter, new dispatch and emergency operations center, new replacement mental health facility, new parking structure, and new multi-story office building. Under the direction of DPW, consulting firm will work with various countywide departments' staff (the "clients"), as well as consultants in the various design and construction disciplines, and those agencies having jurisdiction over a given project. In many instances, the construction manager will act as the DPW's owner-representative in meetings, conferences and presentations, and report to DPW as required.

The capability of firms submitting proposals shall include construction management services that cover the full spectrum ("cradle-to-cradle") of a project.

Anticipated Services

The proposed Agreement (or Agreements) anticipated by this RFP comprehensively covers services that can be defined as construction management. The services may include, but are not limited to, some or all of the following services:

Design services

- Cost estimates (hard and soft costs)
- Value engineering
- Review of building systems
- Formal constructability review
- Consideration of life cycle costs

Bidding / D-B RFQP assistance

- Stimulate bid / proposal interest.
- Pre-qualify / Qualify, bids/ proposals including evaluation of bonds, insurance coverage and financial capability.
- Clarify scope of each trade.
- Assistance with possible pre-purchase of long lead materials.
- Assist in the conduct of pre-bid / pre-proposal and pre-construction meetings.

Construction and inspection services

- Work with Owner, Architect, and Contractors / Design-Build-Entity to clearly define roles and responsibilities during construction and develop a construction management plan.
- Coordinate the work of the Contractor / Design-Build-Entity without interfering in the progress of the project and make them a part of the project team.
- Chair and conduct meetings with Owner, Architect, and Contractor / Design-Build-Entity and produce minutes from each meeting. Assure that the project is on schedule and if not, develop recovery plans with Contractor / Design-Build-Entity.
- Establish notification procedures for any shutdowns of utilities for the progress of the work.
- Coordinate the testing and inspection of the project and review test reports and make recommendations as necessary.
- Coordinate the activities of the multiple contracts between projects to assure that they are not interfering with each other.
- Produce monthly cost reports to monitor the current and project final costs of the project. Prepare cash flow projections as needed.
- Provide administrative assistance to manage the filing systems, meeting minutes and the office.
- Develop and maintain correspondence logs.
- Review and make recommendations on change order requests from the contractors. In particular determine if the requests are legitimate.
- Review any Owner or design team document changes and prepare cost estimates for each.
- Maintain a change order log reflecting the status of each change order and the total cost of changes.
- Develop and maintain submittal and shop drawing logs. Review both as they are received before transmittal to the design teams to assure that they are complete and accurate.
- Develop and maintain a Request for Information (RFI) logs. Coordinate and track responses with the design teams.
- Produce weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and potential claims. Produce a more detailed monthly report of the same items.
- Review the monthly payment requests for completeness and accuracy including proper payroll documentation and lien releases are in order and

make recommendation for payment to Owner.

- Monitor the construction schedule provided by the Contractor/ Design-Build-Entity.
- Provide progress photos and video taping of the project on a regular basis.
- Review any potential claims. If any are received, review them and make recommendations.
- Field inspection to evaluate work in progress to confirm that it conforms to the contract documents. County seeks generalist inspection skills related to building systems such as mechanical, electrical, plumbing and telecommunications. County may also want the Construction Manager to satisfy the inspection requirements for essential service facility rating of the buildings.
- Schedule County and special inspections.
- Work with all local and government agencies to keep them informed of the progress of the project. Meet with them as required.
- Monitor the Contractors' / Design-Build-Entity safety program.
- Prepare in conjunction with the design team and Owner all punch-lists. Monitor the completion of the punch-lists by the Contractor / Design-Build-Entity.
- Coordinate and receive all close-out items including as-built drawings, operation and maintenance manuals, and warranties as required.
- Assist with resolving all contract issues, warranties, bonds, etc. at closeout of project.
- Prepare a final close out report with recommendation as to final payment, notice of completion, and file system for retrieval of closeout documentation.
- Assist the County with obtaining occupancy permit.
- Assist with commissioning the building and owner training.

The County's DPW may request from the consulting firm any and all of the above tasks, according to the nature of the project assigned. The firm must be staffed as to render these services expeditiously upon request. The firm must use the County's to-be-determined project construction management software system.

The selected consultant(s) will become an integral member of the County's capital projects implementation teams shown below. The consultant(s) final selection is pending County Board of Supervisor's approval of negotiated service agreements.

Proposals will be considered only from consultants who can demonstrate the following minimum qualifications:

1. Consulting firm has demonstrated experience as well as in-house resources necessary to effectively provide the required services.

The firm's personnel assigned to projects shall have experience in construction management with design-build specific to the types of facilities listed in the above project table within the last five years in the State of

California. Proposal shall indicate their personnel's name, title, and responsibility along with resumes listing the following project specifics:

- a) Title of project
 - b) Type of facility
 - c) Name of the entity
 - d) Location
 - e) Brief description of the project
 - f) Value
 - g) Competition or project completion date
 - h) Client's names and means of contact
2. Firms shall have extensive knowledge of available project delivery systems allowed under California Public Contract Code, and make such recommendations as to their applicability as appropriate.
 3. Consultant and staff shall be knowledgeable of all applicable building codes, American with Disabilities Act, federal, state and local by-laws as applicable, including sustainability, conservation and practice of LEED principles and certification processes.
 4. Firms shall be capable of meeting the schedule set by County of San Mateo Department of Public Works.

County's Capital Projects Implementation Teams

Project	Bridging Architect Team	Design-Build Entity Team	Project Management
Emergency Management Center (CEDAR)	Architect – MWA Structural – WRK Engineers Civil – BKF (CoSM) Civil – KPFF (WMA sub-consultant) GeoTech – Fugro MEP – Interface Engineering HazMat - TRC CEQA – Circle Point	TBD	Kitchell
Animal Shelter	Architect – Kappe Specialty – Animal Arts Structural – A.T. Merovich Civil – BKF Landscape – Merrill Morris Partners GeoTech – ENGO MEP – Guttman & Blaevoet & Zeiger HazMat - SCA CEQA – Circle Point	TBD	Kitchell / In-House
Cordilleras Mental Health	Architect – HGA Structural – HGA Civil – BKF Landscape – HGA GeoTech – Arup MEP – Interface HazMat - SCA CEQA – TRA/MIG LEED – HGA	TBD	In-House
Fire Station 58 Skylonda	Architect – MWA Structural – Forell Elsesser Civil – BKF GeoTech – Rutherford Chekene MEP – Interface HazMat - SCA CEQA – TRA/MIG	TBD	Jtec HCM / In-House
Fire Station 59 Pescadero	Architect – Ratcliff Structural – TBD Civil – TBD GeoTech – TBD MEP – TBD HazMat - TBD CEQA – TBD	TBD	In-House
Redwood City Campus Parking Structure	Architect – Watry Structural – TBD Civil – TBD GeoTech – TBD MEP – TBD HazMat - TBD CEQA – TBD	TBD	TBD
Redwood City Campus County Office Building 3	TBD	TBD	TBD

Length of Agreement: The anticipated duration of the agreement is tied to the respective project.

Additional Requirements/Considerations: Within the County's property portfolio, there are secured facilities which will require security background checks for facility access.

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

Each proposal should be submitted in the following format:

A. General Instructions

Submit one complete electronic version on portable digital storage media (e.g. CD, DVD), as well as one printed original and three copies in bound sets. Whenever possible, all printing shall be double-sided (duplex).

All proposals should be typewritten or printed and have consecutively numbered pages, including any exhibits, charts, or other attachments.

All proposals should adhere to the specified content and sequence of information described by this RFP.

All proposers shall list on the submitting envelope and cover letter which project they are proposing to provide construction management services. Note: One envelope per project proposal.

B. Cover Letter

Provide a one page cover letter on company letterhead which includes the address, voice and fax numbers, e-mail address of the contact person, and indicating authorized representative(s) for clarifications and/or negotiation.

Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

C. Specified Content and Detailed Sequence of Information in the RFP

Each proposal should include sections addressing the following information in the listed order. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and, ultimately, the County Board of Supervisors to make a decision. Failure of the proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but deemed relevant, should be attached to the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described by Section II.C, above.

D. Tabbing of Sections

Ensure proposal is properly tabbed using the following sections:

TAB 1 Firm Qualifications and Experience:

Provide a statement of qualifications for the organization, including an organization chart, a statement of the size of firm, a description of services provided by the company, and experience/history providing the services requested by this RFP. The proposal shall list in detail how proposer plans to manage the project, if selected. This should include proposer's management style, available services, preferred communication method, etc. A proposer may submit for as many or as few projects as desired. County reserves the right to reject proposals which do not meet this criterion.

TAB 2 Project Team:

List fully the qualifications of the individuals that would be assigned to provide those services as requested by this RFP, including date and school of any applicable degrees, any additional training, or professional certifications/licensing. In lieu of listing this information, firms may submit a resume or curriculum vitae (CV) for each such individual if the resume/CV includes all the requested information. Refer to Section IV Scope of Work Item 1 for additional resume information.

TAB 3 Project Experience:

Prospective consultants shall provide the County with a listing of relevant projects completed in the past five years. The list should include:

- a) Name of the entity
- b) Location
- c) Brief description of the project
- d) Value
- e) Competition or project completion date
- f) Client's names and means of contact

TAB 4 Professional Rates:

The proposal should include a schedule of fees, including the classification of personnel assigned to projects, and the hourly rate for each classification. Please list this with a breakdown per project submittal.

TAB 5 References:

List at least three professional client references for which you have recently provided similar services. Include contact names and phone numbers.

TAB 6 Statement of Compliance with County Contractual Requirements:

A sample of the County's standard contract (including Exhibits A and B) is attached to this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:

- The County non-discrimination policy;
- The County equal employment opportunity requirements;
- County requirements regarding employee benefits;
- The County jury duty ordinance;
- The Hold Harmless Provision;
- County insurance requirements;
- The requirements of Exhibit E (if attached); and
- All other provisions of the standard contract.

In addition, the proposer should include a statement that it will agree to have any contractual disputes venued in San Mateo County or the Northern District of California.

Proposals must advise County of any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, County will assume the proposer is prepared to sign the County agreement as-is.

TAB 7 Legal Standing

Firms submitting for this RFQP shall disclose pertinent and relevant information concerning their current or recent participation as a party to litigation related to the services being offered and, if any, the resulting case disposition.

PLEASE NOTE: The sample standard contract attached to this RFP is a template and does not constitute the final agreement to be entered into. Please do not modify or complete the attached sample. The Department will work with the selected vendor to draft a specific agreement using the template. However, each proposal should address the general terms of the standard contract as outlined in this section.

SECTION VI - ENCLOSURES

Enclosure 1. Standard County Agreement

Enclosure 2. Contractors Declaration

Enclosure 3. Compliance with Section 504 of the Rehabilitation Act of 1973, as
Amended

Enclosure 4. Chapters 2.84 and 2.85 of the Ordinance Code of San Mateo County

Enclosure 5. Intellectual Property