



**Addendum No. 1**

**REQUEST FOR PROPOSALS**

for

**ARCHITECT  
2015-001**

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Proposals must be submitted to:

**County of San Mateo**  
DEPARTMENT OF PUBLIC WORKS  
Attn: Douglas R. Koenig  
Deputy Director Public Works  
555 County Center 5<sup>th</sup> Floor  
Redwood City, CA 94063

**Issued on September 22, 2015**

Proposal Due Date: October 16, 2015

Email: [dkoenig@smcgov.org](mailto:dkoenig@smcgov.org)

**ADDENDUM NO. 1**

This addendum is issued for the Request for Proposals (RFP) dated September 22, 2015 by the County of San Mateo for the following services:

## ARCHITECT

The contents of this RFP will modify the requirements and conditions of the above services. Please reflect these changes in your proposal.

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### Response to Questions

1. We are an architecture / historic preservation firm. If we want to pursue the non-OSHPD projects only, how do the requirements of the RFP change?

Response: Requirements do not change, provide the firms experience providing architectural services.

2. Tabs 6 and 8 seem to be missing. Were there omitted requirements, or are the tabs mis-numbered?

Response: Tabs were mis-numbered.

3. In Tab 1, section C: please clarify the reasoning behind wanting to know the number of consultants employed by our company. There are dozens of consultants that are contracted to support our business and our projects, and this group is ever-changing, so it would be a difficult metric to provide.

Response: Intent of question was to get a sense of consultants a firm has worked with on prior projects.

4. In Tab 5, section A: we are not able to provide fees because the scope of work is not yet concrete. By "costs", are you asking us to provide an hourly rates schedule? What other specific items should be included?

Response: Intent of question is for the architectural firm to provide a Schedule of Fees.

5. In Tab 7, section C: can you please clarify what you require here?

Response: Disregard Tab 7.

6. Is it the County's intention to create a short list of preferred vendors?

Response: Yes

7. What is the estimated construction value range for mid-size projects?

Response: Anticipating up to \$3 million range.

8. For proposal delivery, please confirm that both [dkoenig@smcgov.org](mailto:dkoenig@smcgov.org) and [zsinger@smcgov.org](mailto:zsinger@smcgov.org) should receive an electronic copy of the proposal.

Response: Submit one (1) electronic copy to [zsinger@smcgov.org](mailto:zsinger@smcgov.org)

9. Under the proposal submission requirements, for Tab 5 Cost Analysis and Budget for Primary Services Subsection A, will hourly rates and reimbursable charges suffice?

Response: Yes, Schedule of Fees should include firms hourly rates and reimbursable fees.

10. Under the proposal submission requirements, for Tab 9 References, please clarify the difference between the three business references and the three client/patient references that you are seeking.

Response: Disregard patient reference requirement.

11. Are you looking for one team to provide experience in all project types as listed on page 4 of the RFQ?

Response: Review will be based on the firm's experience working on various types of facilities.

12. Is there any flexibility in the requirement to have one or more certified consultants to have a minimum of 10 years' experience in OSHPD projects?

Response: No

13. Please clarify, exactly what information is required in response to Tab 5, "Cost Analysis and Budget for Primary Services."

Response: Please refer to response to question #9.

14. Please clarify, in Tab 2 "Philosophy and Model" Part C, the RFP language refers to "the scope of work and related requirements listed in Section IV." Is this correct? Or, are you referring to the scope of work and related requirements that are listed in Section II, items 1-6?

Response: Referring to the Scope of Work, Section II, items 1-6

15. Please clarify what is meant by and required in response to the language of Tab 10, "in addition, the proposer should include a statement that it will agree to have any disputes regarding any contract venued in San Mateo County or the Northern District of California."

Response: Refer to Tab 10, last paragraph.

16. Please clarify, what is requested of Architecture firms in response to Tab 7, parts A-C?

Response: Please refer to response question # 5.

17. Did the County intend for Tabs 7, 9, and 10 to be numbered as such in the RFP? Tabs 6 and 8 are missing from the numerical organization of the proposal. Please acknowledge if these are to be re-numbered or stay as is.

Response: Please refer to response question # 2

18. Does this RFP require a list of architectural consultants hourly rates?

Response: Please refer to response question # 4

19. Shall the RFP response include sub-consultant / engineering qualifications?

Response: No

20. Confirming: The completed RFP response in electronic form can be submitted in MS Word or in PDF format?

Response: PDF

21. Would you please define "Mid-size projects" relative to construction value?

Response: Please refer to response question #7

22. Will there be a separate RFP for small and/or large-size projects?

Response: No

23. How many firms will be selected?

Response: To be determined.

24. Will you be interviewing shortlisted firms? - if so, what are the anticipated dates for interviews?

Response: We do not expect to.

25. Is there an annual, or 3 year max, on total contract amount?

Response: Up to 3 years.

26. Section #2 - item A, #5 - Please define what is needed/expected in the "Transition Plan"

Response: Intent referred to design, development of ADA Transition Plans.

27. Section #4 - where does it define "Services required by Department" as referenced in TAB 2, pages 13-14?

Response: Services required by Department are described in Section 2 "Scope of Work"

28. TAB 5a. - Are you looking for Hourly Billing Rates?

Response: Refer to question response # 9.

29. TAB 7 -We understand that the evaluation issues listed here are only offered as examples, and do not require formal responses. Please confirm.

Response: Disregard

30. TAB 9b - Is it OK if we include client references only? (we don't have patient references)

Response: Yes

31. TAB 10 - Re: dispute comment at end, Is this an incomplete sentence?

Response: You may want to re-print the page. Page printed satisfactory in our office printer.

32. Are you looking for one firm that can demonstrate a portfolio that covers all facilities listed, i.e., detention centers, healthcare facilities, historic facilities, or do you intend to hire several firms that have the credentials to cover all the facilities you list?

Response: We seeking multiple firms.

33. If you are only hiring one firm, does the majority of anticipated work fall into particular categories or are you expecting the selected firm to have a portfolio that covers all anticipated project types equally?

Response: Refer to question # 32

34. Do you want to see the credentials of subconsultants who may participate on the teams or is this call for qualifications restricted to the qualifications s of the architect only?

Response: Architect only

35. Is there a weighted criteria for selection of the consultant?

Response: Firms will be selected based on experience.

36. Could you please clarify if the City of San Mateo intends to select one consultant team only for this RFP? As a historic preservation firm, we are wondering if we should submit as part of a team or we can submit our qualifications individually for the historic portion of the work.

Response: We are not the City of San Mateo but, rather the County of San Mateo. However, you wish to proceed.

37. MWA is planning to submit a proposal for the above referenced RFP, and we have a question regarding the tab numbers. I see tab numbers 1, 2, 3, 4, 5, 7, 9, and 10-but no 6 or 8. Shall we label them as presented in the RFP, or as 1 through 8?

Response: Submit as labeled in the RFP.

38. I have a question on the types of projects that want the architect to have experience with. Do you need to have experience with all of these types of projects, or can we submit if we have 90% of all those project types listed in the RFP?

Response: Yes

39. Also, are you going to be selecting several architects to fulfill the needs of the County's capital improvement projects, or just one or two?

Response: Multiple

40. Under Tab 2 – Philosophy and Services Model of Section V- Proposal Submission Requirements (page 13 & 14), there are two reference to Section IV for the Scope of Work. Is it supposed to Be Section II?

Response: Yes, the reference should have been to Section II.

41. Section V under D (tabbing sections) TAB 1b.) We are asked to provide an FTE number to be assigned to "this project". Since this RFP is not for one particular project, it is impossible to make a reliable statement concerning staff commitment. Could you clarify what level of detail you expect .

Response: The intent is how do you structure the firms staffing on mid-size projects.

42. Section V under D (tabbing sections) TAB 2Intro and A -d. The texts refers to services listed under section IV, yet no services are listed in that section. Instead it is an outline of the proposal procedure. Consequently, none of the information requested in a.) thru d.) can be truthfully provided.

Response: Refer to question # 40

43. Section V under D (tabbing sections) TAB 3 a.) Please define the needs of the Department's customers and public, so we can tailor our answer to the question.

Response: We are the County of San Mateo our client base are all County departments.

44. Section V under D (tabbing sections) TAB 5 a.) Requested is a detailed description for all costs associated with our services. Again, with no specific project in question it would be helpful what level of detail is expected by the department.

Response: Firms Schedule of Fees.

45. Please clarify the intent of the following information requested from the Architect in the RFP under SECTION V, D. TABBING OF SECTIONS, TAB 2 Philosophy and Service Model  
b. List your needs for physical space and/or equipment at the Department during this engagement, if any, aside from space or equipment that would be provided by the Department as an obvious aspect of the requested services (for example, space to treat patients, computers to document services, etc.)."

Response: Disregard Section V, D. Tab 2 –item (b)

Section V, D. Tab 2 –item (d). Describe the measurements/metrics/deliverables/assessments you will provide on at least an annual basis to allow the Department to assess the services you will provide.

Response: Disregard

46. Section V, D. Tab 2 –item (e). Provide information on any other pertinent services, if any, you can offer that will reduce costs or enhance the Revenue Cycle for the Department.

Response: Disregard

47. TAB 3 Customer Service a. How will your services meet the needs of the Department's customers and/or the public?

Response: The County has multiple departments as clients. Correctional Centers to Office Buildings, what is the firms experience working with the different client base the County services.

48. c. In the event of the identification of a problem by the Department, its clients/patients, and/or other applicable constituents, describe how you will address such problems and the timeframe for addressing them.

Response: Disregard this item.

49. TAB 7 Quality/Program Evaluation a. Describe the Quality Improvement plan. The plan shall include a description of utilization review, co-occurring capability development, medication monitoring, case documentation, peer review, and other issues pertaining to quality improvement mandates and policies b. Describe a contingency emergency plan, c. Credentialing/licensing.

Response: Disregard Tab 7



## Confirmation of Receipt

*This form must be returned with your proposal or received by proposal due date*

Addendum No. 1

RFP

Owner:

Architect

Department of Public Works

Services  
2015-001

555 County Center 5<sup>th</sup> Floor  
Redwood City, CA 94063

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This is to confirm that **Addendum No. 1 issued on October 2, 2015** has been received and that all information contained in the addendum has been incorporated into the Contractor's proposal.

By Contractors:

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Company Name

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Authorized Signature

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Print Name

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Date