

**REQUEST FOR INFORMATION  
FOR  
COUNTY OF SAN MATEO**

**LISTED BELOW ARE THE QUESTIONS (Q) SUBMITTED BY  
POTENTIAL BIDDERS FOR THE  
CONSTRUCTION MITIGATION SERVICES FOR THE  
CRYSTAL SPRINGS DAM BRIDGE (CSDB) REPLACEMENT PROJECT IN THE  
UNINCORPORATED AREA OF SAN MATEO COUNTY**

**FEDERAL AID PROJECT NO. BRLO-5935 (052)  
COUNTY PROJECT NO. R1104  
PROJECT FILE NO. E4867**

**THE COUNTY OF SAN MATEO DEPARTMENT OF PUBLIC WORKS  
HAS PROVIDED RESPONSES (R) TO THE QUESTIONS BELOW**

Q1. The RFP states on page 24 Tab 5, that a cost proposal is only required of the firms invited to an interview.

Am I correct in understanding that the cost proposal is not to be submitted with our proposal responding to the RFP?

*R1. Correct, cost proposals are not to be submitted with the proposal.*

Q2. The RFP states on page 24 Tab 5, that a cost proposal is only required of the firms invited to an interview.

Am I correct in understanding that the cost proposal is to be brought with us to the interview in a sealed envelope if we are chosen for an interview?

*R2. Correct, cost proposals are to be submitted in a sealed envelope, along with all attachments listed under tab 8, at the time of the interview.*

Q3. Tab 8 consists of numerous forms and the RFP states that all of the forms must be completed, signed and incorporated under Tab 8. However, three of these forms pertain to the cost proposals which are not supposed to be included in the submitted proposal:

- a. Exhibit 10-H is a sample cost proposal
- b. Exhibit 10-K is certification of contract costs and financial management.
- c. Exhibit 10-O2 confirms the total dollar amount of the cost proposal for DBEs

Do we need to include these in the proposal itself and do we sign them and leave them blank? Do we then include them in the cost proposal as well if we are asked to interview?

*R3. Yes, please include these forms with your proposal. Fill out the forms completely, while leaving out "cost information" pertaining to your cost proposal. You may leave those questions blank. These forms and those indicated under tab 8 shall be included with the cost proposal at the time of the interview.*

- Q4. Exhibit 10-Q certifies lobbying activities- what do we do with this form if we do not conduct lobbying activities?
- R4. Strike out the form in its entirety, write "Not applicable," fill out, sign and date in the box of Exhibit 10-Q.*
- Q5. The AASHTO Internal Control Questionnaire is specific to engineering firms. Do we need to fill this out if we are not an engineering firm?
- R5. The AASHTO Internal Control Questionnaire is to be filled out and submitted by all firms, if their cost proposals are to exceed \$1Million.*
- Q6. Is the County responsible for the Special Inspections & Materials Testing for this project or the General Contractor?
- R6. The County will be responsible for the Special Inspections and Materials Testing for this project. The County will obtain the services of a Construction Management firm that will oversee the Special Inspections and Materials Testing. Please visit <http://publicworks.smcgov.org/CSDB-Construction-Management-RFP> for additional information. See enclosure 5 for the List of Consultants that received the Construction Management RFP.*
- Q7. Follow up to Q6: If the County, who is the appropriate contact? If the GC, will there be a list of plan holder's or bidder's posted?
- R7. See response R6. For the purpose and timing of this RFP, a construction plan holder's list will not be issued. The Crystal Springs Dam Bridge Replacement Project is anticipated to be advertised beginning July 23, 2015, with anticipated bid opening of October 1, 2015. A plan holders list will be released 2 working days prior to October 1, 2015.*
- Q8. If we have established teaming relationships DBE firms, do we still need to complete and submit items A through E in Exhibit 15-H DBE Information –Good Faith Efforts (i.e., publications/advertisements for DBEs, written notices to DBEs, breakdown of items of work offered to DBEs, rejected DBEs, and assisting interested DBEs)?
- R8. Exhibit 15-H Good Faith Efforts documentation is required and shall be completed as indicated and submitted with your proposal. Teaming relationships should be indicated on Exhibit 15-H Good Faith Efforts form with attached supporting documentation (i.e. emails, faxes, letters, etc.) between parties to confirm the proposed teaming relationship.*
- Q9. Please confirm that a single duplex "page" is counted as two pages (i.e., the front and back side of a single duplex page). For example, "1-duplex page maximum" implies 2 pages of written content, and "3-duplex pages maximum" implies 6 pages of written content.
- R9. Correct, the County's preference is to use duplex pages (printed front and back) in efforts to be "Green" and environmentally friendly.*

- Q10. If we are to bring a sealed cost estimate to the interview only, then is it appropriate to have only a placeholder for the cost estimate under TAB 8, but also include content such as “c.” which includes our plan for travel time but not actual costs associated with travel time? Or should the entire tab 8 be left blank?
- R10. Tab 8 should not be left blank. Actual costs should be omitted when attached as part of the initial proposal. See Response R3.*
- Q11. Under TAB 5, the RFP states that “all sub consultants are required to submit ‘Exhibit 10-H Sample Cost Proposal, (Example #2)’”. Does this mean that a sub-consultant will be submitting Exhibit 10-H as well as the prime consultant? Or does only the prime consultant submit information on behalf of the sub-consultant? See also Consultant Selection section, first paragraph for the same or similar wording.
- R11. Both prime-consultant and sub-consultants of prime-consultant shall submit Exhibit 10-H.*
- Q12. Is any night work (i.e., “Monday through Friday, 5 p.m. through 8 a.m.”) anticipated for the project?
- R12. Night work shall be proposed by the contractor and approved by the County prior to beginning construction. At this current junction, night work is not anticipated.*
- Q13. Please provide clarification for TAB 2, item b. “List your needs for physical space and/or equipment at the Department”
- R13. Physical space shall be a construction trailer, office space, etc. Equipment shall be computer, printers, copy machines, or miscellaneous electronic equipment.*
- Q14. The RFP identifies the need for “meeting minutes” no later than two working days after a meeting date [Page 15, Consultant Deliverables]. For which meeting or meetings will these minutes be needed and how regularly (i.e., twice, monthly, weekly, or daily) are these meetings expected to take place?
- R14. To be determined during construction, for estimating purposes meetings may occur bi-weekly.*
- Q15. The RFP states that resumes may be submitted for each individual with project responsibilities in lieu of a list of qualifications if the resumes include all of the requested information [Page 22, Tab 1: Firm Qualifications and Experience, Item e]. Will the 3-duplex page maximum limit also pertain to these resumes? In other words, if Items a-d and f of Tab 1 are provided within 3-duplex pages, may we submit individual 1-page resumes in addition to the 3-duplex pages?
- R15. No, resumes will be counted towards the 3-duplex page maximum limit.*
- Q16. Please clarify the expected differences between “Business References” and “Client References” [Page 25, Tab6: References, Items a and b].
- R16. Business references shall mean sub-consultants, partners, peers, or other consultants that you have worked with. Client references shall mean contact persons of agencies, or companies, or entities that you have worked for.*

- Q17. On page 23, item Tab 2, a. i. the RFP addresses the “permitting process”— Can you clarify if we should anticipate acquiring any permits if awarded?  
*R17. There are no additional permits required at this time. However, consultant shall be familiar with the permitting process as required by Regulatory Agencies, in the event unforeseen permits are required.*
- Q18. The RFP provides specific mitigation measures under Parts A and B. Does this imply that other mitigation measures found in the MMRP, the BO and the amendment to the BO, either do not apply or are less important for scoping purposes?  
*R18. There is a separate RFP for Construction Management Services that will address the remainder of the mitigation measures not indicated under this RFP.*
- Q19. Under the Consultant Selection section on page 26, the second sentence has an either/or statement for filling out and submitting Enclosure 16 Safe Harbor, or Enclosure 17 AASHTO statement. In reference to the 9 enclosures on page 25 under TAB 8, the RFP states that “The Consultant will need to provide the following items, completed and signed...” Are we to submit both enclosures 16 and 17 in our proposal, but strike out one and write “not applicable”?  
*R19. If your cost proposal will be over \$1Million, Enclosure 17 is required and shall be submitted with your proposal. See response R3.*
- Q20. Who has worked with you on this project to-date?  
*R20. Parsons Brinckerhoff, Cardno Entrix, and Swaim Biological.*
- Q21. What if anything would you have done differently?  
*R21. Nothing.*
- Q22. Are there consultants you trust to help you complete this work?  
*R22. The County will select the consultant it believes is the most qualified and experienced for this project based on the quality of the proposals submitted and subsequent interviews of selected firms.*
- Q23. Who will be on the RFP selection panel?  
*R23. Selection panel shall consist of County staff.*
- Q24. Of the selection criteria listed in the RFP, what is most important to you?  
*R24. Selection criteria are all important to the County.*
- Q25. Is work anticipated to continue year-round or are there work windows or anticipated no-work periods?  
*R25. Work is anticipated to occur year round.*
- Q26. Will the depredation measures (BIO-5) be considered potential miscellaneous environmental services under this RFP?  
*R26. Depredation measures have occurred and were completed during the demolition of the former bridge.*

Q27. What is the anticipated Project start date, i.e., is it contract start date or is it anticipated to be later?

*R27. Actual construction work is anticipated to be December 2015, however it is anticipated that the contract for this RFP will be in place prior to this date.*

Updated as of July 23, 2015 at 02:00 P.M.

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