


ADDENDUM TO DBE RFQ DOCUMENTS

	ADDENDUM #01
	San Mateo County, 555 Government Center, Fifth Floor, Redwood City, CA 94063
	Project: San Mateo County Cordilleras Replacement Project – RFQ of DBEs
	Date: May 11, 2016

Addendum #01 – The following clarifications are provided based on questions received through close of business day, April 29, 2016, and must be added/considered when completing your submittal: Acknowledgement of receipt of this ***ADDENDUM*** is required in the proposal’s cover letter of introduction. Please clearly note the addendum date and number.

The following is incorporated and made a part of the RFQ:

1. Can you describe the level of design effort that is anticipated in the RFP process for the duration of 3 month-long-competition?

Response: The RFP package is continuing to be developed. No additional information is available at this time.

2. Please clarify page limits for Personnel resumes. Page 13 states a 2 page limit, and page 61 asks to include the template (2 pages) and a maximum of 2 additional pages.

Response: Submit Personal Resume (no more than 2 pages as noted on page 13) and answer the Resume Template on pages 61 & 62.

3. Please clarify page limit for project profiles. Page 14 states that project profiles should be 2 pages in length and page 64 asks to include the template (2 pages) and a maximum of 1 additional page.

Response: Submit Project Profiles (no more than 2 pages as noted on page 14) and answer the Project Profile Template on pages 64 and 65.

County of San Mateo Cordilleras Replacement Project
Request for Qualifications of DBE

4. Can resumes and project profiles be reformatted?

Response: Template Pages 61 and 62, and Pages 64 and 65 must be completed as requested.

5. Can you please define C-3 Designer role?

Response: C-3 is a provision of the San Mateo Countywide Water Pollution Prevention Program to help insure Low Impact Development (LID). As such, development projects as defined by Provision C.3 includes public and private projects that create and/or replace 10,000 square feet or more of impervious surface, and restaurants, retail gasoline outlets, auto service facilities, and uncovered parking lots (stand-alone or part of another use) that create and/or replace 5,000 square feet or more of impervious surface. Single family homes that are not part of a larger plan of development are specifically excluded. Therefore, identifying a designer for the C-3 is being required.

6. Please post a copy of the Mandatory Briefing Conference / Site Walk presentation.

Response: Posted April 7, 2016 on the County's website.

7. Please confirm that the firms that were present at the mandatory RFQ briefing conference are the only firms eligible to submit a SOQ.

Response: A member of the DBE Team must have attended the Mandatory RFQ Briefing Conference.

8. Please provide an update of when the selection of the construction manager will be made.

Response: No additional information at this time.

9. Please provide an updated overall schedule for the project. The schedule included in Appendix A is an older version.

Response: No additional information at this time.

County of San Mateo Cordilleras Replacement Project
Request for Qualifications of DBE

10. The Feasibility Report is dated November of 2014; please confirm if the budget is still \$85m and has not been reduced through escalation.

Response: The \$71m construction budget is posted in the RFQ. The overall project budget is to be determined.

11. Please clarify the services included in the Design Assist Fee of 5%.

Response: Design Fees are determined by DBE.

12. The budget notes that the site can be balanced and there will be no off haul. Please confirm if this is correct and if so, what are the assumptions made to determine this conclusion.

Response: DBE to determine if site can be balanced or not; based on their proposed design.

13. Please confirm that the budget assumes cost to design only one of the five MHRCs and no additional costs are expected to be incurred for the remaining four.

Response: See II. Project Information, A. Project Description.

14. In the Feasibility Report on page 114, Part 9: Schedule, the call out references "Potential Client Relocation Planning" which is further detailed on page 89 concerning temporary resident relocation; please confirm if the cost of this potential client/consumer relocation will be taken from the Construction Budget or from the County's operational budget.

Response: Any costs to temporary relocate clients off-site are not part of the construction budget.

15. Please confirm the Environmental Impact Report, associated services and consultants will be provided by the County of San Mateo.

Response: The County has procured EIR, CEQA professional services. These costs are not part of the construction budget.

County of San Mateo Cordilleras Replacement Project
Request for Qualifications of DBE

16. The Feasibility Report is dated November of 2014; please confirm that a full EIR is not anticipated as noted on page 16.

Response: A full EIR is likely, but is TBD.

17. Page 14 of the RFQ references "Additional scoring weight will be given to positions identified above in bold" but all positions were bold; please confirm which position have additional scoring.

Response: Correction made. Replace page 14 with page 14 A1.

18. Please confirm how you define a "C-3 Designer" for the Design Team as requested on page 14.

Response: Refer to Question 5's Response.

19. In tab 7 of the RFQ – Project Profiles, please confirm if we are to provide a maximum of 5 project profiles that represent our Architect of Record, Design Architect and Construction Team experience or do we provide a maximum of 5 project profiles representing our Architect of Record, 5 project profiles representing our Design Architect and also provide a maximum of 5 project profiles representing our Construction Team experience.

Response: As stated on page 63 - To be completed for each project listed in Project Profiles and Project Reference sheet.

20. Please confirm if the Design Team needs to submit the same quals for Summary References as the Contractor according to Tab 7 B. Construction Experience.

Response: Confirmed

21. Please confirm if both the construction team and the design team need to submit financial statements according to Part C – Appendix.

Response: Confirmed where applicable

County of San Mateo Cordilleras Replacement Project
Request for Qualifications of DBE

22. Please confirm if all five architects (Design PM, AOR, Design Architect, PA, and C-3 Designer) are expected to be registered in California as noted in Tab 2 Question 10 page 36.

Response: Only Architect of Record and Engineer of Record are expected to be registered in California.

23. Please confirm if any of the five architects (Design PM, AOR, Design Architect, PA, and C-3 Designer) who are NCARB licensed will PASS and be accepted in lieu California registration.

Response: Refer to Question 22's response.

24. Please confirm if executive team leaders or experts in mental health are expected to be registered in California as noted in Tab 2 Question 10 page 36.

Response: Refer to Question 22's response.

25. Please confirm if a FAIL is received on only one point, does the entire DBE not pass.

Response: It's not the intention of the County to fail a DBE on receiving only one FAIL. Note on Page 12, B. PART 1-QUESTIONNAIRE INSTRUCTIONS, last paragraph on this page is struck. Replace page 12 with page 12 A1.

26. Please confirm if the County has in the past reimbursed travel costs for experts and if they will continue in the future for the DBE team.

Response: Travel expenses for the DBE Team will not be reimbursed outside the contract amount.

27. Please list "all applicable agencies" as noted on page 9 of the RFQ.

Response: Section B. DBE Responsibility Overview stands as written.

28. Please confirm the County will be responsible for all licensing.

Response: The County or its vendors are responsible for licensing of the professional services operations and programs of the facility.

29. Please confirm if a reference is unreachable that specific project will receive zero points towards the score or will not be evaluated at all, as noted on page 15.

Response: Confirmed

30. Please confirm if the Design Architect/Architect of Record needs to submit a Letter of Surety and Letter(s) of Insurance Carriers as noted on page 16.

Response: Letter from Surety and Letter(s) from Insurance Carriers are required as stated.

31. Obviously the County is looking for a DBE and its primary team members to have similar project experience as well as the skill sets to be able to design, manage and build the Cordilleras Replacement Project. To better complete the Tab 8 – Working Relationship Matrix and address positions outlined on Page 14 for the Design Team, would the County be able to more specifically define the various roles and expectations of each position for:

- Design Project Manager
- Architect of Record
- Design Architect (if not AOR)
- Project Architect
- C-3 Designer

Response: Apply the industry standard and or DBIA definitions to each of the roles. Refer to Question 5's Response for C-3 Designer.

32. As stated in the RFQ, the County plans to respond to bidder's questions on May 11th. Would the County consider issuing responses to questions earlier? If any questions can be answered now and published then final answers back on May 11th this would help the DBE to better prepare the final RFQ response. If all questions go unanswered until the 11th it makes it difficult to re-strategize if needed, in such a short time frame.

Response: Not at this time. Schedule adjustments are made via Addendum No. 1

33. Page 61 (Personnel Resume) states, “include this template and a maximum of 2 additional pages of resume per person.” Can the County please clarify the page limitations listed on page 16, Section D. SOQ Requirements: “Tab 6: Personnel Resumes (limited to 2 pages per personnel)”? Including the template, can we provide a maximum of four pages per personnel?

Response: Refer to Question 2’s Response.

34. Page 64 (Project Profiles) states, “include this template and a maximum of 1 additional page of information per project.” Can the County please clarify the page limitations listed on page 16, Section D. SOQ Requirements: “Tab 7: Project Profiles & References (limited to 2 pages per project)”? Including the template, can we provide a maximum of three pages per project?

Response: Refer to Question 3’s Response.

35. Can the County please clarify what is desired in response to the “Title Page” requirement on Page 16?

Response: The project “Title” may be incorporated into the Cover Letter to meet the requirement of a “Title Page”. Replace page 16 with page 16 A1.

36. Would the County of San Mateo consider the following change noted in strike-through and red text for the following question?

B-3. Was the General Contractor or its associates in bankruptcy or receivership at any time? (This question refers only to a bankruptcy action that was not described in answer to question ~~A-2~~ **B-2**, above)

Yes ~~(pass)~~ No ~~(pass)~~

Response: Correction made. Replace page 45 with page 45 A1.

37. There are references to “design architect” which indicates it could either be referring to an individual or to a company (i.e. Part B, Tab 6, item b.3; Tab 7, Project Profiles; Part A Questionnaire, Information About the Design Architect, pg. 30 of RFQ; etc.). Can you please clarify “design architect”?

Response: Refer to Question 31’s Response.

County of San Mateo Cordilleras Replacement Project
Request for Qualifications of DBE

38. Is the design Architect HGA precluded from further participation in the project i.e. design development, construction documents, d-b coordination, etc. What will be their role going forward?

Response: HGA is the County's Bridging Architect and may provide services in any number of ways allowed by law.

39. For this project, does San Mateo County provide any "set-asides" for State or Federally registered "small" or "woman-owned" business enterprises? Note: Polytech Associates is a registered small-business (SBE) and a registered woman-owned business (WBE).

Response: The County encourages the largest number of independent contractors possible to submit proposals including from small businesses, women and minority owned businesses. However, there isn't a "set-aside" program.

40. **B-3.** I believe the (pass) is on the wrong side, needs to be moved to No. This infers that you pass if you have filed for bankruptcy.

Response: Refer to Question 36's Response.

41. Tab 3 – We are concerned how the scoring for questions A-8 and A-9 as pass/fail questions will be done. General Contractors that are considered large general contractors (i.e. nationwide projects, revenues in excess of \$700 million a year), will probably be named in some sort of claim over \$30,000 or if necessary might have to make a claim against a project owner for non-payment. Will the County carefully read the provided explanation from the General Contractor before scoring the response as a fail. Otherwise this RFQ is skewed to help the smaller, local general contractors while penalizing the larger general contractor.

Response: County acknowledges concern. However, doesn't believe the question is skewed in anyway.

42. Question A-17 No time frame is provided. Can the question have a time frame of last 5 years, similar to other questions in this RFQ.

Response: Question A-17 stands as written.

43. Would you please confirm if the section C. County Consultants on page 10: “Any consultant firms and/or individuals who are, or have been involved in the preparation of this RFQ and RFP (including bridging documents)..... will not be allowed to participate on any D-B team in any capacity on this Project.”, if it means that an individual that was involved only **in the beginning** of bridging documents and was **not involved in the completion or the details of the bridging documents** while at HGA and who is no longer at HGA, may not be part of a proposed team?

Response: Section C. County Consultants is clear and stands as written.

44. Will the County consider projects that are being delivered in an Integrated Project Delivery (IPD) equally relevant as D-B project examples or will they be scored less?

Response: IPD and D-B are not equally relevant project delivery systems.

45. What is the estimated start of construction? When do you anticipate to enter into a contract with the selected D-B team?

Response: Refer to Question 9’s Response regarding start of construction. The anticipated contract execution is in late Summer / early Fall.

46. Can you describe what the RFP process will involve, how much design effort is expected, will there be any workshops with the county?

Response: Refer to Question 1’s Response.

47. Will HGA participate in selection of the D-B team?

Response: Refer to Question 38’s Response.

48. Who is the selection committee in the RFQ selection process and will the committee consists of the same members in the RFP process?

Response: Information regarding the selection committee(s) is not available at this time.

49. RFQ Process Schedule Adjustments:

- a. **Addendum 1 Extends the Statement of Qualifications submission date by 4:00P.M. PDT from May 18, 2016 to June 1, 2016. Thereby extending the subsequent dates identified on the K. SUMMARY SCHEDULE. Replace Page 6 with Page 6 A1.**

50. Replace the following pages:

- I. **Page 6 with Page 6 A1**
- II. **Page 8 with Page 8 A1**
- III. **Page 12 with Page 12 A1**
- IV. **Page 14 with page 14 A1**
- V. **Page 16 with Page 16 A1**
- VI. **Page 36 with page 36 A1**
- VII. **Page 45 with page 45 A1**

J. CONTACT AND SUBMITTAL INFORMATION:

All Information requests and project submissions must be directed to:

Rob Kalkbrenner
Capital Projects Manager
County of San Mateo Department of Public Works
555 County Center, Fifth Floor
Redwood City, CA 94063
E-mail: rkalkbrenner@smcgov.org

K. SUMMARY SCHEDULE

Phase 1: RFQ Process	Date	Due Time (PT)
County issue RFQ	March 24	
<u>Mandatory</u> RFQ Briefing Conference / Site Visit	April 6	10:00 AM
Submit Identification of DBE Proposal Manager	April 15	4:00 PM
Cut-off date for written questions from DBE's	April 29	4:00 PM
County distribute responses to written questions	May 11	
Statement of Qualifications submission Due Date	June 1	4:00 PM
County's Optional Interviews of Top Proposers	June 15	TBD
Announce three highest scoring DBE's	June 30	

Phase 2: RFP Process	Date	Due Time (PT)
RFP issued to three highest scoring DBE's	July 8	

L. LATE PROPOSALS

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

II. PROJECT INFORMATION

A. PROJECT DESCRIPTION

Cordilleras Mental Health Center (Cordilleras) is a 117 bed County-owned psychiatric facility serving San Mateo County residents. Cordilleras is located on a 20 acre site at 200 Edmonds Road in an unincorporated part of the County.

The Health System operates two mental health residential programs for adults with serious mental illness in the single building: a licensed locked 68 bed mental health rehabilitation center (MHRC) and a licensed non-locked 49 bed adult residential facility (ARF). Cordilleras serves adults with long histories of mental illness and multiple episodes of acute psychiatric hospitalization.

The Cordilleras building was designed 62 years ago as a hospital for tuberculosis patients. It is deteriorating physically, resulting in a less optimal quality of life for the residents and high annual maintenance costs. The building is long past its useful life.

More importantly, the large institutional structure does not support current treatment practices that enable people who have serious mental illnesses to recover. Most large mental health institutions were designed decades ago for maximum supervision and control of a large number of clients by a minimum number of staff.

The Mental Health Rehabilitation Center (MHRC)

Most clients in the Cordilleras locked MHRC beds come from San Mateo Medical Center's psychiatric inpatient unit. The MHRC is the highest, most intensive level of psychiatric care,

III. Statement of Qualifications (SOQ) INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

A. GENERAL

The General Contractor (if separate entity from Design-Builder), the Architect of Record and Design Architect (if separate entity from the AOR) will not be allowed to participate in any capacity as a member of more than one Design-Build team. There are no such participatory restrictions on other team members.

Design-Build team members listed in response to the RFQ are expected to be listed by the DBE in their Request for Proposal Design-Build Entities must submit requests to substitute team members for good cause to the County in writing for approval. Design-Build team member substitution requests may cause the County to re-evaluate a DBE's being short listed and may cause the County to rescind a DBE's invitation to participate in the RFP process and offer an invitation to participate in the RFP process to another DBE.

The Phase 1 evaluation criteria to prequalify prospective design-build entities shall consist of two (2) parts:

- PART A – QUESTIONNAIRE
- PART B – EXPERIENCE

B. PART A – QUESTIONNAIRE INSTRUCTIONS

Design-Build Primary Team: Each responding design-build entity must submit qualifications for the DBE, a General Contractor properly licensed (Class B) in California, as well as an Architect, properly registered / licensed in California. If the DBE and the General Contractor are the same entity, fill in and include the same information for all tabs. The DBE's Architect shall be required to complete the design and serve as the Architect of Record for the Project. If the DBE intends to have a separate Design Architect in addition to the Architect of Record, the design-build entity must also submit qualifications for the Design Architect.

DBE's must complete and submit qualifications regarding their Primary Team as described in the attached PART A Questionnaire consisting of the following four (4) Sections:

- Tab 1: Identification of DBE and Primary Team Members – Not Scored**
- Tab 2: Essential requirements for the DBE – Pass/Fail**
- Tab 3: Questions for DBE Primary Team Members - Scored**
- Tab 4: Financial Questions for the Design Builder - Scored**

-
- b. Design Team:
1. Design Project Manager
 2. Architect of Record
 3. Design Architect (if not AOR)
 4. Project Architect
 5. C-3 Low Impact Development (LID) Designer
- c. Construction Team:
1. Project Manager
 2. Design Manager
 3. General Superintendent
 4. MEP Superintendent
 5. Quality Control Manager

Please Note: Additional Team member resumes may be submitted for clarity of team composition.

Tab 7 - Project Profiles: The information requested in this section is intended to permit the selection team to review experience and actual results of the teams and team member's ability to successfully design and construct projects similar in nature and complexity to the Project.

The Contractor, Architect of Record and Design Architect (if not the AOR) shall provide design or construction project profiles for a maximum of five (5) independent projects each having been completed within the last 10 years or are currently under construction and at least 50% completed. Project Profiles shall be limited to two (2) pages in length for each project and must respond to each line item contained on the project profile template attached.

Projects are to demonstrate the team's design and construction experience on similar projects in terms of significant new construction, critical schedules, complexity, scope, function, size, cost control, dollar value, and design-build experience.

A. Design Experience:

The DBE shall submit a maximum of five (5) project profiles representative of the AOR's ability to design projects of similar size, scope, character and complexity to this Project.

- At least two (2) of the projects must be in California.
- All projects must have been completed within the last ten (10) years or are currently under construction and at least 50% complete.
- At least two (2) projects must have a construction cost in excess of \$50 million dollars.
- At least two (2) projects must have utilized the Design-Build delivery method.

Tab 8 - Working Relationship Matrix: The information requested in this section is intended to provide the selection team an understanding of the proposed members' experience and ability to function as a team at the outset of the project due to prior existing working relationships established on previous projects.

The DBE shall select up to ten (10) projects from the Project Profile Templates submitted and list them on the Working Relationship Matrix provided in Part B. For each position listed on the Matrix indicate whether the firm or a key individual being proposed for this Project had a significant role in the project's success by placing a "mark" in the appropriate box.

Tab 9 - Project Management Approach: The information requested in this section is intended to provide the selection team an understanding of how the DBE intends to manage the design and construction of the project and why their specific approach is best suited to achieve success on the project.

Tab 10 – Letter from Surety and Letter(s) from Insurance Carriers

D. SOQ SUBMITTAL REQUIREMENTS

Statement of Qualifications shall be submitted in accordance with the following requirements. The submittal shall use no less than 11 pt. font and shall be on 8-1/2 x 11 inch page size. Each submittal shall contain the following tabbed sections:

Cover letter (limited to 1 page)

Table of Contents

Part A - Questionnaire:

Tab 1: Identification on DBE and Primary Team Members

Tab 2: Essential requirements for the DBE

Tab 3: Questions for DBE Primary Team Members

Tab 4: Financial Questions for the Design Builder

(Certified Financial Statements to be provided in separate sealed envelope)

Signed Certification for each DBE Primary Team Member

Part B - Experience:

Tab 5: Narrative and Organization Chart (limited to 3 pages)

Tab 6: Personnel Resumes (limited to 2 pages each per personnel)

Tab 7: Project Profiles & References (Profiles limited to 2 pages each per project)

Tab 8: Project Profile Team Matrix

Tab 9: Project Approach to Management Plan (limited to 8 pages)

Part C - Appendix:

Tab 10: Letter from Surety and Letter(s) from Insurance Carriers

10. Does the Architect of Record and Engineer of Record who are expected to work on the project possess current California professional registrations / licenses for the architectural and engineering services which they intend to provide?

Yes No **Yes = Pass** **No = Fail**

11. Are all Principal Architect/Engineers covered by a professional liability insurance policy with a policy limit of at least **\$2,000,000** per occurrence and **\$4,000,000** aggregate from a California admitted company that provides coverage for work on a design-build contract?

Yes No **Yes = Pass** **No = Fail**

If yes, provide the following information. (Attach a separate page if more than one policy)

Insurance Company: _____

Policy Number: _____

Policy Limit per Occurrence: _____

Aggregate Policy Limit: _____

12. Has any professional registration held by any Architect who will provide services been revoked at any time in the last five years?

Yes No **Yes = Fail** **No = Pass**

13. Has any professional license held by any Engineer who will provide services been revoked at any time in the last five years?

Yes No **Yes = Fail** **No = Pass**

14. Does the Design-Builder, the General Contractor Member(s) of the Design-Builder and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

Yes No **Yes = Pass** **No = Fail**

QUESTIONS FOR THE GENERAL CONTRACTOR

The term “General Contractor” means the member of the Design-Builder that will have the primary responsibility for the construction of the project. Duplicate and submit for each General Contractor if more than one.

The term “Associates” shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.
- All current officers of a Design-Builder which is a corporation.
- All current partners of a Design-Builder which is a partnership.
- All current joint venturers of the joint venture Design-Builder which is seeking prequalification.

Adverse responses are taken under consideration and considered on a case by case basis. When responding to answers on a separate page, please provide the question and question number.

B-1 How many years has the General Contractor been licensed in California? Years: _____

B-2. Is the General Contractor or its associates currently the debtor in a bankruptcy or receivership case?

- Yes No (pass)

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed. If more than 1 case, provide information on a separate sheet of paper.

Case Number	Bankruptcy Court	Date Filed
-------------	------------------	------------

B-3. Was the General Contractor or its associates in bankruptcy or receivership at any time? (This question refers only to a bankruptcy action that was not described in answer to question B-2, above)

- Yes No (pass)

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed. If more than 1 case, provide information on a separate sheet of paper.

Case Number	Bankruptcy Court	Date Filed
-------------	------------------	------------

B-4. Has the General Contractor or its associates been assessed liquidated damages of more than a total of **\$30,000** on a construction contract with either a public or private owner?

- Yes No (pass)

If more than 1 case, provide information on a separate sheet of paper.