

June 27, 2018

Addendum #02 Responses to RFP Questions Architectural and Engineering Services for the County of San Mateo South San Francisco Campus Project

To All Respondents,

Please carefully review the responses below and incorporate the information as directed into your Proposal that is due to the San Mateo County Project Development Unit on **July 19, 2018 at 2:30pm**. Respondents submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

A copy of revised Fee Matrix can be downloaded from <https://bit.ly/2tG4cKc>.

ANSWERS TO RESPONDENTS' QUESTIONS

Question#01– In Section 2 of the RFP document, items 2.07 and 2.08 (page 4) make reference to financial and bonding information. However, in Section 6 (Proposal Requirements), financial and bonding information is NOT included as a requirement. Please confirm if we are required to include financial and bonding information and if so, please describe what is required.

Response – Paragraph 2.08 reads "... where required" that means if Proposer is required to submit this info e.g. if there are any changes to the company since the RFSOQ submittal as noted in Proposal Requirements Paragraph 6.01

Question#02– In Section 6, item 6.02 (Proposed Project Team Qualifications and Availability – page 17) under item A, please clarify if by "project team" you mean the entire team (architectural + consultants). If this definition includes consultants, will resumes be counted against the 30 page limit?

Response – This refers to the "key team members" submitted under the RFSOQ submittal. We do not limit the inclusion of additional team members holding essential roles on the team across all disciplines that attribute to the successful delivery of the project. Resumes are not counted in the page limit per Paragraph 2.07.



Question#03– Please provide further clarification regarding Section 6.02-A:

- #’s 1 and 2 - Would it be acceptable to provide a matrix that lists each project team member, their current and projected work on other projects + their % time commitment to the SSF Campus Project?
- # 3 – Can you please clarify what is meant by “detail on project approach”?
- #4 - This appears to be quite specific. Do you want us to provide a list of anticipated meetings and an agenda for each? We see also that there is a similar requirement in Section 6.03 (item B). Please confirm if you would like us to provide this information twice.
- #5 – Do you want each team member to propose how they insure user team input, or are you looking for how we, as a team, will insure user team input?
- #6 – For the Projected Project Schedule, please confirm that you would like us to provide here AND in Section 6.03 (item F).
- #8 – Please clarify if you are referring to the entire team (architectural + consultants) or just the architect?

Response –

- #1 & 2 – Yes**
- #3 – Elaborate on how you would approach the project for successful delivery**
- #4 – The questions asked for different aspects of the project meetings. Address the specific points requested under each question. You are free to present the responses in a format that effectively communicate your approach, either combined or separate as long as it’s clearly noted.**
- #5 – Up to Proposer to decide how to demonstrate effective approach to insure user team input.**
- #6 – Note the Paragraph 6.02A asked to “Provide a clear understanding of the following” which means Proposer shall demonstrate your understanding of these key elements of project delivery, not simply to present the requested items.**
- #8 – See Response #2 above.**

Question#04– Can we provide any information on an 11 x 17 sheet (such as project schedule and proposed tasks), provided we fold it into thirds so that it becomes an 8 ½ x 11 sheet?

Response – It is acceptable to present only the Project Schedule in 11x17.

Question#05– Please clarify if you would like us to include consultant fees. In section 6.04 of the RFP (Compensation – page 19), items C and D appear to be in conflict.

Response – While sub-consultant fees are not mandatory part of the fee, we asked you to provide the fee for those sub-consultants that you propose to include on the team. You should present the fee breakdown per the Fee Matrix provided with RFP. The County may elect to initiate a separate procurement process in collaboration with the Architect to select certain or all sub-consultants.

Question#06– Can you please let us know how the criteria will be weighted?

Response – The County will evaluate the Proposals based on the criteria listed in Paragraph 7.01 and any other criteria it deems relevant that will provide the most value in the best interest of the County.

Question#07– What is the Limit of Work (LOW) for Landscape Design? The RFP Section 4.06 (page 5) mentions Sites 2 and 4 of Option 6: is “The Grove” (on Site 3) included and if so, will it be an open space area or is it slated for housing/parking?

Response – See Option 5, Sites 2 and 4 for landscape limits. Note: If AE determines that additional onsite parking is required outside of Sites 2 and 4 (e.g., Site 1), landscaping plan will also be developed for this area.

Question#08- Section 5.02-A (page 8) state that Architect and all subs shall utilize BIM; what BIM program will the Landscape Architect be required to use?

Response – **The Proposer, if selected, shall provide these details in the creation of the BIM Execution Plan in collaboration with the CMR. See also Paragraph 5 of Attachment BIM in the sample agreement in Exhibit B.**

Question#09- The Intellectual Property Rights attachment does not appear to make an exception for the Contractor/Consultants' Standard Details. Does this mean the County would own all "titles, rights, and interests" for any Standard Details?

Response – **In the normal course of the Architect's activities, Architect shall have an unrestricted right to reuse its standard construction drawings, details, specifications and other related documents, including the right to retain electronic data or other reproducible copies thereof, and the right to reuse portions of the information contained in them which is incidental to the overall design of any Project.**

Question#10- In Section 6.03 (Project Approach), items D and E are confusing. Are they related to one another? In other words, when you refer to "firm" in item E, does this mean if there is more than one firm proposed? OR, do you want us to delineate each consultant's role for each phase of the project? If the latter, I believe we will have already included this information in section 6.02. Please confirm that you would like to see this information twice.

Response – **This refers to joint venture or association of 2 or more Architects on the team. Provide the requested info accordingly where applicable.**

Question#11- Will any of the clinics be licensed by California Department of Public Health, requiring OSHPD 3 review?

Response – **The entire clinic will be operated under the jurisdiction of CDPH and will be required to pass the requisite licensing inspection prior to occupancy; all licensing components must be included in scope of work. This Project will be OSHPD 3 (which is an Outpatient Clinic, not for overnight care facility.)**

Question#12- Shall an independent Cost estimator be included as a consultant in our fee proposal? (RFP states "if directed by the County".)

Response – **Yes, please include for our consideration.**

Question#13- Is the Project Budget indicated in the Master Plan to be considered as a target budget or a maximum? If not, when during design will a specific budget be determined?

Response – **Estimated construction cost (including interior T.I.) is approx. \$26M - 28M**

Question#14- May we obtain "BIM Standards and Specification for San Mateo County Project Development Unit" to assist in preparation of fee proposal?

Response – **Yes, see download link - <https://bit.ly/2KkQp6c>**

Question#15- Section 6.02C of RFP states "engineers and other consultants' costs are not a mandatory part of this RFP" but Section 4.05 asks for engineering services. Please clarify.

Response – **See Response #5 above.**

Question#16- Regarding Article 7.4 of Profession Services Agreement for defective services, what is the intent of this paragraph? This requirement is more appropriate for the contractor.

Response – **AE firm will be responsible for redesign due to design defect.**

Question#17- If resumes of the firm’s proposed subconsultants were not included in the SOQ, should they be in the response to the County’s RFP – provided they are a considered as part of the “project team that is committed to the effort for the duration of the Project...” (Part 6.02 Proposed Project Team Qualifications and Availability, A. on page 17 of the RFP)

Response – Yes, please include for our review. Note that resumes are not counted in the page limit per Paragraph 2.07.

Question#18- Can we include an 11x17 fold-out page for the schedule?

Response – See Response #4 above.

Question#19- 4.10 states a target move-in date of late 2020. Can you confirm? What is your anticipated construction duration?

Response – Design phase tentatively starts - September 2018 Anticipated Construction completion - Q4 2020 or Q1 2021

Question#20- Can you provide any security criteria or guidelines that define your protective design requirements for this project? The response to question #10 in RFSOQ AE SSF Campus Project Addendum#1 indicates that “the requirement will be typical of buildings of similar scope to this Project such as security cameras, card keys,” but this does not indicate a level of protection.

Response – Perimeter intrusion detection sensors provide perimeter security and may be used as stand-alone devices or in conjunction with other sensors, physical barriers, or access control systems to enhance the probability of detecting intruders crossing a boundary or entering a protected zone. Security and access system design will be coordinated with COSM Security Division.

Question#21- Is a Topographic survey to be provided by the design team?

Response – Yes, please include in your fee proposal for a design-level topo survey.

Question#22- Are the site civil components to be included in the BIM deliverables?

Response – See Response #8 above.

Question#23- Are the landscape components to be included in the BIM deliverables?

Response – See Response #8 above.

Question#24- Will the signage and wayfinding scope include updates to the surrounding site signage to direct visitors to the new health clinic?

Response – Yes

Question#25- Are there site signage standards already developed that will need to be utilized on the perimeter of the health clinic site and adjacent parking structure?

Response – No, this will be included as part of AE Scope.

Question#26- What is the assumed construction schedule and/or duration?

Response – See response #19 above.

Question#27- What level of LEED certification is required?

Response – LEED certified at a minimum.

Question#28- Will clinics be licensed as OSHPD-3, and if so, will the County review as AHJ for OSHPD-3?

Response – See Response #11 above.

Question#29- How will medical equipment be coordinated and selected? Should we add a medical equipment planner to our team, or will the County provide those services?

Response – Provide add/alternate for medical equipment planner.

Question#30- Is there an updated program for the 45,000 SF Building?

Response – No, the Conceptual program (Alternative Scheme 2) from the Scoping Study Report will be used as a basis for development during the Programming phase with PDU and user groups.

Question#31- Will the County issue a formal RFP for furniture; is the architect expected to help prepare RFP material?

Response – Furniture system recommendations including layout & planning will be provided as part of AE services.

Question#32- Is any site work proposed for the Existing County Probation Dept building which is in Site #2 and will remain in operation during construction?

Response – See response #8 above.

Question#33- Is there a full commercial kitchen component to this project.

Response – No. A full kitchen will not be a component of the project however, a kitchenette and break room should be included in design.

Question#34- Given there will be questions on Monday's presentation will you consider adding another question and answer period?

Response – No.

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