



**Addendum #1**  
**San Mateo County Harbor Admin Bldg D&E, RFP 2019-07**

**Questions, Clarifications, Requests for Modifications**

**Q1:** In light of COVID-19, can we submit the proposal digitally via email with a download link in lieu of delivering printed copies? The cost proposal can be provided as a separate file.

**A1:** Yes, proposals and cost forms can be sent electronically via two separate e-mails to District Director of Operations; [jmoren@smharbor.com](mailto:jmoren@smharbor.com). Proposals and cost forms must be received by 2pm on February 18, 2021. If I do not send you a receipt confirmation e-mail, please call me at (650)228-8683.

**Q2:** Can the District provide a specific square footage to be assumed for the project scope & fee, rather than a range of 4,600-6,500sf? Perhaps the middle of the range at 5,500sf? This will allow an apples to apples comparison between proposals.

**A2:** Yes, so that respondents can provide accurate proposals based on a fixed sf number, please use 5,500sf.

**Q3:** The RFP states that "*Selected Proposer will complete 90% design/engineering submittals within ninety (90) calendar days of NTP issuance.*" In our professional experience 90 days is not adequate for a project of this scale and type. Can this specific timeline requirement be eliminated, and a requirement added for each proposer to provide their recommended schedule to complete design & engineering in proposal section "*B. Approach to Scope of Services*"?

**A3:** The reasoning for setting a specific completion timeline is to ensure proposer has sufficient resources and band width to conduct the scope of services within a reasonable amount of time. Above suggestion accomplishes this and will allow the District to compare approach. Therefore, the 90 day/90% completion requirement is eliminated. All proposers will provide a completion schedule with specific timelines beginning upon NTP issuance, as day 1.

**Q4:** Project Fundraising (p41): This is not a service that an Architect would know how to provide, secure, or manage. Can SMCHD consider removing this scope from the RFP and contract it directly?

**A4:** No, part of the District's needs for this project is professional assistance with identifying grant opportunities and applying for them. The firm creating all tech specs for construction will need to understand potential grant requirements, potentially suggest design alternatives that will meet said grant stipulations, might make grants applicable to the project, e.g., solar panels, public meeting rooms, etc... The District has a contract with a grant consulting firm that will assist, but the primary responsibility to ensure reasonable efforts have been made to obtain grant funding will be the responsibility of the RFP winning bidder. If your firm is not familiar with

identifying and applying for grant funding for projects you design, then you will need to add a sub-contractor for this task.

**Q5:** "All" (p41): The term "All" is used liberally throughout the scope of service. An Architect is obliged and insured to provide a "Standard of Care" and does not know or provide "all". Can SMCHD change the wording?

**A5:** The word "All," as used throughout the scope of work, means that the winning bidder will completely address listed task detail, consistent with Best Practices and regulatory requirements.

**Q6:** Construction Manager (pg 41): During the Bidding and Construction Phases, Architects process submittals, answer RFI's, make periodic site observations / field meetings for purposes of checking Contractor conformance with the Construction Documents. A Construction Manager is retained directly by the Owner to prepare "front end" bid documents, conduct site meetings, schedule testing and inspections, interface with government agencies if required, interface with utility companies, make initial review of Change Orders, coordinate close-out; and review Contractors Means and Methods including BMP's and safety procedures. Can the scope of service during the Bid Support / Construction Support Services be modified to reflect industry standards and insurable practices?

**A6:** Scope of Services section "C" clearly defines expectations of "Bid Support/Construction Support Services." If your firm does not have the in-house capability to support actual construction, ensure the project is completed consistent with the tech specs your firm created, then you must add a sub-contractor with this ability to work closely with you during construction.

**Q7:** Per the first paragraph of page 5 of the RFP the 90% design/engineering submittal is due within 90 calendar days of NTP issuance. Can this statement be modified to say the 90% County Planning submittal is due within 90 calendar days of the NTP?

**A7:** The reasoning for setting a specific completion timeline is to ensure proposer has sufficient resources and band width to conduct the scope of services within a reasonable amount of time. Therefore, the 90 day/90% completion requirement is eliminated. All proposers will provide a completion schedule with specific timelines beginning upon NTP issuance, as day 1.

**Q8:** We advise SMCHD to receive County Planning approval (per Coastal Commission LCP) prior to completion of construction documents. Per the Scope of Services b) Permitting, should Bay Conservation and Development Commission be changed to San Mateo County Planning as agent for the California Coastal Commission?

**A8:** Scope of Services section "b" states, *"Prepare and submit all permit/waiver applications to all necessary agencies (including but not limited to US Army Corps of Engineers, Bay Conservation and Development Commission, San Mateo County), with all supporting and necessary studies and CEQA determination, EIRs, land use permits, coastal development permits, etc., in a timely manner on behalf of the District."* This task requires that the proposer prepare and submit all required permit/waiver applications to all necessary agencies. The District has properties both on the coast and the bay, BCDC would not be applicable for this project. Some of District property is within the City of HMB, who has an LCP w/ CCC. For this

project we believe San Mateo County (which is listed) would be responsible for the CCC CDP. It will be the responsibility of the winning proposer to identify all required permits and their issuing authorities.