

***Request for Statements of Qualifications
for
Architectural and Engineering Services
for the
County of San Mateo
South San Francisco Campus Project***



***County of San Mateo
Project Development Unit***

**Issued: April 6, 2018
Responses due: May 11, 2018 at 2:30 pm**

Sam Lin, Manager
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org

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PART 1 – INTRODUCTION

- 1.01** The County of San Mateo (“County”) invites submittals of “Statements of Qualifications” (“SOQ”) from highly qualified architectural and engineering firms (“Respondents”) interested in contracting with the County to provide Architectural/Engineering Design and Construction Administration services (the “Architectural Contract”) for the County’s New South San Francisco Campus Project.
- 1.02** This Request for Statements of Qualifications (“RFSOQ”) and the SOQ’s submitted in response are the first stage of the County’s Request for Proposals (“RFP”) for Architectural/Engineering and Construction Administration services that will culminate in award of the Architectural Contract. After evaluating all SOQ’s submitted, the County will select a minimum of three (3) firms to submit proposals to the County. The County will conduct an in-depth evaluation of the proposals submitted, followed by sequential negotiation beginning with the most qualified firm.
- 1.03** This RFSOQ and the SOQ along with the Proposal of the selected Architectural Firm will be included in their Architectural Contract for the Project following the award.

PART 2–SUBMISSION OF STATEMENTS OF QUALIFICATIONS

- 2.01** Respondents are requested to submit an original, signed SOQ, together with ten (10) bound copies, and one (1) electronic copy in PDF on a flash drive, **no later than 2:30 PM on May 11, 2018** to:
- Sam Lin, Manager
County of San Mateo Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org
- 2.02** **Proposals received late will not be opened or given any consideration for the proposed services.** Late submittal(s) will be returned to Respondent(s) unopened. It is the responsibility of the Respondents to ensure that the submittals are received at the specified address by the specified deadline noted in this proposal request. All proposals will be date and time stamped upon receipt. The County will not be responsible for late or incomplete responses due to mistakes or delays of the Respondent or carrier used by the Respondent or weather delays.
- 2.03** The SOQ should have complete information regarding the experience and qualifications of the Respondent.
- 2.04** The signed, original SOQ should include a statement signed by an owner, officer, or authorized agent of the Respondent, acknowledging and accepting the terms and conditions of this RFSOQ.
- 2.05** Updates to this RFSOQ will be posted on the PDU project website at <https://cmo.smcgov.org/south-san-francisco-health-campus-documents>. Respondents should check this regularly to make sure all notifications including addendum/addenda are read promptly.

PART 3 – COUNTY’S BACKGROUND FOR THIS STRUCTURE

- 3.01** The County of San Mateo Project Development Unit will be the office providing project management services for this Project.
- 3.02** The County of San Mateo South San Francisco Campus Project is being constructed with the following goals in mind:
1. To potentially provide medical services including but not limited to primary care, specialty care clinics, dental and optometry services, provided in a Federally Qualified Health Center (FQHC), as well as Behavioral Health and Recovery Services and Aging and Adult Services (AAS).
 2. To provide Parking for the public utilizing the facility and for staff working on the Campus.

PART 4 – STATEMENTS OF QUALIFICATIONS

- 4.01** The County of San Mateo Project Development Unit is seeking responses from qualified architectural firms who have demonstrated the ability to design, engineer and provide construction administration services for all phases of this Project, reflecting the requirements and guidelines of the California Public Code Title 24, LEED certification, zero net energy design and other applicable codes and regulations.
- 4.02** Respondents to this Request for Statements of Qualifications (RFSOQ) should have a minimum of ten (10) years of experience in designing civic buildings, Federally Qualified Health Center buildings that may be subject to OSHPD 3 status, office buildings or similar facilities in urban settings. Respondents shall also have successfully designed and completed at least five (5) civic buildings, FQHC buildings, office buildings or similar facilities of comparable scope to this Project within the last ten (10) years with construction budgets up to \$30 million dollars each, preferably at least two (2) of them being local Bay Area projects.
- 4.03** Respondents should address every item requested in this RFSOQ, even if the item was addressed previously in the other sections of the SOQ. Brevity and clarity are of utmost importance. SOQ’s that are comprised of standard marketing materials that do not specifically address the items requested will not be evaluated; however, Respondents may elect to include ten (10) bound copies of their marketing materials, as long as they are not permanently attached to the SOQ. SOQ’s that do not comply with all applicable requirements stipulated in this RFSOQ will not be considered.

PART 5 – BASIC SCOPE AND CHARACTER OF PROJECT AND SCOPE OF SERVICES REQUIRED

5.01 Scope of Project

- A. The Project will be constructed on a 9.7 acre parcel located at 1050 Mission Road in South San Francisco; this parcel is currently occupied by the North County Municipal Courts, Probation Departments, and vacated North Court Jail. The newly proposed building is intended to be between 32,000 - 45,000 gross square feet with preferably surface parking to provide adequate accommodations for public and staff.

- B. The County will utilize the “Construction Manager at Risk” (CM at Risk) delivery method for this Project.
- C. The Respondent ultimately selected will be asked to provide architectural and engineering services including civil, structural, mechanical, plumbing, fire protection, security system, electrical engineering services, and other authorized specialized services (acoustical, audio-visual, elevator and landscape design, etc.) appropriate to the Project.
- D. The County may evaluate potential engineering and other specialty sub-consultants as part of the RFSOQ and RFP process, but intends to retain flexibility regarding the selection of sub-consultants and the final composition of the Respondent’s team.
- E. This Project is to be designed, documented and delivered using Building Information Modeling (BIM).
- F. This Project is targeted for zero net energy design and LEED certification. County of San Mateo Municipal Green Building Policy can be downloaded at <https://cmo.smcgov.org/sites/cmo.smcgov.org/files/County%20of%20San%20Mateo%20Municipal%20Green%20Building%20Policy.pdf>
- G. The County’s Request for Proposals (“RFP”) is the next stage in this process and upon selection of the short-listed teams, it will contain a full description of the scope of the Project and scope of services.

5.02 Scope of Services

It is anticipated that the Architectural Contract between the County and the Architect ultimately selected will contain but not be limited to the following scope of work:

- A. The selected Respondent will serve as the County’s professional architectural consultant in all phases of the Project described in the Agreement and assist the County in verifying and developing the architectural design program for the Project. The selected Architect will review and validate the major functional elements, space requirements, and relationships between these functional elements and space requirements for each of the individual spaces (environmental, acoustical, lighting, electrical, communications, cabinetry, security, etc.). The Respondent will consider site development and landscape requirements as an integral part of overall design. The selected Respondent shall comply with all applicable codes and regulatory requirements when designing project and apply any special conditions relevant to the Project.
- B. The Basic Services of the selected Respondent will be based on the conceptual program provided in the Scoping Study Report dated 2/21/2017 prepared by Dreyfuss + Blackford Architecture including addendum Health System requirements and the North County Courthouse Master Plan (Option 6, utilizing Site 2 and Site 4 as indicated within red outlined area) prepared by Van Meter Williams Pollack dated 3/14/18. Scope of Services includes reviewing existing site conditions, interviewing relevant personnel, reviewing projected lists of furniture, and materials prepared by County or County’s representatives, attending meetings and taking other actions as necessary to establish the scope of the Project as dictated by the County’s needs.

- C. The Basic Services will include architectural services; performance and coordination of structural, mechanical (including plumbing), electrical, physical and electronic security systems, and civil engineering services; landscape architectural services; exterior enclosure/waterproofing consultancy services; elevator design and any other services stipulated in the Agreement for all Project phases including Construction Administration as part of Basic Services.
- D. The selected Respondent in coordination with the Project team will be asked to provide a preliminary evaluation of the Project scope and Project budget requirements.
- E. The selected Respondent will interface with the County user groups, and other agencies as required to integrate their concepts and feedback, to ensure the County plans align with the design, and constructs a Project that meets its current and future needs.
- F. The selected Respondent will present design strategies and incorporate design solutions to achieve the targeted zero net energy design in accordance with the County guidelines to be provided with the RFP and the LEED certification per USGBC requirements.
- G. The selected Respondent will be asked to enter into an Agreement acceptable to the County in a form that will be provided with the County's RFP in the next stage. The Agreement will include an indemnification provision holding the County harmless for negligence on the part of the professionals, its employees, agents or consultants; a requirement that the Respondent to comply with all Federal and State laws and is responsible for obtaining all applicable permits, licenses and reviews relating to the Project; an agreement that the Respondent provide proof of the following insurance: comprehensive general liability, including contractual liability and workers' compensation as required by state laws and professional liability (errors and omissions). Minimum limit of insurance is established at \$2,000,000 for each occurrence.
- H. The County expects to procure the services of a CM at Risk to collaborate with the selected Respondent and the County during the design and construction phases of the work. The CM at Risk will be contracted to work diligently with the selected Architect to provide cost estimates, budgeting, constructability reviews and bid package assistance throughout the entire design phase of the Project typical of a CM at Risk procurement process. The Architectural firm selected will assist the County's selection committee during the CM at Risk procurement process of the Project.
- I. The selected Respondent will be asked to provide a list of design team members and sub consultants that will be included in its Proposal to be submitted to the County. The Architectural Contract will include resumes of design team members and key personnel, as well as a staffing plan to illustrate the availability and assignment of all key team members to support the successful delivery of the Project.
- J. All applicable local, County, State, and Federal codes and regulations must be followed, including all applicable Building Codes, Life Safety Codes, and the Americans with Disabilities Act.
- K. Successful short-listed Respondents to this RFSOQ will be asked to provide proposals for full architectural and engineering services to be described in further detail in the RFP in the next stage.

PART 6 – CONTENT OF STATEMENTS OF QUALIFICATIONS

SOQ's shall be presented in the order listed below and clearly indicate which item is being addressed. The SOQ's should include the following information regarding the Respondent:

6.01 Company Information

- A. Name of Firm
- B. Address of Firm
- C. Primary Contact Person
- D. Telephone & Fax Numbers of Primary Contact Person
- E. E-Mail Address of Primary Contact Person

6.02 Brief History of Firm

- A. Legal Structure (corporation, partnership, limited partnership, joint venture, etc.)
- B. Size of Firm / Number of Staff
- C. Years in Business
- D. Organizational Chart of Firm, and tenure of executive management
- E. If Firm is a partnership or association, a listing of all of the partners, general partners, or association members known at the time of SOQ submission who will participate in the Architectural Contract if awarded.

6.03 Design Team Background

- A. Project Architectural Team - Provide Project organizational chart
 - 1. Principal in Charge
 - 2. Director of Design
 - 3. Project Manager
 - 4. Project Architect
 - 5. Interior Designer
 - 6. LEED / Sustainability Designer/Specialist
- B. Resumes of Team Members
 - 1. Name
 - 2. Office Location
 - 3. Phone Number
 - 4. Years of Service with Firm
 - 5. Education
 - 6. Professional Experience
 - 7. Pertinent Experience
 - 8. References from Pertinent Experience – please provide contacts for three (3) references from past projects
 - 9. Anticipated Project Roles/Services to be provided
- C. Proposed Sub-consultants (Respondents should identify all sub-consultants with whom they would be willing to work for each type of service. If the following listed and/or other disciplines will be provided from within the Firm i.e. “in-house” internal staff, please state so clearly and include these team members in the Project organizational chart.)

Proposed Sub-consultants may include, but are not limited to the following types of services:

1. Structural Engineering
2. Mechanical/Electrical/Plumbing and Fire Protection Engineering
3. Security – Physical and Electronics
4. Elevator Design
5. Civil Engineering
6. Acoustical / Audio-visual Design
7. Landscape Architecture
8. Quality Control
9. Technology

List any other consultants not listed that you anticipate having a role on this Project. The inclusion of sub-consultants' resumes is not required unless they hold key roles as listed in the requirement.

Note: The County reserves the right to qualify, accept, or reject any proposed sub consultant as well as to qualify, accept, or reject the use of internal staff to provide certain types of architectural and/or engineering services.

6.04 Civic/Office Building Experience: The County seeks information concerning the experience of your Firm, and your proposed team, with relevant experience in designing for the construction of civic buildings, Federally Qualified Health Clinics (this project may be subject to OSHPD 3 requirements), office buildings or similar facilities comparable in scope to this Project. List relevant projects completed by your firm in the last ten (10) years, including at least five (5) civic buildings, FQHC buildings, office buildings or similar facilities designed, completed, or under construction by your firm with construction budgets exceeding \$30 million dollars each, preferably at least two (2) of them being Bay Area local completed Federally Qualified Health Centers and medical office building projects that best represent a similar scope, program and complexity to this Project planned by the County. For each project, include:

- A. Completion Date / Anticipated Completion Date if under construction
- B. Project Name and Location
- C. Project Budget and Final Construction Cost
- D. Graphic Description (e.g. plans, elevations, renderings)
- E. Photographs
- F. Total Square Footage
- G. Cost per Square Foot
- H. Change Order Percentage
- I. Special Features
- J. Awards Received
- K. Sustainability Criteria (e.g. LEED Certification achieved)
- L. Was the project completed on time and within budget (if not, please explain)
- M. Provide client and contractor contact information
- N. Describe the roles played by the team members proposed for this Project

6.05 San Mateo County Experience: Describe Respondent's or Design Team Members' experience in planning projects within San Mateo County. Include any projects currently being planned for the County.

6.06 Cost Effective Design

- A. For civic buildings, FQHC buildings, office buildings or similar facilities comparable in scope to this Project for which your firm and the proposed staff have performed design and construction administration services, list the cost per square foot for your new construction projects in the past ten (10) years. Separate hard and soft costs and elaborate what is included with both. List also the Cost Estimate at design completion, the Bid Amount, and the Difference between the two. List any changes in scope where applicable and note if the changes in scope results in an increase in your fee.
- B. For the above listed projects noted in A, please provide any sound measures incorporated in the design process that enhanced the efficiency and effectiveness of design resulting in notable cost savings and/or improved the lifecycle cost / total cost of ownership of the projects.

6.07 Licensure

Provide a list of all professional licenses, registrations, and credentials held by the Respondent (and/or Design Team Members, if applicable) as required to design and construct the Project in the State of California including information regarding the revocation or suspension of any license, credential, or registration.

6.08 Financial Information

Include financial information for the Respondent in order to demonstrate Respondent's financial capability to complete the Project. This may be submitted under seal and treated as confidential to the extent permitted under applicable federal and state law. In order to demonstrate the Respondent's financial capability, Respondents are requested to submit the following items:

- A. Financial statements for the past three (3) years (including Income Statement and Balance Sheet) which are audited or reviewed by an independent accounting firm using GAAP or other information to demonstrate the financial capability necessary for this Project.
- B. A list of any loans on which the Respondent or its member has defaulted in the last five (5) years.
- C. A list of financial references, including the name of the individual, title, company name, and phone number, for at least two (2) individuals that have provided the Respondent (or Design Team Member) with financing during the last three (3) years.

6.09 Legal Proceedings and Insurance Claims

- A. List and describe all current litigation involving the Respondent and the proposed staff (in their professional capacities) for the Project.
- B. List and describe all litigation history for Respondent since January 1, 2010.
- C. List and describe claims against Respondent's Errors and Omissions Policies since January 1, 2010.

"Litigation" includes, but is not limited to, actions in civil or criminal court, mediation, arbitration, and all other forms of dispute resolution.

6.10 General Project Approach

- A. Describe Respondent's management approach proposed for this Projects. Elaborate on the proposed methodology/process and explain how each step would benefit the County.
- B. Describe any unique aspects Respondent may employ in the design of the Project.
- C. Describe Respondent's experience in designing civic buildings, FQHC buildings, office buildings or similar facilities in an urban setting comparable in scope to this Project and explain how such experience is relevant to deliver a successful design that will be responsive to the goals and site context of this Project.
- D. Describe Respondent's experience with zero net energy design and LEED certification on projects in which Respondent has provided the requested services, including the fulfillment of LEED certification goals in the context of all project goals and objectives.
- E. Describe Respondent's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis to meet the Project schedule.
- F. Include a description of how, if selected, Respondent will closely interface and coordinate with the County and its user groups throughout the programming, schematic design, and design development phases of the Project.
- G. Respondent should demonstrate its experience and expertise of using BIM as a tool to present, coordinate and deliver design documents on past and/or current projects.

6.11 Unique Qualifications

- A. This section is Respondent's opportunity to provide specific information that differentiates it from others in this RFSOQ process. This statement should be limited to two pages.
- B. At Respondent's option, Respondent may provide any additional supporting documentation or information that would be helpful in evaluating Respondent's qualifications and commitment.

PART 7 – FORMAT FOR THE STATEMENT OF QUALIFICATIONS

- 7.01** The SOQ should be bound and printed vertically ("portrait" orientation) on standard 8 ½" by 11" paper. The SOQ's should not exceed **50 pages, single-sided** (excluding covers/tab or tabs that do not contain submittal content, resumes, financial information, and any marketing materials), but will preferably be much shorter. Font should be no smaller than 10 point, but preferably larger.
- 7.02** The top of page one of the SOQ should state the Respondent's name, address, telephone number, fax number, e-mail address, and contact name. Cover letter is optional.
- 7.03** The SOQ must be verified under oath by the Respondent and each of its members by including the following statement on page one of the SOQ that "I declare under penalty of perjury under the laws of the State of California, that all information submitted under this RFQ is true and correct." The signed, original SOQ should include a statement signed by an

owner, officer, or authorized agent of the Respondent, acknowledging and accepting the terms and conditions of this RFSOQ.

PART 8 – ADMINISTRATIVE REQUIREMENTS AND POLICIES

- 8.01** Respondents will be required to comply with all non-discrimination employment regulations, including:
- A. No person shall, on the grounds of race, color, creed, national origin, religious affiliation or non-affiliation, sex, sexual orientation, marital status, age (over 40), disability, medical condition (including but not limited to AIDS, HIV positive diagnosis or cancer), political affiliation or union membership be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.
 - B. Respondents shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under any contract that may result from this submittal. Respondents' personnel policies shall be made available to County upon request.
 - C. Respondents shall assure compliance with section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of compliance. Respondents shall be prepared to submit a self-evaluation and compliance plan to County upon request within one (1) year of the execution of any agreement that may result from this submittal.
 - D. Respondents must comply with the County Ordinance Code with respect to the provision on employee benefits. As set forth in the ordinance, such Respondents are prohibited from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.
- 8.02** The County reserves the right to accept or reject any or all SOQ's submitted, or to request clarification or additional information or an alternative presentation of data from any Respondent, at the County's sole discretion. Further, while every effort has been made to ensure the information presented in the RFSOQ is accurate and thorough, the County accepts no responsibility or liability for any unintentional errors or omissions in this document.
- 8.03** Should Respondent realize during the review process that there has been a substantive error or omission in its submittal, which does not alter basic services and has not already resulted in disqualification from participating in the SOQ process for other reasons, said Respondent is invited to submit to the Manager a written request and explanation of Respondent's desire to correct its submittal. It shall be at the sole discretion of the County's selection committee to decide whether to grant Respondent's request to correct its SOQ submittal.
- 8.04** All submittals become the property of the County and as such become public documents available to be reviewed by the public upon request. The Government Code Sections 6250 et. seq., the Public Records Act, define public record as any writing containing information relating to the conduct of public business. This applies to submittals pursuant to this RFQ. The Public Records Act provides that public records shall be disclosed upon written request, and that any citizen has the right to inspect any public record, unless the document is exempted from the disclosure requirements. The County cannot represent or guarantee that any information submitted in response to the RFQ will be confidential.

If the County receives a request for any document submitted in response to this RFQ, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. Rather, the County will notify the party whose proposal is being sought. In the event that a Respondent who has submitted a proposal wishes to prevent disclosure, it is the sole responsibility of that party to assert any applicable privileges or reasons why the document should not be produced, and to obtain a court order prohibiting disclosure.

- 8.05** Successful and unsuccessful Respondents will receive a written notification of whether their submittal was elevated to the next phase of RFP finalist evaluation. The written notification will be sent to the name and address of the authorized officer of the firm provided in the SOQ submittal. The timing of written notification to Respondent is entirely at the County's sole discretion.

PART 9 – KEY SELECTION CRITERIA

- 9.01** The evaluation by the selection committee will be based on the criteria listed below.

- A. **Completeness of SOQ Submission** – SOQ's should describe comprehensive architectural and construction administration services and should respond to each of the items set forth in the RFSOQ and adherence to the formatting rules.
- B. **Personnel Experience and Qualification** – Evaluation of the list of personnel specifically assigned to the proposed Project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed Project.
- C. **Depth and Quality of Respondent's Performance** – Review of past performance on San Mateo County projects and/or other projects of similar nature and complexity as the proposed Project; evaluation of client references whether included in the proposal response or not; overall responsiveness to County's needs.
- D. **Technical / Management Approach** – Evaluation of the Respondent's overall ability to interface and coordinate with the County's various user groups throughout the programming, schematic design, and design development, coupled with technical expertise to program and design a Project that is responsive to the County's current and future needs to achieve the project goals.
- E. **Staffing / Availability** – Evaluation of the workload of Respondent, the proposed staffing and the office location(s) of the proposed staff to be assigned to this Project.
- F. **Financial Stability** – Evaluation of the overall financial position of Respondent as determined from financial information required by the Request for Proposal or Qualifications or from other independent sources.
- G. **Sustainable Practices** – Evaluation of Respondent's experience in sustainable design, zero net energy design and design to meet LEED certification as demonstrated in the design strategy, experience and scope of past projects of comparable scope to this Project.

PART 10 – REVIEW PROCESS

10.01 Review of SOQ's

- A. The County will evaluate the information based on materials submitted in response to this RFSOQ. All interested architects and engineers should submit information in response to this RFSOQ based on the requested information specified.
- B. Respondent's should prepare their response according to the RFSOQ format and in accordance to Part 6 and Part 7, i.e., by section and paragraph of this RFSOQ. The County reserves the right to reject any SOQ not submitted within the required timeframe; reject any incomplete SOQ submitted; contact client references provided; require further information; and/or require interviews with any Respondent. All costs related to the preparation, submittal, and/or presentation of an SOQ are the responsibility of the Respondent and will not be assumed in full or in part by the County.
- C. Following a review of the submitted proposals, the Project Development Unit will publish a short-list of qualified Respondents that will be invited to participate in a subsequent Request for Proposals (RFP) process.

PART 11 – GENERAL CONDITIONS

- 11.01** The SOQ should be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meets the County's requirements. To this end, each SOQ should be as specific, detailed and complete as to clearly and fully demonstrate that the Respondent has a thorough understanding of and has demonstrated knowledge of the requirements to perform the work (or applicable portion thereof).
- 11.02** Any explanation desired by a Respondent regarding the meaning or interpretation of this RFSOQ, must be requested in writing by email only to Sam Lin, Manager of San Mateo County Project Development Unit (slin@smcgov.org) by **April 27, 2018 at 5:00 pm**. Responses to submitted questions will be posted on the San Mateo County Project Development Unit webpage by **May 11, 2018**. **Do not contact County staff or its consultants.**
- 11.03** The submission of a SOQ does not commit County to award a contract for the Project, to pay costs incurred in the preparation of a SOQ or to procure or contract for any services. Costs for preparing the SOQ will be paid entirely by the Respondents.
- 11.04** County reserves the right to interpret or change any provision of this RFSOQ at any time prior to the SOQ submission date. Such interpretations or changes shall be in the form of addenda to this RFSOQ and posted on the San Mateo County Project Development Unit webpage. County, in its sole discretion, may determine that a time extension is required for submission of SOQ's, in which case such addenda shall indicate a new SOQ submission deadline. County reserves the right to waive inconsequential deviations from stated requirements.
- 11.05** County retains the right to reject any and all SOQ's, to contract work with whomever and in whatever manner County decides, or to abandon the work entirely. County shall make final decisions regarding a Respondent's qualifications as of Proposal day. All decisions concerning Respondent selection shall be made in County's best interests.

11.06 County has made a determination in accordance with Section 6255 of the Government Code that all SOQ's submitted in response to this RFSOQ shall not be made public by County until after County issues a notice of intent to enter into a Contract with the successful Respondent. In addition, County has made a determination in accordance with Section 6255 of the Government Code that all Respondent proprietary financial information submitted in response to this RFSOQ and specifically identified by the Respondent as "confidential" will not be made public by County and will be returned to each Respondent, unless otherwise required by law. In the event a Respondent wishes to claim other portions of its SOQ exempt from disclosure under the Public Records Act, Respondent should clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page, along with a written justification as to why such information should be exempt from disclosure. Blanket designations of "confidential" shall not be effective. However, County will make a decision based upon applicable laws.

- A. County will notify the applicable Respondents of any requests for disclosure under the Public Records Act. Respondents agree to defend and indemnify County from any claims and/or litigation arising from such requests.
- B. Proprietary or confidential data should be readily separable from the SOQ in order to facilitate eventual public inspection of the non-confidential portion of the SOQ. Confidential data is normally restricted to confidential financial information. The price of products offered or the cost of services shall not be designated as proprietary or confidential information.

PART 12 – PROJECT MANAGER

12.01 All written inquiries and requests for additional information pertaining to this RFSOQ, any Addendum, or any matter relating to the Architect selection process, must, unless otherwise identified in an Addendum, be directed to the following designated Project Manager:

Sam Lin, Manager
San Mateo County Project Development Unit
1402 Maple Street
Redwood City, CA 94063
Email: slin@smcgov.org

PART 13 – ANTICIPATED SCHEDULE OF EVENTS FOR RFSOQ PROCESS

Events	Dates
Project Development Unit Issues RFSOQ	4/6/18
Questions via email due: 5:00 pm	4/20/18
Responses to Questions Posted to Webpage	4/27/18
Qualification submittals due: 2:30 pm	5/11/18
Review of all RFSOQ submittals	5/14-5/22/18
Selection Committee produces short-listed Respondents	5/23/18
Notice of prequalified Respondents posted	5/23/18
Request for Proposals sent to prequalified Respondents	5/23/18
Scope of services and fee proposal due: 2:30 pm	6/28/18
Interviews of short-listed Respondents	7/9-7/11/18
Selection Committee provides final selection	7/12/18
Board of Supervisors approves contract	7/24/18

County reserves the right to modify this schedule at any time at its sole discretion.

END OF RFSOQ DOCUMENT