

RESPONSE TO QUESTIONS

for

2018 On-Call Construction Management Services RFQ



May 25, 2018

Mid-Peninsula Water District
3 Dairy Lane
Belmont, CA 94002

1.0 BACKGROUND

On May 1, 2018, the Mid-Peninsula Water District (District) issued the 2018 On-Call Construction Management Services Request for Qualifications (RFQ) seeking firms to provide on-call construction management services. Submittal of the Statement of Qualifications (SOQ) is due no later than 3:00 PM, Tuesday June 12, 2018.

As part of the RFQ process, the District accepted questions at the mandatory pre-submittal meeting held on May 15, 2018, and in writing through 12:00 p.m., May 18, 2018. The questions received and the District's responses are below.

2.0 QUESTIONS AND RESPONSES

Q1. Will the District be releasing a separate services request for materials testing for these projects?

A1. No, the District will be using their current on-call consultant for materials testing services.

Q2. Section 1: The RFQ lists a "2 page" limit for this section. Based on the number of projects listed, that appears to be limiting. We request this limit to be expanded to 4 pages to allow adequate space to discuss all the projects listed and provide some key points about each.

A2. The 2-page limit for "Section 1 – Approach" is removed. There is no page limit for this section, but the twenty (20) page limit for the main SOQ remains.

Q3. Section 2: The RFQ asks for "Key" team members and requests experience information. May we include resumes in the Appendix so it does not count toward our page limit?

A3. No, resumes for key team members should be included in the main SOQ and will count towards the twenty (20) page limit.

Q4. Section 2: The RFQ requests an organization chart listing key personnel. Does the District expect all "key personnel" to be available to the District for the entire 5-year period?

A4. No, key personnel may change through the 5-year period, but the District must be notified in writing of this change.

Q5. Section 4: This section requests "scope of services" for each project listed. How much description of the "scope" is needed? Since the RFQ requests a table format, that provides limited space. May this page be an 11 x 17 foldout?

A5. The requirement to include "scope of services" in "Section 4 – References" is replaced with "description of work performed". No, the requirement for the main SOQ to be a maximum of twenty (20) single-sided standard sized (8 ½" x 11") pages remains.

- Q6. Appendix: The RFQ requests standard rates be provided. What is the format for this? Do you want a year by year rate for each labor category? Do you want a current rate sheet with a standard percentage escalation for each year and the date the escalation takes effect?
- A6. The rate schedule shall be provided in a table format with set year by year rates in separate columns.**
- Q7. There are six (6) projects listed in Appendix B, but only three (3) are listed in the RFQ. How are these CIPs bundled together?
- A7. The six (6) projects shown in Appendix B are packaged into the three (3) projects listed in Section 1.1B of the RFQ. The RFQ is applicable only for these (3) projects.**

The grouping of projects and anticipated timeline for each project are summarized below:

- **SR 101 Crossing at PAMF Hospital (CIP No. 15-72):**
A preliminary design report and 60% plans have been prepared. Anticipated start of construction is January 2019. Coordination with Caltrans has been started, but no formal permit application has been submitted.
- **Old County Road Improvements, F Street Improvements, Ralston Avenue Improvements (CIP Nos. 15-75, 15-79, and 15-82):** A preliminary design report is in the preparation stage. Anticipated start of construction is January 2020
- **El Camino Real Improvements, Malcolm Avenue Area Improvements (CIP Nos. 15-76 and 15-74):** A draft preliminary design report has been prepared. Anticipated start of construction is July 2019.

- Q8 Will the selected Consultant be tasked with coordinating public outreach?
- A8. Main public outreach efforts will be coordinated by the District. However, it is expected that the selected consultant will be extremely knowledgeable of the project and engaged in public outreach efforts. Attendance at public meetings is expected. The selected consultant will be the main point of contact for the public in the field and must be able to clearly and independently communicate the District's message.**

Q9 Who are the design consultants for each project?

A9. The design consultants are as follows:

- **SR 101 Crossing at PAMF Hospital (CIP No. 15-72): West Yost Associates**
- **Old County Road Improvements, F Street Improvements, Ralston Avenue Improvements (CIP Nos. 15-75, 15-79, and 15-82): Schaaf and Wheeler**
- **El Camino Real Improvements, Malcolm Avenue Area Improvements (CIP Nos. 15-76 and 15-74): HydroScience Engineers**

Q10. Is there potential for night work?

A10. Permits have not been obtained from permitting agencies, but the District considers it highly likely there will be night work involved

Q11. Can additional relevant information be included in the Appendix?

A11. No, please limit your submittal to the requested twenty (20) page limit.

Q12. Should billing rates be per individual staff or a general fee rate schedule? Are Other Direct Costs Allowed?

A12. Billing rates should be per individual staff. Yes, Other Direct Costs are allowed.

Q13. Can additional subconsultants that will help the CM team be included in the SOQ?

A13. Yes

3.0 ATTACHMENTS

The following attachments are provided for reference.

Attachment 1 - Sign-In Sheet for Mandatory Pre-Submittal Meeting (May 15, 2018)

Attachment 2 - Preliminary Design Report (Final) – SR 101 Crossing at PAMF (CIP No. 15-72)

Attachment 3 - 60% Design Plans – SR 101 Crossing at PAMF (CIP No. 15-72)

Attachment 4 - Preliminary Design Report (Draft) – El Camino Real and Malcolm Avenue Improvements (CIP Nos. 15-76 and 15-74)