

November 28, 2017

Addendum #01

CM at-Risk Services for the SMMC Campus Upgrade Projects

To All Proposers,

Please carefully review the answers provided below and incorporate the information as directed into your Request for Statement of Qualifications submittals due to the Project Development Unit on December 18, 2017. Proposals that do not reflect the information provided below may be considered non-responsive and the submittals may be rejected.

1. Reference Article 1, Section 1.08, G: “The new Administrative Office Building is expected to achieve a minimum of LEED certification and Zero Net Energy (ZNE) per the County of San Mateo Green Building Policy.” Please provide a copy of the County of San Mateo Green Building Policy.
ANSWER – Please refer to Enclosed Exhibit I for the County of San Mateo Green Building Policy.
2. Confirm that the construction contract for the admin office building is to include onsite renewable energy sources to provide an overall net zero energy rating?
ANSWER – New Administration Building shall include on-site renewable energy sources to achieve Zero Net Energy per the County of San Mateo Green Building Policy. Separate budget/funding source will be determined for the renewable energy sources. CM at-Risk scope of work shall include procurement and installation coordination for the on-site renewable sources.
3. Would the County of San Mateo Project Development Unit consider design build trades such as Mechanical, Plumbing, Electrical, Fire Protection and others if it is beneficial to the project?
ANSWER – Design build for specialty trades such as Fire Protection and Elevators may be considered.



4. Reference Article 6, Section 6.05: The evaluation criteria is based upon the availability of the proposed staff and office locations, but this information is not requested within the proposal. Please specify how you would like the teams to present this data to the reviewers for evaluation.

ANSWER – Elaborate key personnel availability (current and projected) and their office locations in Section 5.06 “**Project Approach**” under Team Organization information.

5. Reference Attachment A-1, Part D, Section 2: Please confirm that the qualifying projects requested in this section are for the Key Personnel also outlined in Section 4.08 and not intended to be general firm qualification. If they are intended to be general firm qualification than please clarify Section 4.08, A,2 which states the PM and Superintendent “must have had substantial responsibility in a similar position proposed for this project for 75% of the project duration of the listed projects in Part D of ATTACHMENT A-1.”

ANSWER – Please see the clarification below:

- Projects to be listed per Attachment A-1, Part D, Section 2 shall be used for general company qualifications.
- The projects provided under Section 4.02 and Section 5.05 for company experience do not necessarily need to be the same projects submitted under Section 4.08 for key personnel.
- We did not require the PM and the Superintendent working together on the same projects. The 75% duration is meant to ensure that proposers are listing projects under Section 4.08 in which they were substantially engaged and not any projects where they were involved for a short duration.

6. Reference Article 5, Section 5.06, F, 1: Upon compiling a list of comparable completed projects within the last 5 years that both our company and our proposed staff have performed construction management/general contracting services, the list is in excess of 200 projects. The task requested in this section would be extremely cumbersome if we are to provide information for each of those projects. In addition, many of these projects have signed NDA’s that do not allow us to provide pricing information. We would like to proceed with only providing this information in response to the RFQ for the 5 projects that we are highlighting in Section 5.05 to minimize the effort and allow us to continue to respond to the RFQ. Please confirm this approach is acceptable, or provide a maximum number of projects that would meet your intent of this question.

ANSWER - The selection and quantity of projects to be presented in this section should be decided by proposers based on what they want to present to the County. The idea is to DEMONSTRATE your ability to deliver comparable project successfully.

7. After review, is it possible that we can get a copy of the PLA Agreement that will be used on this project?

ANSWER - A copy of PLA Agreement will be provided with RFP.

8. We are requesting a letter or email from San Mateo county suggesting: “assurances that requested financials will remain confidential and not be publicly shared.”



ANSWER - San Mateo County will not release the requested financial documents marked confidential unless legally obligated to do so and will alert proposers should it receive a request for those documents.

NOTE: MINIMUM QUALIFICATIONS REQUIREMENT FOR THIS PROJECT WILL REMAIN UNCHANGED PER RFSOQ. SUBMITTALS NOT MEETING THE MINIMUM QUALIFICATION REQUIREMENTS AS SET FORTH IN RFSOQ MAY BE CONSIDERED NON-RESPONSIVE.

END OF DOCUMENT



Exhibit I



Municipal Green Building Policy

Effective Date: December 5, 2017

I. PURPOSE

The Board of Supervisors is committed to environmental, economic, and social stewardship through sustainable building practices for County buildings. The implementation of this Municipal Green Building policy is expected to yield cost savings to County taxpayers through reduced operating costs, to provide a healthy work environment for County employees and visitors to County buildings, to contribute to the realization of the Board of Supervisors' stated goal of protecting, conserving, and enhancing the region's environmental resources, and to support sustainable buildings for San Mateo County.

The current County Sustainable Building policy, enacted in 2001 and updated in 2014, encourages the construction of LEED® Certified buildings. This policy revision elevates the County's standards for sustainable building practices beyond LEED® Certification. Specifically, the policy establishes ambitious energy efficiency targets and sets out to achieve Zero Net Energy for new building construction in order to advance the County's sustainability goals and reduce greenhouse gas emissions.

II. DEFINITIONS

County-owned Building

Any building owned by the County of San Mateo, including County-owned buildings or portions thereof that the County leases to non-County entities.

Financial Feasibility

Financial Feasibility is defined as a return on investment (ROI) of greater than 5% over the anticipated lifetime of the energy efficiency or renewable energy generation asset vs. purchasing grid energy.

LEED® Rating System

LEED® stands for Leadership in Energy and Environmental Design, and is a voluntary, consensus-based, market-driven green building rating system developed by the US Green Building Council. It is based on existing, proven technology and evaluates environmental performance from a "whole building" perspective. LEED® is a certifying system designed for rating building projects, such as new and existing commercial, institutional, and multi-family residential buildings. Generally, LEED® addresses six main categories: Location and Transportation, Materials and Resources, Water Efficiency, Energy and

Atmosphere, Sustainable Sites, and Indoor Environmental Quality. There are four rating levels: Certified, Silver, Gold, and Platinum.

New Construction

New Construction means the construction of a building that has never before been used or occupied for any purpose.

Return on Investment

Return on Investment is calculated using the following, $ROI = ([\text{Modeled Operational Savings over asset life} - \text{estimated asset installed cost}] / \text{estimated asset installed cost})$

Zero Net Energy

Zero Net Energy (ZNE) means a building where the amount of energy produced by on-site or adjacent renewable energy resources is equal to the amount of electrical and natural gas energy consumed by the building annually. Achievement is based on 12 consecutive months of actual energy performance data.

III. POLICY

It is the policy of the Board of Supervisors to plan, design, and construct its buildings to be sustainable. The following policy applies to New Construction Projects of County-owned buildings over 10,000 square feet (sf).

A) LEED® Certification

All County-owned New Construction Projects over 10,000 square feet shall be at a minimum, LEED® Certified. LEED® Certification establishes a strong standard for green building practices and addresses transportation, water efficiency, materials and resources, indoor environmental quality and more.

B) Energy Efficiency

All County-owned New Construction Projects over 10,000 square feet, shall achieve at least 50% of available LEED® Energy and Atmosphere points. LEED® Energy and Atmosphere credits address energy use reduction, energy-efficient design strategies, and renewable energy sources.

C) Zero Net Energy (ZNE)

All County-owned New Construction Projects over 10,000 square feet shall achieve ZNE with generation from on-site or adjacent renewable energy resources with the following exception:

If a New Construction project cannot comply with ZNE requirements due to site physical limitations or inability to achieve Financial Feasibility for energy performance and/or renewable energy generation measures, then the project must maximize the amount of energy efficiency and renewable energy generation that meets the Financial Feasibility requirement.

D) Board Discretion

The San Mateo County Board of Supervisors has discretion to exempt a building project from any of the requirements of this policy. The Office of Sustainability will oversee the exemption process.

IV. MUNICIPAL GREEN BUILDING STEERING COMMITTEE

With the adoption of this policy, the Board of Supervisors establishes the Municipal Green Building Steering Committee to oversee and assist in advancing the sustainable performance of County construction projects. The Municipal Green Building Steering Committee shall consist of at least one representative from each of the following County Departments: Office of Sustainability, Project Development Unit, Department of Public Works, Planning & Building Department, and Budget, Policy & Performance Unit.

The Director of the Office of Sustainability or his/her designee shall be a permanent member of the Green Building Steering Committee and act as chair of the Committee. The Green Building Steering Committee will meet as needed and in accordance with Section V Procedures and Responsibilities.

V. PROCEDURES AND RESPONSIBILITIES

A) Departments Overview

The following table summarizes the County divisions and departments impacted by the Municipal Green Building Policy and their responsibilities related to the policy.

County Division or Department	Responsibility related to the Municipal Green Building Policy
Office of Sustainability (OOS)	The OOS is a division of the County Manager's Office responsible for chairing the Municipal Green Building Steering Committee and tracking the energy performance of County-owned buildings.
Project Development Unit (PDU)	The PDU is a division of the County Manger's Office responsible for ground-up new construction of County-owned buildings.
Department of Public Works (DPW)	DPW is responsible for operations, maintenance, and renovation of County-owned buildings.
Planning & Building Department (P&B)	P&B is responsible for plan checking and building permits for County projects where the local jurisdiction has deferred jurisdiction and the County is the authority-having-jurisdiction.
Budget, Policy & Performance Unit	The Budget, Policy & Performance Unit is a division of the County Manager's Office responsible for overseeing the County's budget including capital projects.

B) Procedures

The following table summarizes the typical steps that the County staff will take to implement the Municipal Green Building Policy.

Procedure	Staff Responsible
<p><i>1. Request for Proposals</i> PDU will incorporate Municipal Green Building Policy requirements into the RFP, under the direction of the Municipal Green Building Steering Committee. PDU will act as a liaison to architects and contractors regarding any questions about compliance with the requirements.</p>	PDU with guidance from the Municipal Green Building Steering Committee
<p><i>2. Selection of the architect/contractor and Execution of Contract (design/construction)</i> PDU will oversee the development of a complete set of construction documents to support the execution and project requirements for achieving the Municipal Green Building Policy measures. Project contract documents shall include language to demonstrate compliance with the County's Municipal Green Building Policy.</p> <p>The contract award memo shall note the project's compliance with the Municipal Green Building Policy. If the project has received an exemption from the policy from the Board of Supervisors, the reasons shall be noted in the memo.</p>	PDU and DPW
<p><i>3. Design</i> PDU will engage with the Municipal Green Building Steering Committee to discuss project scope, opportunities, constraints, and compliance with the Municipal Green Building Policy. PDU will oversee the design process for compliance with the Municipal Green Building Policy. This includes review and approval of the LEED® checklist, Financial Feasibility assessment, etc.</p> <p>If the Financial Feasibility assessment determines that ZNE is not achievable within the project constraints, the report shall document clearly the findings and decision for project record.</p>	PDU with guidance from the Municipal Green Building Steering Committee
<p><i>4. Construction</i> PDU will oversee the construction process for compliance with the Municipal Green Building Policy.</p>	PDU
<p><i>5. Operations and Project Performance Tracking</i> DPW will track energy consumption and generation, and OOS will provide tracking support to ensure that systems and project energy performance are maintained.</p>	DPW and OOS
<p><i>6. Project Feedback</i> Project managers and all departments involved in the applicable projects will provide comments/lessons learned on the implementation of this policy to inform updates where appropriate.</p>	Municipal Green Building Steering Committee

VI. BUDGETING AND FINANCING

All capital construction projects must appropriate/include funding sufficient to meet the requirements of this policy.

VII. REPORTING

The Office of Sustainability will work with the Municipal Green Building Steering Committee to report annually to the Board of Supervisors on the County's compliance with the Municipal Green Building Policy. The Office of Sustainability's annual report will assess the need for policy updates due to compliance issues, new legislation, or new standards developed by applicable organizations.