

***Request for Statements of Qualifications  
Architectural and Engineering Services  
for the New Parking Structure #2 at the  
County Government Center***



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

**Issued: April 21, 2017**

**SOQ's due: May 19, 2017, 2:30 pm**

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

## **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 design and construction administration services (the “Architectural Contract”) for the County’s New Parking Structure #2 (“Project”).
- 1.02** This Request for Statements of Qualification (“RFSOQ”) and the SOQ’s submitted in response are the first stage of the County’s Request for Proposals (“RFP”) for Architectural 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 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 of the selected Architectural Firm will be included in their Architectural Contract for the Project following award.

## **PART 2–SUBMISSION OF STATEMENT OF QUALIFICATIONS**

- 2.01** Respondents are requested to submit an original, signed SOQ, together with seven (7) copies, and one (1) electronic copy, **no later than 2:30 PM on May 19, 2017** to:  
  
Sam Lin, Sr. Project Manager  
San Mateo County Project Development Unit  
1402 Maple Street  
Redwood City, CA 94063  
Email: slin@smcgov.org
- 2.02** The SOQ should have complete information regarding the experience and qualifications of Respondent.
- 2.03** 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 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** As a part of the overall County vision, one of the current and future development needs at the County Government Center is to provide adequate vehicle parking facilities needed for a growing user base. The newly proposed parking structure will provide current and future parking for public and county agencies within the Center to include County departments, judicial facilities, jury parking, county employees and general public use to support downtown Redwood City retail and event use.

## **PART 4 – STATEMENT OF QUALIFICATIONS**

- 4.01** San Mateo County Project Development Unit is seeking responses from qualified architectural firms who have demonstrated the ability to design, engineer and to provide successful construction phase administration during all phases of this LEED certified parking structure that reflect the requirements and guidelines of the California Public Code Title 24.
- 4.02** Respondents to this Request for Statement of Qualifications (RFSOQ) should have a minimum of ten (10) years of experience in designing parking structures. Respondents shall also have successfully participated and completed in at least five (5) parking structures with at two local completed projects within a highly dense urban environment within the last ten (10) years with construction budgets exceeding \$15 million dollars each.
- 4.03** Respondents should address every item listed in this RFSOQ, even if the item was addressed previously in 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 below will not be evaluated; however, Respondents may include seven (7) 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 will not be considered.

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

### **5.01 Scope of Project**

- A. The Project will be located on the corner of Veterans Boulevard and Middlefield Road just north of the existing County Parking Garage (400 Middlefield Road) in Redwood City, CA. The newly proposed LEED certified parking structure is intended to be a multi-story structure that has the capability parking a total of 850 vehicles and be fully automated with self-serve payment kiosk on each floor for patron parking payment. The building façade should be iconic but durable and serve as one of the primary entrance for vehicles using the Government Center.
- B. The County is using a “Construction Manager/ General Contractor at Risk” (CM/GC at Risk) delivery method.
- C. The Architect/Engineer ultimately selected will be asked to provide architectural and engineering services including civil, structural, mechanical, plumbing, fire protection, security system and electrical engineering services and other authorized special services (acoustical, audiovisual and landscape design, etc.) appropriate to the Project.
- D. The County may evaluate potential engineering sub consultants as part of the RFSOQ and RFP process, but may retain flexibility regarding the selection of sub consultants and the composition of the final Architectural/Engineering team.
- E. This project is to be designed and documented using Building Information Modeling (BIM).
- F. The County's Request for Proposals (“RFP”) will contain a full description of the scope of the Project and the scope of services requested.

## 5.02 Scope of Services

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

- A. The selected Architect will serve as the County's professional architectural consultant in all phases of the Project described in the Agreement, and assist the County by verifying the architectural design program for the Project, after which the Architect/Engineer will review and validate the major functional elements, space requirements and relationships between the elements, requirements within each space (environmental, acoustical, lighting, electrical, communications, cabinetry, security, etc.), site development requirements, code requirements, , aesthetic requirements and other special considerations.
- B. The Basic Services of the selected Architect will be based on the existing functional program report and include reviewing existing site conditions, interviewing personnel, reviewing inventories, or projected lists of furniture, equipment 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 also include normal architectural services; performance and coordination of structural, mechanical (including plumbing), electrical, physical and electronic security systems and civil engineering services; geotechnical services, landscape architectural services; roofing consultant services; and any other services included in the Agreement as part of Basic Services.
- D. The selected Architect 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 Architect will interface with various County user groups, and other agencies as required in order to integrate ideas and feedback, to ensure the County plans, designs, and constructs a Project that meets its current and future needs, will be key elements of the scope of services.
- F. The selected Architect will be asked to enter into an Agreement acceptable to the County in a form that will be provided with the County's RFP. The Agreement will include an indemnification provision holding the County harmless for negligence on the part of the professional, its employees, agents or consultants; a requirement that the Respondent 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 Architect provide proof of the following insurance: comprehensive general liability, including contractual liability and workmen's 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.
- G. The County expects to procure the services of a CM/GC at Risk to collaborate with the architect and the County during the design and construction phase of the work. The CM/GC at Risk will be contracted to work diligently with the selected Architect/Engineer to provide cost estimates, budgeting, constructability reviews and bid package assistance throughout the entire design phase of the Project typical with a CM/GC at Risk procurement process. The Architectural firm selected will assist the County's selection committee during the procurement process of the Project.

- H. The selected Architect will be asked to provide a list of design team members and 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.
- I. All 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.
- J. Successful Respondents to this RFSOQ will be asked to provide proposals for full architectural and engineering services to be described in further detail in an RFP.

## **PART 6 – CONTENT OF STATEMENTS OF QUALIFICATIONS**

**SOQ's shall be presented in the order listed below** and should 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. Telephone & Fax Numbers
- D. E-Mail Address
- E. Primary Contact Person

### **6.02 Brief History of Firm**

- A. Legal Structure (corporation, partnership, limited partnership, joint venture, etc.)
- B. Size of Firm / 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 an Architectural Contract if awarded.

### **6.03 Design Team Background**

- A. Project Architectural Team
  - 1. Principal in Charge
  - 2. Director of Design
  - 3. Project Manager
  - 4. Project Architect
  - 5. Interior Design
  - 6. LEED Sustainability
  - 7. Provide Project organizational chart
- 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
  9. Anticipated Services to be Provided
- C. Proposed Sub consultants (Respondents should identify all consultants with whom they would be willing to work for each type of service)

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

1. Structural Engineer
2. Mechanical/Electrical/Plumbing and Fire Protection
3. Security Consultant
4. Parking Consultant
5. Civil Engineer
6. Acoustical
7. Landscape
8. Quality Control
9. Technology

List any other consultants not listed you anticipate having a role in this Project.

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 or engineering services.

**6.04 Parking Structure Experience:** The County seeks information concerning the experience of your firm, and your proposed team, with parking structures. List relevant projects completed by your firm, including the five (5) most recent parking structures designed, completed, or under construction by your firm, that best represent a similar scope, program and complexity planned by the County. For each project, include:

- A. Completion Date
- B. Name and Location
- C. Budget
- D. Graphic Description
- E. Photographs
- F. Total Square Footage
- G. Cost per Square Foot
- H. Change Order Percentage
- I. Special Features
- J. Awards Received
- K. Sustainability Criteria
- 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 or Design Team Member experience in getting projects planned within San Mateo County. Include any projects planned for the County.

## **6.06 Cost Effective Design**

- A. For comparable parking structures facilities for which your firm and the proposed staff for the Project 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 explain what is included with both.
- B. For comparable parking structure facilities for which your firm and the proposed staff for the Project have performed design and construction administration services completed in the last ten (10) years, list the Cost Estimate, Bid Amount, and Difference. List any changes in scope if appropriate and if this change in scope results in an increase in your fee.

## **6.07 Licensure**

Provide a list of all licenses, registration, 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. 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 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 for parking facility projects. Include your approach and the benefit each step has for the County.
- B. Describe any unique aspects Respondent may employ in the design of the Project.
- C. Describe Respondent's experience with 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.
- D. Describe Respondent's capability to absorb additional workload, availability of personnel, and commitment to provide services on a timely basis.
- E. 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.
- F. Respondent should demonstrate its past history of using 3-D BIM as a tool to deliver design documents on past 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 1/2" by 11" paper. The SOQ's should not exceed **50 pages, single sided** (excluding resumes, lists of projects, and any marketing materials), but will preferably be much shorter. Type size 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, phone number, fax number, e-mail address, and contact name. No cover letter is necessary.

## PART 8 – ADMINISTRATIVE REQUIREMENTS AND POLICIES

- 8.01** Respondents will be required to comply with all nondiscrimination 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 Sr. Project 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 party 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 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 to 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 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 conceptual design, schematic design, and design development, coupled with technical expertise to program and design a Project responsive to the County's current and future needs.
- E. **Availability** – Evaluation of the workload of Respondent and the staffing to be assigned to the proposed project; time schedule of the Respondent in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the County.
- 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**

## **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. Respondents should prepare their response according to the RFSOQ format, 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; 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 create 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). The SOQ must be verified under oath by the Respondent and each of its members.
- 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, Sr. Project Manager (slin@smcgov.org) by **May 5, 2017 at 5:00 pm**. Responses to submitted questions will be posted on the San Mateo County Project Development Unit webpage by **May 10, 2017 at 5:00 pm**. **Do not contact staff or 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, Sr. Project Manager  
San Mateo County Project Development Unit  
1402 Maple Street  
Redwood City, CA 94063  
Telephone: Email: [slin@smcgov.org](mailto:slin@smcgov.org)

## **ANTICIPATED SCHEDULE OF EVENTS FOR RFSOQ PROCESS**

|  |                      |
|--|----------------------|
| Project Development Unit Issues RFSOQ                  | April 21, 2017       |
| Questions via email due: 5:00 pm                       | May 5, 2017          |
| Responses to Questions Posted to Webpage               | May 10, 2017         |
| Qualification submittals due: 2:30 pm                  | May 19, 2017         |
| Review of all SOQ submittals                           | May 19 – Jun 1, 2017 |
| Selection Committee produces short-listed Respondents  | June 2, 2017         |
| Notice of prequalified Respondents posted              | June 2, 2017         |
| Request for Proposals sent to prequalified Respondents | June 5, 2017         |
| Scope of services and fee proposal due: 2:30 pm        | July 6, 2017         |
| Interviews of short-listed Respondents                 | July 6-14, 2017      |
| Selection Committee provides final selection           | July 19, 2017        |
| Board of Supervisors approves contract                 | August 8, 2017       |

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