

September 4, 2018

Addendum #02 Responses to RFP Questions Valet Parking/Shuttle Services for the County of San Mateo Projects

To All Respondents,

Please carefully review the responses below and incorporate the information as directed into your proposal that is due to the San Mateo County Project Development Unit on **September 10, 2018 at 2:30pm**. Respondents submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

ANSWERS TO RESPONDENTS' QUESTIONS

Question#01– I noticed a large amount of visitor traffic at the hospital during the day. I did not notice any numbers relating to Visitor traffic (I only saw numbers for Employees).

- 1) Please share any numbers you have on Visitor (non-Employee) traffic at peak times throughout the day.
- 2) Do you have a plan for Visitor parking that you want us to quote?
- 3) Do you want us to develop a plan for accommodating Visitor parking?

Response –

- 1) **Visitor traffic data is not available.**
- 2) **Refer to the updated Construction Parking Phasing plan for designated areas for valet parking - <https://bit.ly/2OWBtK2>**
- 3) **Yes, Proposers shall be responsible for accommodating both Employee and Visitor parking in the dedicated areas thru valet assisted stack parking strategies.**

Question#02– Insurance Requirements - Our general liability carrier is not able to increase the occurrence limit to \$2M.

- 1) Will a \$1 million GL per occurrence suffice? The excess liability in RFP is very high and not indicative of normal valet insurance.
- 2) RE: "1st layer Excess and 2nd Layer Excess - Are you asking for both an umbrella and excess coverage or just one or the other?"

Response – See RFP modifications included in this Addendum.

Question#03– SMMC - Can you confirm that you do not want any valet service or lot attendant posted at the offsite shuttle lot (Hillsdale College)?

Response – No designated attendant is needed at the off-site parking location(s). However, appropriate signage shall be provided to give direction and identify the designated parking areas. Provide fee allowance of 40-hour for a temporary part-time attendant at the initial setup in the first week.



Question#04- SMMC - Do you want us to have all the signage and equipment costs listed out separately?

Response – Yes, it will be helpful for proposal evaluation to break down the cost into labor and materials though the proposed fee for each project shall be fixed lump sum fee.

Question#05- SMMC - Will you send us a report that indicates the shift times for the employees, so that we can see the peak times?

Response – Yes, please download using the following link - <https://bit.ly/2MEQYcV>

Question#06- SMMC - Do you want us to include the shuttle services all day? If not then when should the shuttle services end, so that you are comparing the same staffing hours for all bids?

Response – Shuttle services shall support at least employee needs during the office hours. However, depending on the staff shift schedule, you can run reduced services during off-peak hours. Proposers to propose a cost-effective plan to cover the needs with consideration of the peak demand hours per staff shift data (see Response #5 above).

Question#07- SMMC - Will you designate a specific area for all the signs, valet podiums and supplies to be stored? Will that be inside a building or do you want us to store it all in some type of shed that we provide somewhere in the main lot area?

Response – No storage available inside the buildings. Please provide a shed for storage of your equipment.

Question#08- SMMC - Are there any restrictions on where to place a 8x8 storage container?

Response – Upon selection, successful Proposer shall propose location that best meets their needs. Final location for the storage container will be approved by the Medical Center. However, container must be lockable and not block any exit paths and parking.

Question#09- SMMC - Will the project provide electric outlets for container to charge radios and other accessories such water cooler or microwave?

Response – Electric outlets can be available inside Hospital to charge the radios. Vendor can use existing public cafeteria for water or microwave. No separate break area shall be set up on-site.

Question#10- SMMC - Are there any size and placement restrictions for canopy coverage for shuttle stops for employees?

Response – Proposers must consider the Construction Parking Phasing plan (<https://bit.ly/2OWBtK2>) prior to suggesting an area for shuttle stop that would work throughout the project duration. Canopy must consider safety (e.g. fire hazard, adverse weather) and not hinder the flow of traffic.

Question#11- SMMC - For parking enforcement what will be the steps of consequences, if tow is option for severe abuse, who's responsible to make the call to tow?

Response – SMMC security will be responsible for the parking enforcement and calling for tow if and when required.

Question#12- SMMC - Are valets allowed to accept gratuity?

Response – No

Question#13- SMMC - Where will valets be permitted to park?

Response – Please refer to Construction Parking Phasing plan - <https://bit.ly/2OWBtK2>
Valets assisted parking will be permitted in all parking areas enclosed in red. Areas marked reserved are for designated users will also require valet assisted parking.

Question# 14- Government Center - Will we have a storage area on one of the garage levels for our podiums and signage or should we include the additional cost to have a storage shed for them?

Response – Information will be provided at a later date.

Question# 15- Government Center - Can you confirm that you do not want any valet service or lot attendant posted at the offsite shuttle lot?

Response – Information will be provided at a later date.

Question# 16- Government Center - Will the offsite lot be paved? Should we include the option to include valet service for stacking or assisting with parking in the non paved gravel lot?

Response – Information will be provided at a later date.

Question# 17- Government Center - Will you provide the peak and non peak times of the garage?

Response – Information will be provided at a later date.

Question# 18- Government Center - Are there any restrictions on where to place a 8x8 storage container?

Response – Information will be provided at a later date.

Question# 19- Government Center - Will the project provide electric outlets for container to charge radios and other accessories such water cooler or microwave?

Response – Information will be provided at a later date.

Question# 20- Government Center - Daily avg. of jurors?

Response – Information will be provided at a later date.

Question# 21- Government Center - Are jurors priority over all other parkers?

Response – Information will be provided at a later date.

Question# 22- Government Center - Are valets allowed to accept gratuity?

Response – See Response #12 above.

Question# 23- Government Center - Where will valets be permitted to park?

Response – Information will be provided at a later date.

Question# 24- What are the exact measurements for the unpaved lot by the office? Is there a map that would illustrate this?

Response – Information will be provided at a later date.

Question# 25- Do the shuttles all need to be ADA compliant?

Response – No, ADA parking will be provided on-site.

Question# 26- When will we know which extra parking lot will be available for the hospital operation to shuttle passengers from?

Response – Decision will be made at a later time. For the purpose of this Proposal, Proposers can assume using the lot at College of San Mateo Campus.

Question#27- What permits/ identifying badges does the hospital currently employ to identify and differentiate between doctors, employees, and other persons visiting?

Response – Vendor shall provide parking "stickers" (physicians and other employees) to be issued by SMMC administration to all employees.

Question#28- Do you have any preference for the shuttle type, or are all options on the table, i.e. gas/ electric, 15 seater/20 seater etc.

Response – Proposers to propose the appropriate vehicles that provide the best value services to deliver the required scope at competitive price.

Question#29- What is the final shuttle schedule? Do you need both/all shuttles running all day or just during the peak hours?

Response – See Response #6 above.

Question#30- Under section B, Item 4(a) you ask for "responsibilities of all subcontractors". Is the county going to allow the winning bidder to subcontract the shuttle operations? If so, how will the subcontractors be vetted if they were not directly part of the initial RFQ?

Response – If Proposers intent to use subcontractor(s) to perform any of the scope component(s), Proposers must submit the resume(s) of the personnel, state clearly the role & responsibility of such subcontract assignment(s), and explain how you shall work together to deliver the required services seamlessly. This shall be included in the detailed Service Plan.

Question#31- Would the county please consider keeping all of the bids for the Hospital project confidential and private until the Government Center project has been bid on and awarded?

Response – No due to transparency requirements regarding public contracts.

Question#32- Under section C, Item 7(b)(i) you ask for 'number of staff hours and hourly rates for each team member'. While you certainly want bill rates, do you also want the actual anticipated pay rates that are to be paid to the individual team members as well?

Response – Submit all-inclusive billing rates for the duration of Services.

Question#33- Could you please confirm that additional custom items such as bus shelters can be priced out and quoted separately, described as 'materials' in (section C) Item 7(b)(iii), rather than buried into the hourly rates of the services?

Response – See Response #4 above.

Question#34- While the county is looking to the proposers for the very best solutions and offerings, is the county interested in any specific style/make/model (and number) of shuttle(s) in order to properly compare apples-to-apples on this part of the program?

Response – See Response #28 above.

See RFP modifications on the following pages.

The RFP is hereby modified as **noted in red text** below:

II. RFP PROCESS

F. SUBMISSION OF PROPOSALS

1. Submit **one (1) original signed Proposal together with two (2) additional bound copies** to be delivered in a sealed package labeled on the cover "Proposal for Valet Parking/Shuttle Services for the San Mateo County Projects" **no later than 2:30pm on September 10, 2018** to Sam Lin, Manager, San Mateo County Project Development Unit, 1402 Maple Street, Redwood City, CA 94063.
 - a. **This Proposal (due September 10) shall include all the required materials per Section IV that pertain to the scope of the San Mateo Health System Campus Upgrade Project in San Mateo.**
 - b. **The Workplan (including Staffing Plan and Schedule), assigned Key Personnel and Fee Proposal for the scope of the San Mateo County Government Center in Redwood City shall be submitted separately at a later time. Proposers shall be notified the due date and time for this portion of the Proposal by email to the contacts provided at the Pre-proposal Conference.**

III. SCOPE OF WORK

A. PROJECT(S) BACKGROUND

1. San Mateo Health System Campus Upgrade Project, San Mateo
San Mateo Health System Campus is located at 222 W 39th Ave, San Mateo, CA. The campus will be under substantial construction from November 2018 thru December 2021. The current on-site parking capacity is approximately 700 stalls. Approximately 300 employees park on neighborhood streets. Approximately, 200 employee parking stalls on-site will be displaced during the construction. **The County is anticipating accommodating approximately 140-150 additional vehicles on-site via valet parking strategies.** It is anticipated that there will be approximately 700+ vehicles daily that will be handled through the valet parking/shuttle services with on-site and off-site parking. The valet/shuttle parking services are anticipated to begin approximately in November 2018 and terminate in December 2021.
 - a. Existing parking layout for the San Mateo Health Campus with parking counts can be downloaded at this link - <https://bit.ly/2o3L9qL>
 - b. Please click on this link for the construction phasing and its impact on the on-site parking - <https://bit.ly/2OWBtk2>
 - c. Please click on this link to download the proposed off-site parking lot options that the County is considering for the San Mateo Health System Campus Upgrade Project - <https://bit.ly/2N5ZEbS>
 - d. **Please click on the link below to download the employee shifts start times and number of employees per shift-** <https://bit.ly/2MEQYcV>
 - e. **Please click on the link below to download the TDM Traffic and Parking Study -** <https://bit.ly/2N8iFu2>

B. SCOPE OF SERVICES

1. The vendor shall all furnish materials, equipment and tools required to deliver the Services e.g. valet tickets, valet key stands (valet booths), valet directional signage, uniforms, key hooks, parking stickers, waiting booths, etc.

IV. PROPOSAL REQUIREMENTS AND FORMAT

B. PROPOSAL FORMAT

3. Work Plan including staffing and schedule for each Project.
 - b. The Service Plan shall include but not limited to the following at a minimum:
 - i. Number of valet staff deployed on-site and time spent
 - ii. Number of supervisory staff on-site and time spent
 - iii. Number of valet stations required
 - iv. Timing of the valet service
 - v. Number of additional vehicles that will be accommodated on-site (Selected vendor will be required to make additional onsite spaces. Additional on-site spaces to be determined by Proposer based on their strategy through stack parking strategy or any other feasible method(s) to accommodate the existing spaces lost due to construction.
 - vi. Number of shuttles proposed (Shuttle vehicles with an optimal capacity to be determined by Proposer shall be used for offsite parking service)
 - vii. Timing of shuttle service
 - viii. Waiting areas (Vendor shall be responsible for providing any sheds or benches required)
6. Insurance Requirements.
 - a. Proposer receiving an award shall be required to provide proof of insurance in the form of a Certificate of Insurance. The awarded Proposer must provide PDU with original Certificates of Insurance within fifteen (15) days of notification of award confirming the required coverage below:

| | |
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| General Liability (Including operations, products and completed operations, as applicable.) | \$1,000,000 per occurrence and \$2,000,000 in aggregate for bodily injury, personal injury and property damage. |
| Automobile Liability | \$1,000,000 - per accident for bodily injury and property damage. Coverage shall include non-owned auto liability. |
| Workers' Compensation | As required by the State of California |
| Employers' Liability | \$1,000,000 - each accident, \$1,000,000 policy limit bodily injury by disease, \$1,000,000 each employee bodily injury by disease. |

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|----------------------------------|--|
| Garage Keeper's Liability | \$1,000,000 per occurrence. Coverage shall include non-owned auto liability. |
| Umbrella Liability | \$5,000,000 per occurrence. |
| Excess Liability | 1st Layer Primary Excess—\$5,000,000 per occurrence with \$5,000,000 aggregate 2nd Layer Excess—\$25,000,000 each occurrence with \$25,000,000 aggregate Total Excess Limits \$30,000,000 each occurrence with \$30,000,000 aggregate |

VI. PROPOSAL OPENING AND EVALUATION

3. The Owner will evaluate each Proposal based upon the following factors, with the maximum number of points allocated to each factor as indicated in the Points Matrix below.

| FACTORS | MAXIMUM POINTS |
|-------------------------------|-----------------------|
| Experience and Qualifications | 10 |
| Price | 60 |
| Project Plan | 20 |
| Financial Strength | 5 |
| Safety Record and Plan | 5 |
| Total | 100 |

4. Evaluation Factor Description

- a. **Experience and Qualifications** - The Proposer whose Proposal describes a team which Owner determines is the most qualified, when compared with the teams proposed by other Proposers, shall receive **ten (10)** points under this factor. Proposers determined to have a less qualified team shall receive less than **ten (10)** points, as determined by the Owner. Proposals shall be evaluated based upon the Proposer's structure of organizational chart, knowledge/skill/ability/experience of Key Personnel, valet/shuttle service experience locally, knowledge of local environment, Owner/Proposer interaction strategies.
- b. **Price** - The Proposer whose Proposal whose Proposal Price is the lowest among the submitted Proposals shall receive **sixty (60)** points under this factor. The other Contractors whose Proposal Prices higher than the lowest shall receive pro-rated points calculated as a percentage of the lowest Proposal Price.
- c. **Project Plan** - The Proposer whose Proposal describes a superior Project Plan, determined as provided herein and when compared with the Project Plans proposed by other Proposers, shall receive **twenty (20)** points under this factor. Proposers determined to have less superior Project Plans shall receive less than **twenty (20)** points, as determined by the Owner.

END OF ADDENDUM NO. 2