

***Request for Statements of Qualifications  
Construction Management and  
General Contractor at Risk  
San Mateo County Replacement Correctional  
Facility***



***San Mateo County Sheriff's Office***

**Issued: December 21, 2011**

**SOQ's due: January 19, 2012, 2:30 pm**

Lieutenant Deborah Bazan, Project Executive,  
San Mateo County Sheriff's Office  
Jail Planning Unit  
400 County Center, 3<sup>rd</sup> floor  
Redwood City, CA 94063  
Telephone: (650) 508-6721  
Email: [dbazan@smcgov.org](mailto:dbazan@smcgov.org)

## **PART 1 – INTRODUCTION**

- 1.01** The County of San Mateo (“County”) invites submittals of “Statements of Qualifications” (“SOQ”) from highly qualified construction management/general contracting firms (“Respondents”) interested in contracting with the County to provide construction management/general contracting services with a guaranteed maximum price (the “CM/GC at Risk Contract”) for the County’s Replacement Correctional Facility (“Project”). During the preconstruction phase, the successful CM/GC firm will collaborate with the architect on the design, constructability, cost, and schedule of the project and develop a guaranteed maximum price proposal to construct the 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 construction management/general contracting services that will culminate in award of the CM/GC at Risk 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 CM/GC at Risk firm will be included in the CM/GC at Risk 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 fifteen (15) copies, and one (1) electronic copy, **no later than 2:30 PM on January 19, 2012** to:
- Lieutenant Deborah Bazan, Project Executive  
San Mateo County Sheriff’s Office  
Jail Planning Unit  
400 County Center, 3<sup>rd</sup> floor  
Redwood City, CA 94063  
Telephone: (650) 508-6721  
Email: dbazan@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 – SHERIFF’S OFFICE BACKGROUND**

- 3.01** The San Mateo County Sheriff’s Office is managed by a Sheriff who is directly elected for a four-year term. In addition to overseeing all adult correctional facilities in San Mateo County, the Sheriff is responsible for patrol services in

both unincorporated areas of the county and contract cities, investigations, custody, security in the courts, and various administrative functions.

- 3.02** The incumbent Sheriff is Greg Munks. Directly under his command are Undersheriff Carlos Bolanos and Assistant Sheriff Trisha Sanchez. Overseeing this CM/GC at Risk RFSOQ is the Jail Planning Lieutenant Deborah Bazan, Project Executive.

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

- 4.01** San Mateo County Sheriff Greg Munks is seeking responses from qualified construction management/general contracting firms who have demonstrated the ability to manage and construct efficient and state-of-the-art, direct-supervision county adult correctional facilities, particularly facilities that reflect the requirements and guidelines of the California Public Code Titles 15 and 24.
- 4.02** Respondents to this RFSOQ should have a minimum of ten (10) years of experience in the field of correctional construction management/general contracting, and have successfully managed and constructed at least five (5) correctional facilities (with at least two (2) located in urban environments) within the last ten (10) years with construction budgets exceeding \$50 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 fifteen (15) 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 an approximately 4.85-acre site within Redwood City, CA. The Project will initially house 576 beds (including 88 non-secure transitional beds) with future expansion to 832 beds. The project scope also includes remediation of a brownfield site, demolition of existing structures, and certain on and offsite improvements to prepare the site for development.
- B. The County is using a "Construction Management/General Contractor at Risk" (CM/GC at Risk) delivery method.
- C. The CM/GC at Risk ultimately selected will be asked to provide construction management/general contracting services throughout the design phase (preconstruction phase), construction phase, and post-construction phase.

- D. Building Information Modeling (BIM) technology will be used by the design team and the CM/GC will be required to use BIM during preconstruction and construction.
- E. The County's Request for Proposals ("RFP") will contain a full description of the scope of the Project and the scope of services requested.
- F. The County may elect to include this project under a Project Labor Agreement.
- G. The Project will incorporate sustainable design measures and is expected to achieve a minimum of LEED silver certification.
- H. The County intends to maintain the ability and rights to audit project costs, in order to establish and confirm ongoing project costs separate from profits.
- I. Key project team members will commit to co-locating with the Jail Planning Unit in a dedicated project space in Redwood City for specified times during the duration of the project.

## **5.02 Scope of Services**

It is anticipated that the CM/GC at Risk contract between the County and the CM/GC at Risk firm ultimately selected will contain but not be limited to the following scope of work:

### **5.02-1 Pre-Construction Phase Services shall include but not be limited to:**

- A. Provide cost control management, including an initial scope and program validation estimate, and cost estimates at each major design milestone and through construction completion.
- B. Conduct a comprehensive review of Project site conditions and contiguous site conditions, sufficient to successfully perform all aspects of Project work.
- C. Constructability review on an on-going basis in support of the Architect's progress during the schematic design, design development, and construction documents phases. Provide technical assistance and advice in review and development of design and construction bid documents. Evaluate coordination issues. Evaluate whether alternative materials, methods or systems should be considered. Verify completeness of construction documents and ensure that trade bid packages include a complete scope of work.
- D. Evaluate opportunities to improve maintainability and sustainability and reduce lifecycle costs and energy use.
- E. Preparation of a preliminary project schedule and updates at the end of the schematic design, design development, and construction documents phase.
- F. Provide County with recommendations on methods to expedite construction

progress.

- G. Value-engineering services to identify cost reduction opportunities to achieve the design within the Project budget or to allow County to adjust the scope of the Project.
- H. Preparation of Guaranteed Maximum Price (GMP) including all work required to complete the Project consistent with the project budget and project schedule.
- I. Preparation of bid documents for all trade work consistent with the contract documents, project schedule, and legal requirements.
- J. Assisting County for the procurement of subcontractors to comply with California Public Contracting Code including prequalification of trade contractors. Subcontractor bids shall be received by the County in the presence of the CM/GC at Risk and will be disclosed publicly. The subcontractors shall be assigned to the CM/GC at Risk who will take full ownership and responsibility of subcontractors' performance.
- K. Monitor and process all regulatory approvals required during project development, including city of Redwood City, fire marshal, and Corrections Standards Authority.
- L. Provide Building Information Modeling services to identify and resolve design and coordination conflicts.
- M. Suggest ways to bring trade subcontractors into the design phase including their participation in constructability reviews within their respective scopes of work, subject to management and coordination by CM/GC at Risk.
- N. Assist Owner in all public relations matters including attendance at public meetings as required including meetings with the city of Redwood City, civic, and regulatory agencies.
- O. Development of Project strategy and proposed Project Management Plan to meet County / Sheriff Project goals, working around constraints.
- P. CM/GC at Risk to work with Jail Planning Unit to plan and set up the construction trailers, and all required services at the job site.

**5.02-2 Construction Phase Services shall include but not be limited to:**

- A. Management and supervision of the construction activities and site logistics to meet project schedule.
- B. Establishment and implementation of a project safety program and a quality control program.

- C. Preparation of monthly project updates including: progress reports, progress photographs, actual and projected costs, actual and projected project schedule, other information as requested by County.
- D. Conduct weekly project meetings and any necessary special task meetings and prepare and distribute meeting minutes.
- E. Coordinate and perform all tasks necessary to achieve a minimum of LEED silver certification.

**5.02-3 Post-Construction Phase services shall include but not be limited to:**

- A. Collaborating with the Project architect, develop and implement procedures for: completion of punch list items, operational systems and equipment, training County building maintenance staff, and initial start up, commissioning and testing.
- B. Preparation and delivery of warranties, coordination and submission of as built drawings, preparation of maintenance manuals, completion of training programs, and administer closeout of the project.
- C. Ensure performance of all warranty obligations, resolution of all claims and disputes, and other post-construction requirements (including LEED requirements required for certification).

**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 a CM/GC at Risk contract if awarded.

### 6.03 Construction Experience

- A. Describe your management philosophy for the CM/GC at Risk construction delivery method. Include a description of best practices associated with CM/GC at risk.
- B. Describe strategies for bringing trade subcontractors into the design phase, and list trades such as prefabricated cells, you would recommend be procured using design assist or design/build. For trades listed, include names of qualified subcontractors.
- C. Provide an organization chart, and for each of the following team members provide the information in Section E below. Staff named must be committed to both preconstruction and construction phases. Proposed staff must be current employees of the proposing firm. Include the structure of Joint Ventures, if applicable.
- D. Project Team
  1. Principal in Charge
  2. Project Executive
  3. Project Manager
  4. Project Engineers (including M/E/P Coordinator)
  5. Project Superintendent / Scheduler
  6. LEED AP & Other Staff
  7. BIM coordinator
  8. Estimated time commitment during pre-construction and construction phases.
- E. Résumé's 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
- F. Describe the proposed teams' experience for providing CM/GC at Risk services that are relevant within the last five (5) years. List the projects in order of priority, with the most relevant public project over \$50M in contract volume listed first. Provide the following information for each project listed:
  1. Project name, location, contract delivery method, and description
  2. Color images (photographic or machine reproductions)
  3. Contracted construction cost
  4. Projected cost and final construction cost

5. Final project size in gross square feet
6. Type of construction (new, renovation, or expansion)
7. Name of individual responsible to the Owner
8. Name of individual responsible for coordinating the day to day work
9. References (for each project listed above, identify the following):

The owner's representative who served as the overall manager of the project, provide telephone number and email information. Architect/Engineers of Record for the project, including telephone number and email address.

- G. Provide details of your experience with Project Labor Agreements.
- H. Provide a list of qualified architects and structural engineers your firm has experience working with and would recommend for this project.
- I. Describe demolition and brownfield site remediation experience.
- J. Describe experience with projects that had deep foundation systems in soft ground conditions with a high groundwater table. Include site location, general description of the geotechnical conditions, and foundation system constructed. Also include references if these projects are not listed as part of your response to Section F.

Note: The County reserves the right to qualify, accept, or reject any proposed sub consultants/sub contractors as well as to qualify, accept, or reject the use of internal staff to provide certain types of construction management/general contracting services.

#### **6.04 Correctional Facility Experience:**

The County seeks information concerning the experience of your firm, and your proposed team, with correctional facilities. List relevant projects completed by your firm, including the five (5) most recent correctional facilities, completed, or under construction by your firm, that best represent a similar scope, program, and complexity to the direct-supervision, 576-bed adult correctional facility planned by the County. For each project, include:

- A. Completion Date
- B. Name and Location
- C. Delivery Method Used
- D. Structural System and Structural Subcontractors
- E. MEP subcontractors
- F. Final Cost
- G. Graphic Description
- H. Photographs
- I. Total Square Footage
- J. Cost per Square Foot
- K. Change Order Percentage
- L. Special Features
- M. Awards Received
- N. Sustainability Criteria

- O. Was the project completed on time and within budget (if not, please explain)
- P. Provide client and contractor contact information
- Q. Describe the roles played by the team members proposed for this Project

**6.05 San Mateo County and Other Local Experience:**

Describe your experience involving projects planned or built within San Mateo County, or for the County. Provide information that demonstrates your ability and experience to provide the services with focus on local Bay Area project. Demonstrate your local project experience, and knowledge of local subcontractor community, knowledge of local market conditions and skills and services unique to your firm.

**6.06 Construction Planning and Performance:**

- A. Describe how pre-construction services will be planned and performed, including your proposed methodology of reviewing design documents, site conditions, and proposed phasing. Describe your capabilities and procedures in providing the technical expertise required for constructability, schedule, and cost analysis.
- B. Describe how construction services will be planned and executed, including your subcontracting plan, including any proposed outreach and utilization plans, advertising and award. Discuss your methodology for coordination of work with minimal disruption to existing operations. Include an explanation of any claims avoidance measures and processes employed.

**6.07 Budget Management and Cost Control:**

- A. For comparable correctional facilities for which your firm and the proposed staff for the Project have performed construction management/general contracting 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 correctional facilities for which your firm and the proposed staff for the Project have performed construction management/general contracting 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.
- C. Describe your cost estimating methods. Describe how the cost estimates were developed, how often they were updated, and the accuracy measured against actual budget.
- D. Describe your cost control methods during construction, and how you procure subcontractors. Describe processes used to review and approve change orders, including proper payment methodology. Provide examples of how these techniques were used and the degree of accuracy achieved.
- E. Describe your methodology for working with the Project Architect/Engineer

team to deliver and maintain the GMP throughout the design and construction process.

**6.08 Schedule Management:**

- A. Describe how you will establish, maintain, and update the project schedule during design and construction.
- B. Describe your approach to assure timely completion of the project; provide examples of how these techniques were used, including specific scheduling challenges/requirements and actual solutions.

**6.09 Quality Control and Problem Solving:**

- A. Provide an example of a constructability program used to maintain project budgets without compromising quality.
- B. Describe your quality control program. Explain the methods used to ensure quality control during the construction phase of a project. Provide specific examples of how these techniques or procedures were deployed.
- C. As the CM/GC at Risk, describe your relationship with the local subcontracting community.
- D. Describe your plan for communicating constructability, phasing, value engineering, and other budget options in a form that will quickly facilitate the owner's decision-making.
- E. Describe any issues and conflicts with the owner, consultants, Architect/Engineer, or subcontractors and how those issues and conflicts were resolved.
- F. Provide examples of pre-construction services to demonstrate the knowledge and creativity of providing the structural, mechanical, electrical, plumbing, security and other critical system solutions for improving overall budget and schedule.
- G. Describe all citations or penalties assessed against your firm by the EPA, Air Quality Management District, or any Regional Water Quality Control Board in the past five years.
- H. Describe all occasions during the last five years in which your firm was required to pay either back wages or penalties for failure to comply with the state's prevailing wage laws or federal Davis-Bacon prevailing wage requirements.

**6.10 Technological Experience:**

- A. Provide a list of three new construction projects (public or private) over \$50M in construction volume where the respondent utilized Building Information

Modeling (BIM) to coordinate multiple trades. Provide date when projects were completed, overall schedule, and construction volume and client reference with contact information. Include experience and capabilities with 4-D BIM analysis.

- B. The selected Contractor may be required to interface with the County's project management and document control software. Confirm your familiarity with recommended scheduling software programs and provide an overview of experiences with each.

#### **6.11 Licensure:**

Provide a list of all licenses, registration, and credentials held by the Respondent as required to manage and construct the Project in the State of California including information regarding the revocation or suspension of any licenses, registration, and credentials.

#### **6.12 Financial and Bonding 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 were 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 Project Team Member) with financing during the last three (3) years.
- D. Submit a letter from a surety company that states that the Firm has sufficient bonding capacity for the project. The project is anticipated to be \$100M in construction costs.
- E. Identify if your firm is currently for sale or involved in potential transaction to expand or to become acquired or merged by another business entity. If so, explain the impact in both organization and company direction.
- F. Document your ability to perform the volume of work described in this RFSOQ given your firm's current and anticipated workloads in 2012 and 2013. List current work commitments broken down by project delivery method (GC, CM at Risk, CM Multiple Prime, other) and volume of work.

### **6.13 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, 2006.
- C. List and describe unsettled/pending claims, demands, or notices of default since January 1, 2006.
- D. Has your firm failed to complete a contract or been removed from a project within the past 10 years? If yes, please explain.
- E. Has your firm been assessed liquidated damages for failing to complete a project within the time specified in the contract documents within the past 10 years? If yes, please explain.

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

### **6.14 Safety:**

Provide the respondent's safety mission statement that guides the safety management on projects. Describe innovations the Respondent has implemented that improved safety performance. Provide:

- A. State of California Experience Modification Rate (EMR) for the last 5 years.
- B. OSHA recordable incident rate for the last 5 years.
- C. OSHA lost time incident rate for the last 5 years.

### **6.15 General Project Approach:**

- A. Describe Respondent's management approach for correctional facility projects, and the benefit each step has for the County.
- B. Describe any innovative techniques Respondent may employ in the construction 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 how Respondent will closely interface and coordinate with the County and its user groups throughout the programming, schematic design, and construction phases of the Project.

## **6.16 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 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 Project Executive 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 RFSOQ. 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 RFSOQ will be confidential.

If the County receives a request for any document submitted in response to this RFSOQ, 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 construction management/general contracting services and should respond to each of the items set forth in the RFSOQ and adherence to the formatting and 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. Experience with CM/GC at Risk.

- 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. Respondent's claims history and assessment of liquidated damages.
- 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 construction, coupled with technical expertise to construct and manage a project responsive to the County's current and future needs. Experience using BIM technology.
- 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**
- H. **Size, capability, and continuous operation of a California office for at least 5 years.**

## **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 SOQ's, the Sheriff 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 the County 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 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 or question from a Respondent regarding the meaning or interpretation of this RFSOQ must be requested in writing by email only to Lieutenant Deborah Bazan, Project Executive (dbazan@smcgov.org) by December 30, 2011 at 5:00 pm. Responses to submitted questions will be posted on the Sheriff's Office Jail Planning webpage by January 9, 2012 at 5:00 pm. Do not contact staff or consultants with questions or clarifications.
- 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 Sheriff's Office 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 law.

- 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 EXECUTIVE**

**12.01** All written inquiries and requests for additional information pertaining to this RFISOQ, any Addendum, or any matter relating to the CM/GC at Risk selection process, must, unless otherwise identified in an Addendum, be directed to the following designated Project Executive:

Lieutenant Deborah Bazan, Project Executive  
San Mateo County Sheriff's Office  
Jail Planning Unit  
400 County Center 3<sup>rd</sup> floor  
Redwood City, CA 94063  
Telephone: (650) 508-6721  
Email: dbazan@smcgov.org

## **SAN MATEO COUNTY SHERIFF'S OFFICE**

**Greg Munks, Sheriff**

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

Sheriff Issues RFSOQ	December 21, 2011
Questions via email due: 5:00 pm	December 30, 2011
Responses to Questions Posted on Sheriff's Webpage	January 9, 2012
Qualification submittals due: 2:30 pm	January 19, 2012
Review SOQ submittals	Jan. 20- Feb. 2, 2012
Selection Committee produces short-listed Respondents	February 3, 2012
Notice of pre-qualified Respondents posted	February 3, 2012
Request for Proposals sent to pre-qualified Respondents	February 6, 2012
Scope of services and fee proposal due: 2:30 pm	February 20, 2012
Interviews of short-listed Respondents	Feb. 28-29, 2012
Board of Supervisors approves contract	March 27, 2012

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