

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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### **SAN MATEO COUNTY SMART CORRIDOR MAINTENANCE SERVICES RFP – Q&A**

**4/3/17**

Below are responses to questions that have come up since the RFP was released.

1. Requested copies of the Concept of Operations, System Engineering Management Plan, System Diagrams, Smart Corridor Routes and Device Map, and Trailblazer Sign (TBS) Details

**The documents can be downloaded from here:**

<https://app.box.com/s/jveif5f35zyh1mh1oova54itve1svmz4>

2. As far as the document submittal, can you please explain? The RFP states under Submittal Requirements that we are to submit one original and five hardcopies in Adobe Acrobat (PDF) version. Original electronic files and PDF copies shall be provided to the Project Manager and a CD/DVD and/or shared on a secure access FTP. Are we to: 1) Submit the original and five copies in paper form; 2) Upload the files electronically (if we scan in the original letter, it is no longer an original); 3) Submit the original and copies on CD/DVD to the Project Manager? I want to make sure when I submit the proposal, that it is submitted correctly. Thank you.

**Submit one (1) original hard copy of the proposal w/ signed cover letter, five (5) hard copies of the proposal, one (1) electronic file (via e-mail, CD, thumb drive, or downloadable from a cloud file share service.)**

3. Could you let us know who the C/CAG's network monitoring consultant is?

**Iteris, Inc.**

4. Section 1.1.3, Coordination with C/CAG, if a monetary penalty is to be imposed, how much and under what circumstances would warrant the penalty? There are no specific numbers of days stated as to when the annual and semi-annual maintenance functions are required to be done, or how long each should take.

**The monetary penalty and circumstances under which such penalty is imposed will be negotiated with the Selected Contractor and established prior to entering into agreement.**

5. Under the same page; it states that a Management Plan is required "monthly". Would this better be served as a monthly report? Typically, a management plan would not change on a monthly basis after first completed.

**Please feel free to modify the requirements and deliverables indicated in Section 1.2 as needed based on your previous experience with similar projects.**

6. Are there any agencies that require encroachment permits, and if so, will they be no-fee permits, or will there be a cost associated with the permit?

**All agencies that may require encroachment permits are listed in Section 5.4. Contractor is responsible for all associated fees.**

7. Under Task 2, when will the level of urgency be determined? At the time of the call, or at a later time. How does it affect the response times? Example: a signal cabinet is knocked down and part of the communications network is disabled as a result. Who determines the urgency of the repair, the City or C/CAG?

**C/CAG will collaborate with the cities, Caltrans, and the Selected Contractor to determine the criteria for level of urgency and applicable response time. For the purpose of the proposal, please respond accordingly and provide recommendations based on your previous experience with similar response time requirements.**

8. Some equipment may have long lead times to acquire. Assuming a list of this equipment will be established as inventory, how will the contractor be reimbursed for the purchase and storage of the equipment?

**Reimbursements for equipment purchased by Contractor will be processed the following billing cycle after the date the equipment was purchased, upon approval of receipt and invoice by the C/CAG project manager. Cost for storing of equipment is negotiable and will be determined prior to entering into agreement.**

9. Under section 3.2, is there a record of warranty expiration dates of existing equipment. Is the contractor required to include existing equipment warranties in the database?

**It is desirable that the equipment warranty expiration information be included in the database. C/CAG and the Selected Contractor can negotiate inclusion of this information, based on the availability of the information and warranty period.**

10. Under the same section noted above, the Contractor is required to provide a summary twice a year for the number of repairs per device. Is the Contractor the only person accessing the cabinets or devices? If a device is moved or replaced by a City in between inspections, how can a Contractor track the asset?

**City staff may be accessing the cabinets and/or devices also. It is anticipated that cities will inform C/CAG and Selected Contractor in instances where device or cabinet are to be moved or replaced.**

11. Task 4, the last paragraph states that Contractor shall provide at no cost, any proprietary software required for calibration/adjustments. Will the Cities provide a copy of software for devices in their city?

**It is anticipated that Selected Contractor will have access to the devices software within each respective cities. C/CAG will verify with cities prior to entering into agreement with Selected Contractor.**

12. Section 5.2, are the listed Contractor Licenses correct?

**To our knowledge, these are the desirable licenses but feel free to provide additional information regarding the proper licenses needed to perform the work.**