

Q&A for Request for Proposals and Qualifications for the Resilient San Carlos Schoolyards Project (questions received via email by January 15, 2021)

No.	Question	Answer
1	<p>1. Can we include a cover sheet? 2. Can we combine the statement of authorized contact(s) within the transmittal letter? 3. Is the 1-page transmittal letter to be held as single-sided or can it be double sided? 4. Is there any funding set aside, of any amount, from C/CAG or any other stakeholders/resources that can be leveraged for implementing the ideas developed during the conceptual design phase?</p>	<p>1. Yes, proposers may include a coversheet, which will not be counted toward the overall page count. 2. Yes, the requirement for a statement of authorized contact(s) may be combined with the transmittal letter. 3. The 1-page transmittal should be single-sided. 4. There are no additional funds identified to advance the concept designs.</p>
2	<p>1. Is it intended that proposers respond to both the RFP and Q, or may proposers respond to either? For instance, may a proposer only submit a SOQ to be considered for future projects? 2. If only an SOQ is submitted, would the page count be limited to 10 (i.e. equivalent of "Supplementary Documents")?</p>	<p>1. The intent of the RFP/Q document is to have proposers submit proposals for the scope of work specified for the Resilient San Carlos Schoolyards Project as detailed in Attachment A of the RFP/Q. The intent of including a "Qualifications" component is to support future efforts not included in the current scope of work, but that could support future procurement processes with respect to advancing concept designs through fundraising, additional design, and implementation, or doing additional schoolyard project planning in San Mateo County. 2. Proposals must at minimum respond to the solicitation to complete the scope of work as detailed in Attachment A.</p>
3	<p>I was wondering if you could give us a quick clarification on the RFP/Q for the Resilient San Carlos Schoolyards Project. I understand that there should be a submittal response specifically for the Scope of Work tasks to be used for meeting the goals of the California Resilience Challenge Grant. However, the RFP/Q also suggests that this selection process will be used to identify qualified consultants that can support future C/CAG efforts related to planning, design, and implementation of stormwater management and climate resiliency projects at schools. My question is, should the proposal response list separately the team members/subconsultants to be used for the specific scope of work tasks, and also list any team members that might not be utilized for the specific scope of work (due to funding limitations), but might be well-suited for future expanded efforts for schoolyard greening project efforts?</p>	<p>If the list of team members/subconsultants is expanded to include references to staff relevant only to the qualifications component as it pertains to future potential projects, please specify in the list of team members or otherwise in the "Experience" section under "Supplemental Documents."</p>

4	<p>1. Since we will have additional subconsultants on our team, are we allowed to add an Appendix to include 1-pg firm profiles and key resumes? May we also include an excerpt of stakeholder engagement material?</p> <p>If not, will links to this material be accepted?</p> <p>2. Would you like us to include each subconsultant's rate sheets? If so shall we include in the Appendix with other subconsultants experience or with the Cost Proposal? We can also condense.</p>	<p>1. Any additional documents included under "Supplemental Documents" will be counted toward the 10-page, single-sided maximum page count. Links to additional resources and references may be provided; however, <u>only content included in the body of the submittals will be reviewed for scoring purposes.</u></p> <p>2. Please include specific rates in the cost proposal. Detailed rate sheets will be included in a final scope of work and project budget attached to the funding agreement.</p>
5	<p>1. Will tabs/section cover pages count against the page limit? (e.g., will tab/section cover page for Technical Proposal count against the 5 page limit?)</p> <p>2. Are all page sizes limited to 8.5 x 11? Is 11 x 17 allowed?</p> <p>3. Is there a maximum file size of the proposal?</p>	<p>1. No, tabs/cover pages will not count against the page limit.</p> <p>2. 11x17 pages are acceptable, but should only be used in the "Supplemental Documents" section as needed.</p> <p>3. There is no maximum file size for the submitted proposals.</p>
6	<p>Most of the work including meetings for the San Carlos Project can be performed offsite or virtually. However, at some point we will need to physically be onsite to conduct the field surveys, and possibly for discussion with staff to review concept plans, etc.</p> <p>Since the work is at active school sites, does the District require any safe environment training, clearance, background checks, etc., for consultant staff that we should account for in our work scope? Also, does the District have any COVID-19 requirements beyond standard social distancing and masks?</p>	<p>We have been informed that the San Carlos School District will be requiring all visitors to conduct a symptom-screening survey prior to site visits. We will follow-up via posting to C/CAG's RFP/Q website with any additional information should it become available.</p>
7	<p>What was the exact grant amount? The RFP said slightly under half of the \$200k requested, but I didn't see an actual dollar amount.</p>	<p>We are not providing the exact grant amount, but it is approximately half of the original amount requested under the Resilience Challenge Grant.</p>
8	<p>The Supplementary Document section is limited to 10 pages and requests that a brief resume for staff be included in the experience section. We typically include a short biography for staff in this section, but attach full resumes in a separate section. Typically, for most RFP's, the full attached resumes do NOT count against the allowed maximum page count. We wanted to confirm if that is the case here.</p>	<p>For this RFP/Q, any attachments will count towards the 10-page, single-sided page restriction under "Supplemental Documents." Full resumes for team members are not required.</p>