



CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
OF SAN MATEO COUNTY

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March 7, 2025

**Request for Proposals for  
San Bruno-Millbrae El Camino Real Corridor Multimodal Improvement Study**

**RESPONSES TO REQUESTS FOR CLARIFICATIONS**

**Question 1:** Can you please confirm if the items listed in section 9 - Additional Proposal Requirements are required of both prime and subconsultants, or the prime consultant only?

**Answer 1:** The items listed in section 9) *Additional Proposal Requirements* are required of both prime and subconsultants.

**Question 2:** Do 11x17 pages count as one page or two?

**Answer 2:** 11x17 pages count as one page. See section 4.3 *Submittal Requirements* for page requirements.

**Question 3:** Regarding billing rates, would you like to see fully loaded rates, or CPFF?

**Answer 3:** The cost estimate shall include fully loaded hourly rates, personnel classifications, overhead rates, and any other cost items necessary to perform each of the tasks/sub-tasks listed in the Scope of Work. Please refer to Section 7) *Cost Proposal* and *Exhibit B Project Budget and Schedule* for more detailed information.

**Question 4:** Is \$760,000 the consultant budget, or does it also include funding the quick build projects? If latter, what is the consultant budget for this project? The proposal mentions that wherever possible, short-term projects should be designed to minimize waste and integrate seamlessly into subsequent long term developments, ensuring connectivity and maximizing resource efficiency. Can the City provide more information on what the long-term developments are?

**Answer 4:** C/CAG plans to use the \$760,000 in grant funds primarily to cover the cost of this Study. However, if the Study is completed under budget, any remaining funds may be considered for initial implementation or construction of a quick-build project. This is a multi-jurisdictional and multi-stakeholder effort involving the cities of San Bruno and Millbrae, Caltrans, SamTrans and others. The Study is part of a broader collaborative effort to identify and implement improvements along El Camino Real. The outreach process, study deliverables, and finding will play a critical role in shaping the long-term vision and future developments for the corridor.

**Question 5:** As part of the project, does the consultant need to document existing ROW lines and property lines?

**Answer 5:** While not required, documenting the existing right-of-way (ROW) and property lines would provide valuable input for this Study.

**Question 6:** The RFP says that the consultant needs to provide two work samples. Are these work

samples project references, or final products? Can more project references be provided that show case different elements of work required in this RFP from different projects?

**Answer 6:** The work samples can be projects-in-progress and/or final products. Consultants can submit more than two samples, but please ensure they are relevant and applicable to this RFP.

**Question 7:** Can you expand on the type of work samples you would like us to provide under the supplemental materials?

**Answer 7:** The consultant should provide work samples that are relevant to this RFP and representative of the consultant's breadth and experience. For example, multimodal corridor studies (including planning and feasibility studies), projects with extensive stakeholder and public outreach, and projects with multiple stakeholders and/or in multiple jurisdictions. The work samples can be in-progress and/or completed projects. The consultant should provide a general project overview and/or include a link to the final project report/deliverables.

**Question 8:** Does the County have design guidelines for short-term quickbuild projects?

**Answer 8:** No.

**Question 9:** The RFP requires multilingual engagement in 4 languages – Spanish, Cantonese, Mandarin, and Tagalog. What is the extent of engagement anticipated in these languages, i.e. does this include notification materials in all languages, and live translation in all in-person meetings? Does the County have a contract with an agency that provides live translation services which can provide support through this project?

**Answer 9:** At minimum, the project team should provide translated project fact sheets and notifications of public meetings in Spanish, Chinese and Tagalog. C/CAG does not currently have a contract with a firm that can provide live translation services.

**Question 10:** The RFP mentions that the existing conditions analysis should include “land use, topography and key destinations. Does this mean a full aerial topo of the 3.5 plus miles? If not, what level of detail are you expecting in the aerial topo? If no aerial topo- then would a record research of the Caltrans right of way with an aerial background suffice for your roadway evaluation?

**Answer 10:** C/CAG is interested in topography information to inform the development of project concepts/alternatives. The consultant can provide topography information that best fits this purpose and the budget.

**Question 11:** Is identifying stormwater treatment opportunities for planning effort reporting, or requires more detailed engineering analysis like utility locating, field survey, etc.?

**Answer 11:** C/CAG expects identification of stormwater treatment opportunities at a planning-level effort.

**Question 12:** Under Section 4.4, Proposal Format, one of the supplemental materials requested are three (3) relevant references and their contact information. Should we include a description of the project with each project reference? If so, are we limited to 3 project references?

**Answer 12:** Yes, please provide a short description of the project with each reference. Consultants can submit more than three references, but please ensure they are relevant and applicable to this RFP.

**Question 13:** How many CBOs do you anticipate being involved? Who are some CBOs that you typically work with? Regarding CBO involvement, do you prefer to have CBO(s) contracted directly as subconsultants? Or awarded mini grants following the contract execution?

**Answer 13:** C/CAG is not specifying a set number of CBOs for involvement in this effort. Previously, C/CAG engaged a broad range of CBOs in the development of an equity plan and can share those contacts as a starting point for the selected consultant. C/CAG is open to various engagement

structures but prefers to work through the consultant rather than issuing mini-grants directly to CBOs.

**Question 14:** Under Section 2, Minimum Qualifications of Personnel, the RFP requests that the "Proposer must demonstrate to C/CAG's satisfaction that the firm, a sub-consultant, or a key staff member from either the firm submitting a proposal or a subconsultant who shall be assigned to this project have successfully competed for at least three public sector planning or feasibility studies in the last five years, involving two or more public agencies and at least one partnering community-based organization". Are you asking us to highlight a project where a CBO was a partner as part of the project team, or any projects where we've met with CBOs to partner with them?

**Answer 14:** The intent of this requirement is to demonstrate experience working collaboratively with multiple public agencies and at least one community-based organization (CBO). This can be satisfied by highlighting projects where a CBO was a formal partner on the project team or where the proposer engaged with CBOs as part of the project's outreach and stakeholder engagement efforts.

**Question 15:** Under Section 2, Community-Based Organization (CBO) Definition – Does the requirement for partnering with at least one community-based organization (CBO) mean that the CBO must have been contractually involved, or does prior engagement and coordination with CBOs satisfy this requirement?

**Answer 15:** The consultant should highlight experience/projects where a CBO was a recognized partner as part of the project team. While contractual involvement is not required, the CBO's role should demonstrate meaningful collaboration and engagement.

**Question 16:** Is it acceptable to include project sheets throughout the write-up, outside of the Client References section?

**Answer 16:** Yes, the proposal can include relevant project information throughout the write-up outside of the References section.

**Question 17:** Please confirm the start and end points of the project corridor.

**Answer 17:** The project spans approximately 3.7 miles along El Camino Real, from Murchison Drive in the City of Millbrae to Noor Avenue in the City of San Bruno.

**Question 18:** Under Section 4.3, Proposal Length – The 20-page limit excludes cover letters, resumes, and references. Are appendices (such as work samples and organizational charts) also excluded from the page count?

**Answer 18:** Yes, appendices (such as work samples and organizational charts) are also excluded from the page count.

**Question 19:** Under Section 5.2, The cost proposal is weighted at 15 points. How will cost effectiveness be assessed—will it be based on the lowest price, best value, or another metric?

**Answer 19:** Cost Effectiveness will be based on several metrics including: a clearly defined cost in the budget spreadsheet (Appendix B), allocation of resources for each task, reasonableness of hourly rates and cost of deliverables, and evidence of successful budget management for previous projects.

**Question 20:** Under Section 5.2, 10. Scoring of Experience vs. Approach – Staff and firm qualifications (30 points) and project approach (25 points) have the highest weights. Will prior experience with C/CAG or local agencies be a factor in scoring, or is it strictly based on project scope alignment?

**Answer 20:** Please refer to Section 5.2 Evaluation Criteria for more details on the factors. While prior experience with C/CAG or local agencies is not a required scoring factor, it may be considered as part of client/project references in evaluating past performance.