

REQUEST FOR QUALIFICATIONS



North County Courthouse Master Plan RFQ
County of San Mateo Department of Housing

Release Date: August 14, 2017

Responses must be Received
by 5:00 p.m. Pacific Standard Time
on September 14, 2017

**REQUEST FOR QUALIFICATIONS
FOR
North County Courthouse Master Plan**

Interested respondents must register online with the County at
www.publicpurchase.com

Responses must be submitted electronically to
www.publicpurchase.com

By 5:00 p.m. Pacific Time on September 14, 2017

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the California Public Records Act:

Government Code Section 6250, *et seq.*, the California Public Records Act (“PRA”), defines a public record as any writing containing information relating to the conduct of the public business. The PRA provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Qualifications (“RFQ”) is a public record in its entirety. Also, all information submitted in response to this RFQ is itself a public record **without exception**. Submission of any materials in response to this RFQ constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the PRA without further notice to you, and (2) you agree to indemnify and hold harmless the County for release of such information.

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SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, this Request for Qualifications (“RFQ”) seeks responses from any and all qualified agencies or individuals to provide master planning services. Through this RFQ, the County of San Mateo (the “County”) through its Department of Housing (“DOH”) seeks to explore the feasibility of redeveloping a County-owned site located within the City of South San Francisco in a manner that would further DOH’s mission of increasing the supply of affordable housing within the County. DOH would respond to any questions raised by potential respondents to this RFQ, review and analyze responses received, recommend an award, and respond to any protests received. If determined to be feasible and desirable, the County would then consider issuing a separate request for proposals (“RFP”) for any proposed housing development(s) as explored in the master plan resulting from this RFQ.

The North County Courthouse site (the “Site”) is bordered generally by Grand Avenue to the north, Mission Road to the southwest, and Oak Avenue to the southeast. (See Exhibit A for existing site map.) The 9.7-acre property currently houses the North County Municipal Courts and Probation Department, a North County revenue collection office (within the Probation Department building), and the vacated North County Jail. There is also an existing preponderance of surface parking spaces as required per a Joint Occupancy Agreement (“JOA”) between the County and the Judicial Council of California. This JOA will be shared with the selected master planner.

Through this RFQ, the County seeks to hire a qualified **master planner** to develop a feasibility analysis of options for redeveloping the Site into an integrated suite of various County functions, State Courthouse functions, sufficient parking, and affordable housing development. If a respondent does not have all the expertise required to provide the full scope of master planning services sought by this RFQ, their response may include the use of subcontractors. If a proposer intends to utilize subcontractors, each subcontractor must be identified in the response.

B. THE REQUEST FOR QUALIFICATIONS PROCESS

The County of San Mateo seeks by way of this RFQ to survey qualified providers about their knowledge and expertise regarding the provision of master planning services, or similar services, indicated. Agencies or individuals must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type as well as local availability of the respondent’s personnel and equipment resources.

The information in this RFQ is in no way final nor does it represent what may be contained in a future RFP. This RFQ does not constitute a commitment to issue an RFP, award a contract, or pay any costs incurred in the preparation of a response to this request.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

The mission of DOH includes increasing the supply of affordable housing within the County. DOH is seeking a master planner to evaluate a County-owned site situated in the City of South San Francisco (“City”). (See Exhibit A for existing site map.) The 9.7-acre property currently houses the North County Superior Court (1050 Mission Road), County Probation Department (1024 Mission Road), a North County revenue collection office (within the Probation Department building), and the vacated North County Jail. There is also an existing preponderance of surface parking spaces as required per a Joint Occupancy Agreement (“JOA”) between the County and the Judicial Council of California. The North County Court facility should not be impacted by the study’s re-planning of the campus and the Court’s allotted parking on the site must also be preserved. The JOA and other relevant documents will be shared with the selected master planner.

The purpose of the master plan would be to evaluate the viability of incorporating an affordable housing development into the North County site as well as the original intended addition of a new multi-service “hub” facility for the San Mateo County Health System. The County, working with a private architecture firm, has a proposed site plan for a new Medical Office Building (“MOB”) on the site. However, the County would like to re-evaluate the site to gauge the feasibility of also including housing at the site. The site plan including the proposed MOB and other relevant documents will be shared with the selected master planner.

Working with the City and various County Departments including the Project Development Unit, DOH, and the Health System, as well as gaining an understanding of the State Court System requirements per the JOA, the successful respondent will be required to carry out a variety of tasks, including but not limited to:

Task 1. *Work Collaboratively with County and City Staff*

1. Engage in weekly coordination with the County staff project manager (DOH staff).
2. Lead periodic meetings, as needed, with relevant County and City staff; prepare and distribute notes of action items; and coordinate with staff on agenda-setting.

Task 2. *Site Analysis and Development Constraints*

1. Prepare a detailed site analysis.
2. Identify development constraints and challenges for the site.
3. Identify key opportunities for locating priority uses within the site.

Task 3. Master Plan Preparation and Financial Feasibility Analysis

1. Prepare a draft master plan summary document, including development scenarios and possible phasing.
2. Address key challenges to implementing the master plan, including land ownership and financing of affordable housing development.
3. Suggest a variety of land use programming and provide conceptual designs that incorporate:
 - i. The addition of new (affordable) housing units
 - ii. The demolition and/or preservation of the existing vacant jail;
 - iii. Provision for the MOB (approximately 32,000 square feet);
 - iv. Establishment of sufficient parking – including Court-required parking;
 - v. Possible demolition and replacement of existing Probation Department building with a new County office building; and

Task 4. Technical Assistance for Implementation of Master Plan

1. Provide technical assistance to the County for an RFP(s) for development and construction of various elements of the master plan.
2. Provide additional technical assistance and advice as requested to be negotiated.

The targeted completion date for all work products through the completion of the master plan preparation is four (4) months from the date of contract execution.

B. FUNDING

As this request for master planning services is being solicited via RFQ, the contract for such services may not exceed \$100,000 per County procurement guidelines.

C. ADDITIONAL REQUIREMENTS/CONSIDERATIONS

None.

SECTION III – GENERAL TERMS AND CONDITIONS

Register at publicpurchase.com. All potential respondents must register with Public Purchase to receive important updates about the RFQ process and to submit responses.

Read all Instructions. Read the entire RFQ and all enclosures (if any) before preparing your response.

Questions and Responses Process. Submit all questions relating to this RFQ to the designated questions field associated with this RFQ at publicpurchase.com.

All questions must be received no later than 5:00 p.m. on September 14, 2017.

All questions and responses will be posted to publicpurchase.com.

If changes to the RFQ are warranted, they will be posted to the publicpurchase.com website. It is the responsibility of each respondent to check the website for changes and/or clarifications to the RFQ prior to submitting a response.

Contact With County Employees. As of the issuance date of this RFQ and continuing until the final date for responses, all respondents are specifically directed not to hold meetings, conferences, or technical discussions with any County employee for purposes of responding to this RFQ except as otherwise permitted by this RFQ.

Respondents may submit questions or concerns using the questions and answers process as stated above.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The County reserves the right to pursue any and/or all ideas generated by this RFQ. The responses shall be used to determine the respondent's ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

SECTION IV – REQUEST FOR QUALIFICATIONS PROCEDURE

This section describes the general RFQ procedure used by the County, and the remaining sections of this RFQ list the requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Qualifications	08/14/2017
Questions Submitted to County Deadline	08/23/2017
Release Responses to Questions	08/30/2017
RFQ Response Deadline	09/14/2017
Review of Responses ⁽¹⁾	09/21/2017

(1) Dates are subject to change

B. SUBMISSION OF RESPONSES

Public Purchase Registration: Providers/service providers interested in responding to this RFQ must register online with the County of San Mateo at www.publicpurchase.com. The County will not be held responsible for or liable for registration errors.

Responses: The RFQ response will be submitted electronically to www.publicpurchase.com by 5:00 p.m. Pacific Standard Time on September 14, 2017.

All responses must be received by the stated date and time in order to be considered for review. The County will not be responsible for and may not accept late responses due to slow internet connection, or for any other electronic failure (including but not limited to information transmission and internet connectivity failures) of the publicpurchase.com system.

C. RESPONSE REVIEW AND SELECTION

During the review process, the County may require a respondent's representative to answer specific questions orally and/or in writing. The County may also require a visit to the respondent's offices, other field visits or observations by County representatives, or demonstrations as part of the overall RFQ review.

Responses to this RFQ must adhere to the format detailed in Section V - RESPONSE SUBMISSION REQUIREMENTS. The criteria used as a guideline in the review will include, but not be limited to, the following:

- Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide these services
- Proposed approach, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services
- Customer service
- History of successfully performing services for public or private agencies
- Ability to meet any required timelines or other requirements
- Cost to the County for the primary services described by this RFQ
- References
- Compliance with County RFQ and County requirements

SECTION V – RESPONSE SUBMISSION REQUIREMENTS

The response should be submitted in the following format:

A. GENERAL INSTRUCTIONS

All responses should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, and/or other attachments.

All responses should adhere to the specified content and sequence of information described by this RFQ.

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your response and any required attachments to the County via www.publicpurchase.com per

the instructions found on the publicpurchase.com website. If paper submissions are also required, follow the instructions in C.2. below.

B. COVER LETTER

Provide a one page cover letter on your letterhead that includes the address, voice and facsimile numbers, and e-mail address of the contact person or persons. List the name of each person authorized to represent the respondent in negotiations.

C. RESPONSE CONTENT AND FORMAT

1) Response Narrative (10 pages maximum)

Items below contain brief descriptions of material that must be included in this response.

- Summary of Qualifications

Describe the agency's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services. With the history include length of time in business, and any experience working with public agencies. Describe how this program will fit into your overall organization. Attach an organizational chart.

- Cultural Competency

Describe how your agency/program will ensure cultural competence. This may include culturally relevant service features and staffing objectives that reflect cultural and linguistic diversity and that value the cultural diversity of San Mateo County.

- Service Methodology

Describe your service model and approach to addressing the service needs of the target population, your approach to working collaboratively with multi-agency partners, and the geographic area of the County, if applicable.

- Staffing – Organizational Capacity

Describe proposed staff and their duties, including disciplines and degrees, as appropriate. Describe your process for initial and ongoing licensing checks, including waivers. Describe current and ongoing training and experience of staff to ensure client needs will be addressed. Identify the person who will be overseeing the County account. Provide the level of education, background and experience that this person has.

- Implementation Timeline

Describe your proposed implementation work plan, including timeline for the implementation of services. Demonstrate the capacity to implement the program by March 31, 2018.

- Start-up Requirements
Describe start-up requirements (if any) and the lead-time necessary to begin providing services as a part of your implementation plan above.
- Quality Assurance
Describe criteria for how potential employees are screened and what their qualifications are. Describe how you guarantee quality services over time. Describe measurements/metrics/deliverables/assessments you will provide on at least an annual basis to allow the County to assess the services you will provide.
- References
Include three references recently familiar with the quality and reliability of the respondent's work. Include the name, mailing address, contact person, and phone number for each reference.
- Insurance
The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.
- Cost Analysis and Budget for Primary Services
 - Provide a detailed explanation for all costs associated with your providing the requested services.
 - Include costs associated with start-up requirements, if such requirements were included above.

2) Response Submissions

- Submit one (1) signed, original response electronically through www.publicpurchase.com. Responses must be signed by the respondent. An unsigned response may be rejected. A response may be signed by any authorized agency representative of the respondent.

- Paper copies of the response are optional and should be typewritten; have consecutively numbered pages; including any attachments; and be securely bound. For ease of reference, include a Table of Contents by page number.
 - Submit up to two (2) paper copies.
 - Submit paper copies of the response in a sealed package clearly indicating the title of this RFQ. Include name and address of the respondent. Responses are to be sent to the address indicated in paragraph C.3.

3) Response Due Date

All responses must be received by **5:00 p.m. on September 14, 2017**. Responses are not considered complete unless they include the following items: one (1) original including original signature of respondent and one (1) copies of response. Address responses to:

Lindsay Haddix, Management Analyst
San Mateo County Department of Housing
264 Harbor Blvd, Building A
Belmont, CA 94002

E-mail: lhaddix@smcgov.org

Any responses delivered after 5:00 p.m. on September 14, 2017 may be rejected by the County as not meeting the requirements of this RFQ.

SECTION VI – ENCLOSURES

Exhibit A – Existing Site Plan