



***Millbrae and Burlingame Shoreline Area Protection and Enhancement Project RFP
FAQ Response Document (final version – updated 2/9/2022)***

Please verify that the itemized fee schedule is to be included in the Proposal and not submitted in separate sealed envelope.

Correct, the fee schedule does not need to be submitted in a separate sealed envelope.

Can font used in graphics, tables, and exhibits be smaller than font size 11 as long as it is legible?

Yes.

What should be provided to demonstrate acceptance of OneShoreline’s Standard Agreement and Insurance Requirements?

Proposals should clearly state any exceptions to the Standard Agreement and Insurance Requirements template (available at OneShoreline.org/document-library) and include a signed copy of OneShoreline’s Non-Collusion and Conflict of Interest Statement (see “Proposal Requirements” on page 4 the RFP).

Item #9 listed under “Proposal Requirements” in the RFP requests a description of previously completed projects of similar scope and services to those proposed in this RFP, and two references regarding each of those experiences. Does OneShoreline want two references provided for each similar project or two references total? May we also include projects that are in progress?

OneShoreline requests two references for each project to be included in this section, which can include projects that are now in progress.

The RFP encourages suggestions by prospective consultants to modify the scope of work in the RFP to enhance the efficiency and efficacy of project deliverables. The RFP also asks for an itemized fee schedule, by task, that will be used as an evaluation criterion. Can you provide guidance on how the fee will be used as an evaluation criterion?

The prospective consultant should propose a fee schedule that reflects its plan to efficiently deliver high-quality products. That plan can include recommended changes to the RFP’s scope of work that the consultant believes will improve those products or the process to complete them. The fee structure and the cost associated with a proposed scope of work are among several factors OneShoreline will use to evaluate proposals.

What is the funding source for the Project? Are there any Small Business (SB) and/or Disadvantaged Business Enterprise (DBE) requirements associated with this funding?

The Project is predominantly funded by state funds, with a small federal grant. While there are no SB/DBE requirements, OneShoreline encourages the submission of proposals from firms that qualify as a SB and/or DBE.

Who will be priming the Project?

No potential prime consultants for the Project have been identified. OneShoreline has posted a list of individuals and firms that participated in the pre-proposal workshop at OneShoreline.org/document-library.

Should Task 3 result in a general design concept or actual design for implementation? Can tasks be re-scoped, such as adding an alternatives analysis distinct from the environmental regulatory process?

As the goal of the Project is to advance the effort to the point of a shovel-ready construction project, OneShoreline expects the selected consultant(s) to complete a 100% design. OneShoreline encourages creative and thoughtful proposals from prospective consultants and is open to suggested modifications to the RFP’s scope of work that enhance the Project’s efficiency and efficacy, while meeting its objectives.

Is Millbrae considering adopting a zoning ordinance that incorporates sea level rise like Burlingame?

Millbrae is not currently considering adopting a zoning ordinance that incorporates sea level rise.

Is it possible to extend the deadline for proposals?

The proposal deadline of February 16 at 5:00 p.m. cannot be extended.

Will a construction management RFP follow?

Following the completion of this Project by early 2026, OneShoreline and its partners will begin the process to construct it – at that time, OneShoreline will seek construction management services.

Will interviews be virtual or in-person?

At this time, OneShoreline and its Project partners are planning to conduct in-person interviews in a large indoor space that allows for social distancing. Interviews are planned for early March.

Has OneShoreline engaged with Caltrans on this Project, particularly regarding creek crossings at Highway 101?

OneShoreline has met with Caltrans leadership to discuss issues throughout San Mateo County, including Caltrans right-of-way that overlaps with this Project. These conversations will be on-going, as Caltrans will be a key Project stakeholder.

What does OneShoreline see as the biggest risks in meeting the Project schedule goals?

This is a large, complex Project located within multiple jurisdictions and sensitive habitats, and with substantial benefits and impacts to multiple landowners – all factors that could impact the Project schedule. Project completion by January 30, 2026 allows for sufficient time to accomplish all tasks within the RFP, and prospective consultants should include in their proposed schedule some time for potential delays.

Does current or previous work with landowners in the project area conflict a firm from proposing on the project?

Not necessarily. Supporting a landowner or project within the footprint of OneShoreline’s Project does not automatically disqualify a firm from proposing to be a consultant or subconsultant to OneShoreline. Meanwhile, prospective consultants should review the "Non-Collusion and Conflict of Interest Statement" that all bidders are required to sign and include in their proposal, which states that the bidder does not have a conflict of interest that poses a substantial risk of compromising the bidder’s ability to provide objective services in the best interest of the project. The Statement also requires that bidders disclose as part of its bid any prior or existing contractual relationship with OneShoreline or any vendor, landowner, or local jurisdiction relevant to OneShoreline’s Project. (An updated version of the "Non-Collusion and Conflict of Interest Statement" has been posted on OneShoreline.org/document-library as of 2/01/2022.)

Will the subject RFP include small and/or local business goals?

OneShoreline encourages the submission of proposals from small and/or local businesses.

What is included in the 30-page count limit for the proposals?

The 30-page count limit applies to just the Technical Proposal (Item #5 listed under “Proposal Requirements” in the RFP). Therefore, additional requirements, such as the cover letter, title page, table of context, section tabs, front/back covers, project schedule, fee schedule, and team member biographies are not counted toward this 30-page limit.

Can we use an 11 x 17 foldout sheet(s) in the proposal?

Yes, 11 x 17 sheets are permitted to help illuminate an aspect of the response to the RFP.

The proposal requests “biographies of key technical staff.” What does “key technical staff” refer to?

The proposal should include information on all staff who will be working on the Project.

How can we be notified of future RFPs?

Firms can download OneShoreline RFPs at: OneShoreline.org/document-library and receive RFP notices by subscribing to the OneShoreline newsletter at: OneShoreline.org/newsletter. Currently, OneShoreline also sends out RFP notifications through San Mateo County’s Public Purchase system.