



## **Planning Policy Guidance for Resilient Public Infrastructure in San Mateo County**

### **Responses to Questions Regarding the RFP – February 16, 2024**

*The questions not answered live at the February 6, 2024, Pre-Proposal Workshop and questions sent by email to [Projects@OneShoreline.org](mailto:Projects@OneShoreline.org) by 5:00pm on February 12 are listed and responded to below.*

#### **Will this be a fixed fee contract or time and materials?**

Pending approval by its Board of Directors, OneShoreline anticipates executing a contract with the successful consultant/consultant team that includes a not-to-exceed total payment amount based on a negotiated project budget.

#### **Will it be possible to disclose which were the firms joining this pre-bid call?**

A list of meeting attendees and firms who joined the Pre-Proposal Workshop on February 6<sup>th</sup> was posted at [OneShoreline.org/document-library/](https://www.oneshoreline.org/document-library/).

#### **Task 1.4 lists participation in TAG meetings as an optional task. Are these 5 meetings considered the extent of necessary engagement, or should our approach and fee incorporate additional workshops to gain input on the draft guidelines?**

These optional five meetings are intended to capture consultant attendance that may be needed for communications with an already-established group that is related to this effort, such as the Technical Advisory Group to OneShoreline on this project or a long-standing [Stormwater Committee of the City/County Association of Governments of San Mateo County](#). Should prospective consultants identify the need for additional opportunities to solicit input on the draft guidelines from individuals and groups external to the project team – e.g. through interviews and focus groups with representatives from the Target Audience as highlighted in Task 2.2 or through a public workshop as highlighted in Task 3.2 – we encourage the proposal’s approach and fee to incorporate those as appropriate and provide rationale for these additions.

#### **We did not see the San Mateo County Drainage Manual in the reference documents shared with this RFP, but recall you showed it during the pre-proposal presentation. Is this document considered a good example of how to issue relevant guidance?**

Thank you for catching this - the San Mateo County Drainage Manual has now been added to the [Literature Review folder](#) in the “Examples of Existing Guidance Documents in San Mateo County” subfolder. While this Drainage Manual is a helpful reference to understand how stormwater retention and conveyance requirements are currently outlined for projects within the County’s jurisdiction, it does not provide guidance on how to incorporate future climate hazards, such as extreme precipitation, which demonstrates the need for Public Infrastructure Guidance to help update existing documents like this Drainage Manual.

#### **Does OneShoreline have an estimated budget limit for the scope of services?**

OneShoreline does not have an estimated budget limit. While we consider the scope of this RFP for Guidance for Resilient Public Infrastructure to be more complex than the [Guidance materials](#) adopted in June 2023 for private development, it may be a useful reference to note that the June 2023 Planning Policy Guidance was completed with a budget of \$55,000.

**What duration should we assume for stakeholder reviews of the administrative draft?**

The Administrative Draft for the [June 2023 Planning Policy Guidance](#) was circulated for stakeholder review for 3 weeks. Since OneShoreline considers this Public Infrastructure Guidance document more complex than the June 2023 Guidance, we recommend assuming a five-week stakeholder review period.

**The RFP states proposals must "not exceed 30 pages, including any supporting materials." Are pages double-sided or single-sided? Could the cover letter, cover sheet, table of contents, pricing details, forms, biographies for team members, and an appendix of resumes be excluded from this page count?**

OneShoreline appreciates proposals that are as comprehensive and concise as possible. The 30-page count mentioned in the RFP applies to just the Technical Proposal (Item #5 listed under "Proposal Requirements" in the RFP). Each side of a page counts toward this Technical Proposal 30-page limit. A proposal will not be disqualified if exceeds 30 pages when fulfilling the RFP's 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.