

REQUEST FOR PROPOSAL PROCESS MATRIX

1.	General description of RFP	<p>The County of San Mateo has submitted to the State of California Water Resources Control Board an application for the Small Community Wastewater Grant (SCWG) Program for a proposed wastewater treatment improvement project for the Community of Pescadero. The State Water Resources Control Board has approved the County's proposal and issued a Notice To Proceed with preliminary planning on October 27, 2006.</p> <p>The County of San Mateo issues this request for proposals from qualified firms to provide services for the completion of the Facilities Planning process for the Pescadero Community Sewer Project. The Facilities Planning process is the next phase of the SCWG Program that must be completed before funding for design work may be allocated.</p> <p>The Pescadero Community Sewer Project is proposed to address the absence of a controlled sewer collection and treatment system. The Pescadero Community currently has properties operating on septic systems. The proposed project would provide for the installation of a sewer collection system (piping to eligible properties) within the Town limits of Pescadero and the construction of a sewage treatment plant. The construction is to be financed by this Grant Program and the operation and maintenance of the proposed sewer system are to be financed through a revenue program developed as a result of this grant program.</p> <p>The primary role of the consultant shall include, but not be limited to, assisting the County of San Mateo Department of Public Works in completing the Facilities Planning process to receive grant funding for the design process. The Consultant will be required to develop and submit draft and final documents, where applicable, of the proposed Facilities Plan to the County and subsequently to the State Water Resources Control Board for review and approval.</p> <p>Scope of services shall include participation at meetings, generation and verification of support information, documentation and reports, all tasks necessary for the preparation and acquisition of any environmental permits necessary for project progress, all tasks necessary for the preparation and completion of all the documents required for the Facilities Planning process. Qualified consultants shall be selected based on their experience in completing the following tasks:</p> <ol style="list-style-type: none"> 1. Project Management 2. Operations Evaluation 3. Project Feasibility Report 4. Environmental Documentation 5. Draft Revenue Program
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2.	List key evaluation criteria	<ol style="list-style-type: none"> 1. <u>Comparable Firm Experience</u> - Firm's experience which is similar or relevant to the requirements of this project. 2. <u>Quality of Firm</u> - Demonstration of firm's capability of providing services required, performing on schedule and in controlling costs. 3. <u>Quality of Experience of Project Manager</u> - Qualifications and previous experience of project manager in the extent applicable to this project. 4. <u>Quality of Experience of Key Staff</u> - Qualifications and previous experience of key staff in the extent applicable to this project. 5. <u>Understanding of Project Requirements</u> - Demonstration of an understanding of project requirements, parameters and applicable guidelines or regulations; also includes the presentation of possible concept plans to satisfy the project requirements. 6. <u>Project Management</u> - Demonstration of a well organized project management and work team with clear and concise descriptions of individual work assignments; also includes subcontractors. 7. <u>Project Approach and Proposed Staffing Plan</u> - Clear and concise discussion of tasks necessary to complete all phases of proposed work and staff resources allocated to key tasks; also includes discussion of design schedule for each phase and availability. 8. <u>Budgeting and Financial Controls</u> - Firm's experience and methods used for project budgeting and financial controls.
3.	Where advertised	None

4.	In addition to any advertisement, list others to whom the RFP announcement was sent	<ol style="list-style-type: none"> 1. Northgate Environmental Management, Attn: Alan Leavitt 300 Frank H. Ogawa Plaza, Suite 510, Oakland, CA 94612 2. NEXGEN Engineering Management, Inc. Attn: Bryan Brock 1125 Swanston Drive, Sacramento, CA 95818 3. NBP Consultants, Attn: Rich Condit P.O. Box 1018, Windsor, CA 95492 4. Consultant Information Network, Attn: April Hawkins P.O. Box 417816, Sacramento, CA 95841 5. Wood Rodgers, Inc., Attn: Tina Chan 3301 C Street, Building 100-B, Sacramento, CA 95816 6. Mesiti-Miller Engineering, Inc., Attn: Jim Putnam 224 Walnut Avenue, Suite B, Santa Cruz, CA 95060 7. HydroScience Engineers, Attn: Teresa Giffen 10569 Old Placerville Road, Sacramento, CA 95827 8. Summit Engineering, Inc., Attn: Richard Dinges 463 Aviation Blvd, Suite 200, Santa Rosa, CA 95403 9. Questa Engineering Corp., Attn: Sandra Cook P.O. Box 70356, Point Richmond, CA 94807-0356 10. H. T. Harvey & Associates, Attn: Stephen C. Rottenborn 3150 Almaden Expressway, Ste 145, San Jose, CA 95118
5.	Total number of RFP's sent to prospective proposers	9
6.	Number of proposals received	4
7.	Who evaluated the proposals	<p>Joe LoCoco, Principal Civil Engineer Rolando Oravillo, Senior Engineer Rodger Reinhart, Pescadero Municipal Advisory Council</p>
8.	In alphabetical order, names of proposers (or finalists, if applicable) and location	<ol style="list-style-type: none"> 1. HydroScience Engineers 10569 Old Placerville Road, Sacramento, CA 95827 2. Questa Engineering Corp. P.O. Box 70356, Point Richmond, CA 94807-0356 3. Nute Engineering 907 Mission Avenue, San Rafael, CA 94901 4. Summit Engineering, Inc. 463 Aviation Blvd, Suite 200, Santa Rosa, CA 95403