

Attachment A
REQUEST FOR PROPOSAL PROCESS MATRIX
Architectural Services for Coastside Clinic

1.	General description of RFP	The San Mateo County Department of Public Works Facilities Division issues this Request for Proposals (RFP) to solicit the services of a qualified consultant to provide full architectural services, including programming, design, cost analysis, permitting, and construction administration.	
2.	List key evaluation criteria	1.	Consultant qualifications
		2.	Project Team
		3.	Project Approach
		4.	Recent Experience
		5.	Fee Proposal
		6.	References
3.	Where advertised	Examiner – Peninsula North/South, County website, local American Institute of Architects (A.I.A.) local office.	
4.	In addition to any advertisement, list others to whom the RFP announcement was sent.	See attached list	
5.	Total number of RFP's sent to prospective proposers.	Eleven (11)	
6.	Number of proposals received	Seventeen (17)	
7.	Who evaluated the proposals	The evaluation committee consisted of Linda Franco – Health, Robert Fleming - Health, Brian Zamora – Health, Patrick Miles – Health, Patricia Velligan – Health, Noel Manuel - Public Works	
8.	In ranking order, names of the finalists and location	1.	Jacobsen and Associates/ BFHL Architects – Half Moon Bay
		2.	DES Architects and Engineers – Redwood City
		3.	Hibser Yamauchi Architects – Oakland
		4.	Polytech Associates – San Francisco
		5.	Meek, Coates + Eaton Architects – San Francisco
		6.	RCG Architecture – San Mateo