

Exhibit "A"
REQUEST FOR PROPOSAL PROCESS MATRIX
Inspector of Record Services

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 expertise in being the inspector of record for construction related projects, which includes completing tasks such as generating daily reports, conducting special inspections, observing safety on the job site, and addressing permitting.	
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,	
4.	In addition to any advertisement, list others to whom the RFP announcement was sent.	BSK Associates	
		Inspection Specialties	
5.	Total number of RFP's sent to prospective proposers.	Two (2)	
6.	Number of proposals received	Five (5)	
7.	Who evaluated the proposals	Representatives from the Department of Public Works	
8.	In alphabetical order, names of the finalists and location	1.	4Leaf, Inc NC. - Pleasanton, CA
		2.	CM Consolidated – Oakland, CA
		3.	Inspection Specialties - Meridian, CA
		4.	
		5.	
		6.	