



REQUEST FOR QUALIFICATIONS – SUPPLEMENTAL NO. 1 (INQUIRY RESPONSES)

PROJECT: Establishing a Pre-Qualification List for Consultant Services – Various Disciplines

DATE: November 24, 2025

TO: All Prospective Proposers

If applicable, companies may modify and re-send previously submitted Statement of Qualifications based on response information in this Supplemental by the December 4, 2025 due date.

1. Below are responses to questions and clarification requests the City has received:

a. Question:

We are interested in providing services in more than one category. Can we submit one SOQ that includes all service categories, or do we provide separate SOQ's for each service category? Including separate Table of Contents, Letters of Transmittals, Team Experience, Key Personnel/Staffing, etc.?

Response:

Interested companies only need to submit one (1) Statement of Qualifications packet.

If a company is interested in multiple categories, the City asks that the information is presented in a way that evaluators can easily see and distinguish staffing and project experience for all of the categories.

The length of the SOQ is up to each company.

It is helpful to include a page checking off / highlighting which Discipline Categories you'd like to be considered for. Companies are welcome to simply use the Attachment 3 – Service Category Checklist, or otherwise clearly indicate elsewhere what categories they are interested in.

It is also recommended to provide a Table of Contents, or some other way to easily identify information and the discipline categories your company wants to be considered for.

If staff, or sample projects, fall into multiple discipline categories, it would be helpful to somehow highlight which categories they apply to. This can

be demonstrated in a variety of ways: one way is to somehow list or highlight all of the discipline categories for each staff and/or project. Another option is to create completely different sections by discipline category and then copy/paste the same people and projects.

The City doesn't want to limit format or organizational options, and this response describes only some alternatives.

Please present the information in a way that evaluators can easily see and distinguish staffing and project experience for all of the categories.

b. Question:

Proposal Format Requirements

- 1) Page Count: *Is there a maximum total page count for the Statement of Qualifications (SOQ)?*

Response:

There is no minimum or maximum SOQ requirement. Submit whatever page length you feel provides the information and description of your company. All we're looking for is a description of your company and staff in relation to the service category you want to be considered for. Other things we're looking for are examples of related projects that relate to this service, along with a sample rate sheet. In the past, SOQ's have been rather short or decently-sized. The City reserves the right to ask follow-up questions as needed. But the initial evaluation will be based on the submitted SOQ.

- 2) Margins: *Are specific margin dimensions (e.g., 0.5-inch or 1-inch) required?*

Response:

There are no specific margin dimension requirements.

- 3) Font: *Is there a required font type and size?*

Response:

There are no specific font type or size requirements.

- 4) Cover Page & Divider Pages: *Are these required, and if so, do they count toward any page limit?*

Response:

A Cover page would be helpful to easily identify your company, but it isn't necessarily required. Divider pages are not requirement. A Table

of Contents or some other way to easily identify information is helpful, but again, not required.

- 5) Paper Size: *Is standard 8.5" x 11" paper required? May we include charts or graphics on 11" x 17" tabloid-sized paper?*

Response:

There are no specific paper size requirements. And yes, you may include any charts or graphics on any sized paper you feel helps describe your company and/or related projects. If you're submitting electronically then the paper size doesn't particularly matter.

- 6) Question:

Letter of Transmittal: Does this letter need to be wet-signed by an officer of our company?

Response:

There is no requirement for a Letter of Transmittal signature. The City will receive a wet-signed, digitally-signed, or no signature on the Letter of Transmittal. (The City expects most interested companies will electronically submit their SOQs.)

- c. Question:

Reference Section: *Should the references provided be directly linked to the projects listed under the Team Experience section?*

Response:

It is up to each company's discretion to provide the references they would like. However, the more closely a reference, completed project, or staff background are to the service discipline they are interested in would be helpful.

- d. Question:

Fee Schedule: *Will the Fee Schedule be used as part of the evaluation criteria for the proposal?*

Response:

Providing a Fee Schedule is only for reference. It is NOT part of the SOQ evaluation, and an updated Fee Schedule will be requested if a successful company is ever selected for a project.

e. Question:

May Proposers re-format the required Attachments to match the format of the main body of the Statement of Qualifications?

Response:

There are no SOQ format requirements, including margins, font, or even page size dimensions. So please feel free to format the SOQ however you wish. The City only advises that SOQ's be legible, and organized in a way that an evaluator can easily locate and identify your information. SOQ's also may include charts or graphics that help describe a company and/or related projects.

If an SOQ is submitted electronically, then the paper size doesn't particularly matter.

f. Question:

- 1) *Are contracts valid for 5 years?*
- 2) *And does the rate sheet need to apply escalation year-over-year, or will a percentage, written in to the fee schedule, suffice?*

Response:

- 1) There is a difference between the life of the Pre-Qualified List and any later project contract. To clarify, the Pre-Qualified List itself is good for five (5) years. The length of any future project will vary depending on the nature of the project. Some contract terms could be for one year or less, or several years – again, based on the project. Firms on the List will be given priority when/if there are applicable future projects. Placement on the List does not guarantee work.
- 2) As for the Rate Sheet, in the RFQ, the City asks for a Rate Sheet for a reference only. It won't be part of the evaluation process. And if/when a company is ever selected for a project, the City will ask for a current Rate Sheet (and it might be different than what was submitted in the RFQ, depending on when this project might happen). And typically, the City allows companies to provide updates to their rate schedules no more than once a year. It's typical there will be an escalation cost change from year to year. At the time the City and a firm are developing the project proposal, the contract length, rates, etc. will be finalized.

g. Question:

Please clarify the direction in the RFQ by confirming the name and number of the required SOQ Attachments:

- *Attachment 1: Scope of Service*
- *Attachment 2: Format and Submittal Requirements*
- *Attachment 3: Service Category Checklist*
- *Attachment 4: Agreement for Consultant Services*
- *Attachment 5: Acknowledgement Form for Consultant Services Standard Agreement*
- *Attachment 6: Litigation and Criminal Investigation*

Response:

Yes, those are the Attachments within the RFQ packet. How a company organizes their SOQ is completely up to the individual company. There is no standard format.

Of these Attachments, only the information in Attachment 3 - Service Category Checklist, is required. Using the exact attachment is not necessarily needed. However, City evaluators need to easily identify which Discipline Category(ies) your company wants to be considered for. While not required, it could be easier to use/insert the actual Attachment 3 into your SOQ, but again. Either way, please make it clear and obvious which service(s) your company is interested in.

Again, Attachments 4, 5, and 6 are for reference only. These do not need to be included in the SOQ. If a successful company is selected for a later project, then the City's Standard Agreement for Consultant Services will be required.

h. Question:

Can you please confirm if you would also like subconsultants to complete the following three (3) items: Service Discipline Category Checklist, Standard Agreement Acknowledgement, and Litigation and Criminal Investigation?

Response:

Before responding to each item – to clarify, only the Primary company is responsible to submit an SOQ.

A note about including, or not including, subcontractors in the SOQ:

Companies have several options:

- 1) Include subcontractors under the staff and resources description section;
- 2) Add them in a separated out, or specially titled “subcontractor” resources section; or
- 3) Don’t include them at all in the initial SOQ. (Subcontractors can be discussed later when/if there is an applicable future project.)

However, if a company uses a particular subcontractor regularly/exclusively, it might be recommended to yes, include them in the initial SOQ, but maybe somehow show or identify them separately, either at the end of your staffing section, or in some other way.

- 1) “*Service Discipline Category Checklist*” (Attachment 3)

Response:

No, subcontractors do not need to fill this out. Only primary companies have to fill that out, or any other part of the SOQ.

- 2) A signed copy of the “Standard Agreement Acknowledgement” (Attachment 5)

Response:

This is provided for reference only when/if your company is selected for a future project. Neither the primary firm, their subcontractors, or anyone else has to fill this out. (Interested firms can ignore this document.)

- 3) *A statement responding to the “Litigation and Criminal Investigation” questionnaire (Attachment 6).*

Response:

This is provided for reference only when/if your company is selected for a future project. Neither the primary firm, their subcontractors, or anyone else has to fill this out. (Interested firms can ignore this document.)

- i. Question:

Would the City appreciate full resumes in an appendix in addition to abbreviated resumes in the Key Personnel Background section?

Response:

Providing full resumes isn’t necessarily required. An SOQ can include full resumes or not. All the City asks is an SOQ provide enough information on staff background and experience to demonstrate competence. The City leaves that up to each company how best to show that. However, if interested firms wish to include more comprehensive resumes, it’s recommended to remove any personal information.

- j. Question:

Our team includes an existing subcontractor. We would like to formally request that they be approved as a subcontractor should we be selected to perform wireless consulting services for the City. Please confirm the process.

Response:

There are several options to include subcontractors. SOQ’s can include them under a firm’s staff and resources description sections. An SOQ could also include a separate “subcontractor” resources section. Or companies could also not include them in your initial SOQ, and only mention them to the City when/if there is an applicable future project. If you use them regularly/exclusively, I might recommend you include them in your initial SOQ, but maybe somehow show them separately – either at the end of your staffing section, or in some other way.

k. Question:

Based on our review of the Service Category Checklist, we believe that wireless consulting services fall under the “Plan Check / Plan Review” category. Could you please confirm if this categorization is correct?

Response:

Yes, that is correct. Please indicate in your SOQ what specialties within “Plan Check / Plan Review” your company focuses on. Some companies have general emphases, while others have more focused areas of expertise (for example, wireless services, etc.).

l. Question:

Under the original proposal response format, we are asked to provide “staffing allocation” and cost for tasks described in the scope of services in Attachment 1. The provided scope of services describes requirements and broadly states the types of services that will be rendered in the various service categories. It does not specifically list or describe tasks. Can the Staffing Allocation be eliminated, and can we provide a Fee Schedule for staff categories to simplify our response to the RFQ?

Response:

In Addendum No. 2, the Staffing Allocation and Task Cost parts were removed from Attachment 2 – Format and Requirements. Attached is a “clean” version of Attachment 2.

A current Fee Schedule is asked for reference only, and is not part of the SOQ evaluation. If a successful company is ever selected for a project, the City will ask for an updated Fee Schedule and a total project cost proposal. As a reminder, there is no guarantee of future work after placement on the Pre-Qualified consultant list. This list will be used by the City for priority selection if/when there is a potential project.

m. Question:

We have the following questions regarding the City of San Bruno's RFP for Establishing a Pre-Qualification List for Consulting Services:

- 1) *Who is the incumbent for the Environmental Public Health and Safety service line?*
- 2) *Has the City requested them to re-bid on this submittal?*
- 3) *How much work has been awarded to the incumbent over the past contract period for Environmental Public Health and Safety services?*
- 4) *How much Environmental Public Health and Safety services does City typically have over a year? A ballpark number is just fine.*

Response:

Grouping questions 1-4 together: The City currently does not have a sole, dedicated Environmental Public Health and Safety service provider. So, there is no name to provide, etc.

- 5) *In Attachment 2, Format, item 9. Staffing Allocation, the City requests that "Consultant shall provide an estimate of the required personnel hours by task and job title in the proposal for the tasks described in the scope of services." Can you please specify what task should be used for this estimate? In Attachment 1, the Environmental Public Health and Safety section does not identify quantifiable scopes of services.*

Response:

For question #5, I think you might not have received the most recent Addenda. The City removed "9. Staffing Allocation". All the City is requesting, is a Statement of Qualifications that describes your firm, staff background, a list of some relevant projects you might have completed, and a current Rate Sheet.

n. Question:

Although the RFQ asks consultants to fill out and sign Attachment 4 (Acknowledgement Form for Consultant Services Standard Agreement), would the City consider making the following revisions to the standard agreement?

- *Item 9 (Indemnification): remove the words “without limitation, economic harm,” and “including without limitation, incidental and consequential damages”. (see edits shown below)*



9. **Indemnification.** To the fullest extent permitted by law, Consultant shall defend (with legal counsel reasonably acceptable to the City), indemnify and hold harmless City and its Council, officers, agents, departments, officials, representatives and employees (collectively “Indemnitees”) from and against any and all claims, suits, actions, losses, costs, damages, injuries (including, ~~without limitation, economic harm,~~ injury to or death of an employee of Consultant or its Subconsultants), expenses and liabilities of every kind, nature and description, at law or equity (~~including, without limitation, incidental and consequential damages~~); and reasonable attorneys’ fees and costs, litigation expenses, court costs, and fees of expert consultants or expert witnesses, and costs of investigation (collectively “Defense Costs”) that arise from, relate to or pertain to, directly or indirectly, in whole or in part, any negligent or reckless act or omission or any willful misconduct of Consultant, any Subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively “Liabilities”). Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the Indemnitees except to the extent that liability is caused by the Indemnitees’ sole negligence, active negligence, or willful misconduct, but shall apply to all other Liabilities.

Response:

To clarify, the sample Consultant Services Agreement (Attachment 4) and Acknowledgement Form (Attachment 5) were provided only for reference.

As a reminder, the goal of this RFQ is to establish a pre-qualified priority list so the City can more quickly identify companies when/if there are any applicable projects. There is no guarantee of work.

When/if a company is ever offered a project, the City will require each company review and sign a Standard Agreement. It is safer to assume the Agreement template provided in the RFQ documents will remain unchanged, but the City will work with a company on any issues they might have at that time.

For now, the sample Agreement template provided in the RFQ documents will remain unchanged.

Also, as a reminder, companies submitting an SOQ do not need to sign or provide the Agreement or Acknowledgement Form in your SOQ submittal. These are provided as reference documents only. In the SOQ, the City is looking for a description of the company, staff, and projects, work samples, references, and a sample Rate Sheet that help an evaluator determine if a company can successfully complete City projects in the discipline(s) you're interested in. The City reserves the right to request additional information as needed, but the SOQ submittal is the initial basis for evaluation.

o. Question:

Will the City consider the addition of the following force majeure clause in Attachment 3, Agreement for Consultant Services, for the mutual benefit of both parties?

“Except for the City’s obligation to pay for services rendered, no liability will attach to either party from delay in performance or nonperformance caused by circumstances or events beyond the reasonable control of the party affected, including, but not limited to, acts of God, fire, flood, unanticipated Site or subsurface conditions, pandemics, explosion, war, terrorism, request or intervention of a governmental authority (foreign or domestic), court order (whether at law or in equity), labor relations, accidents, delays or inability to obtain materials, equipment, fuel or transportation.”

Response:

The sample Consultant Services Agreement was provided only for reference. As a reminder, successful companies will be placed on a priority list when/if there are applicable projects. There is no guarantee of a future project. So, when/if a company is ever offered a project, then we require them to review and sign the City’s Standard Agreement Template.

The City rarely changes the Agreement template language. Any potential changes would be determined after assessing any unique project conditions. It is safer to assume the City’s Agreement template will remain unchanged.

SUPPLEMENTAL NUMBER 1

Request for Qualifications Establishing a Pre-Qualification List for Consulting Services – Various Disciplines

November 24, 2025

Page 12 of 12

2. The Statement of Qualifications due date remains the same (per Addendum No. 3):
 - **Thursday, December 4, 2025, by 5:00 PM**

3. This Supplemental, the proposal documents, and Addenda can be found on the City's website: <https://www.sanbruno.ca.gov/Bids.aspx>

ISSUED BY: Robert Wood
Robert Wood, Management Analyst
City of San Bruno

Date: November 24, 2025

-END OF DOCUMENT-