



## **County of San Mateo**

Request for Proposals (RFP) for

Planning and Building Department

RFP No. 2022-1

SUBJECT: Request for Proposals, RFP No. 2022-2  
Plan Check and Building Inspection Services for the County of San Mateo  
Planning and Building Department

The County of San Mateo Planning and Building Department is seeking professional firms to provide independent plan check and building inspection services on an as-needed basis for the Planning and Building Department. The goal is to minimize response time and improve customer service by supplementing in-house staff with consulting services. Requested services could include plan check review and onsite inspections for both residential and commercial projects.

The contract shall have an original term of 1 year. In addition, the County shall have one (1) option to extend the term for a period of up to two (2) years, which the County may exercise in its sole, absolute discretion.

### A. BACKGROUND

The County of San Mateo (the "County" or SMC) covers most of the San Francisco Peninsula. The region covers 744 mi<sup>2</sup> and is home to nearly 800,000 residents. The County is made up of 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green

technology, hospitality, financial management, health care, education, and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare, and natural resources of the community.

The Planning and Building Department serves the County and its communities by preparing, administering, and enforcing land use plans and development regulations that protect public safety, preserve agricultural and environmental resources, address housing and transportation needs, and create healthy and prosperous communities, in a manner that fosters community engagement and provides exceptional levels of service.

The Building Inspection Section of the County of San Mateo Planning and Building Department protects the health and safety of County residents, their property, and the public by ensuring that permitted construction within the unincorporated areas of the County of San Mateo meets current building code standards.

## B. SERVICES TO BE PROVIDED

The County of San Mateo Planning and Building Department is seeking professional firms to provide independent plan check and building inspection services on an as-needed basis for the Planning and Building Department effective July 1, 2022.

Under the direction and supervision of the County of San Mateo Building Official, the selected consultant will perform the following plan check and inspection services:

1. Performance of plan checking services in a diligent and professional manner in accordance with standards practice of such services, at the firm's own office or at project sites, in a prompt and expeditious manner within the county's specified timeframes.
2. Provide to the County an itemized list including all plan check comments for each submittal and re-submittal of plans and supporting documentation.
3. Perform other professional services related to plan check services as requested.
4. Perform onsite building inspection services covering structural, plumbing, mechanical, and electrical systems related to the construction or alteration of residential and commercial structures.

## C. CONTRACTOR QUALIFICATIONS/CONTRACT REQUIREMENTS

### 1. Contractor Qualifications

Consultant must be or have on staff California Licensed Structural Engineer(s), State of California Certified Access specialists, and ICC certified building inspectors and plans examiners.

### 2. Contract Requirements

Consultants should be aware that a contract for services resulting from their proposal will include all provisions contained in Attachment A. The consultant must indicate in

its proposal whether it will agree to these terms, or if not, the consultant must provide an explanation and proposed alternative language.

**D. REQUIRED PROPOSAL DOCUMENTATION**

The proposal shall include:

1. Cover letter and Executive Summary including name and address of organization, contact person, highlights of proposal.
2. Qualifications and Personnel: Professional background and qualifications, including firm’s resources, experience and demonstrated ability to perform the scope of work. This section must include an organizational chart to identify the staff who will perform the required work, corresponding resumes and professional licenses.
3. Documentation from the consultant’s insurance carrier confirming that the consultant has the following required coverage:
  - General Liability Insurance \$1,000,000
  - Professional Liability Insurance \$1,000,000
  - Motor Vehicle Liability Insurance \$1,000,000
  - Workers’ Compensation Statutory Coverage
4. Proposed billing structure for the services.
5. At least 3 references for work performed in the past 3 years, preferably similar work with a public agency.

**E. SCHEDULE**

<b>RFP Release Date</b>	Monday, Feb. 28, 2022
<b>Proposal Due Date and Time</b>	<b>Friday, March 18, 2022 3:00 pm PST</b>
<b>Review and Rate Proposals</b>	Week of March 21, 2022
<b>Announce Successful Bidder</b>	Week of March 28, 2022
<b>Appeal Period</b>	April 4-8, 2022, must be in writing
<b>Anticipated Contract Start Date</b>	July 1, 2022

**F. PROPOSAL SUBMITTAL**

Submit proposals in PDF electronic format via e-mail to Victoria Mejia before the submission deadline. An e-mail to confirm receipt of the proposal submission will be sent once the proposal is received.

Proposals must be submitted no later than **3:00 pm, March 18, 2022** to the following:

Victoria Mejia, Administrative Services Manager  
Department of Planning and Building  
455 County Center  
Redwood City, CA 94063  
Email: [vmejia@smcgov.org](mailto:vmejia@smcgov.org)