

**SAN MATEO COUNTY OFFICE OF EDUCATION
REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)
For
FACILITIES MASTER PLANNING SERVICES
INCLUDING FACILITY SUSTAINABILITY INITIATIVES**

ADDENDUM #3

Issued May 6, 2025

NOTICE IS HEREBY GIVEN that the San Mateo County Office of Education ("SMCOE") issues the following Addendum that modifies the originally issued San Mateo County Office of Education Request for Qualifications and Proposals (RFQ/P) for Facilities Master Planning Services including Facility Sustainability Initiatives.

Addendum #3

Addendum #3 consists in its entirety the below sections.

A. SMCOE Floor Plan Diagrams

On page 12 of the original RFQ/P, a list of facilities in the scope of the Facilities Master Plan is provided. There are a total of six facilities. PDF floor plan diagrams are included as Exhibit A at the end of this addendum.

The Consultant will need to prepare scaled drawings in PDF and CAD format documenting SMCOEs six identified facilities on page 12 of the original RFQ/P. CAD format will be later confirmed with the awarded consultant. SMCOE has additional records regarding its facilities it will issue to the awarded consultant during the process of gathering and documenting facilities outlined on page 11 (2.A,B) of the RFQ/P.

B. SMCOE Occupant Count Revision

On page 12 of the original RFQ/P, a list of facilities in the scope of the Facilities Master Plan is provided. There are a total of six facilities. The population count of four of the six facilities has been revised to capture most current data, as of March 17, 2025. The revisions are shown on the following page in yellow highlights.

{REMAINDER OF THIS PAGE IS BLANK}

List of facilities in the scope of the Facilities Master Plan

Site No.	Site Name and Address Website (if available)	Site Use	No. of Occupants	Year Built	Building Area (SF)
01	San Mateo County Office of Education 101 Twin Dolphin Drive Redwood City, CA 94065 www.smcoe.org	Administrative	205 Staff	TBD	53,523
02	Gateway Center 35 Tower Road San Mateo, CA 94402 Gateway Center	Community School (9-12)	8 Staff 11 Students	2007	8,640
03	Anne Campbell Center for Children and Families 65 & 69 Tower Road San Mateo, CA 94402 Anne Campbell Center	California State Preschool	8 Staff 4 Students	65 Tower Rd. 1960 67 Tower Rd. 2000	65 Tower Rd. 27,304 67 Tower Rd. 33,949
04	Special Services Center El Portal School 1280 Commodore Drive San Bruno, CA 94066 Special Services Center El Portal School	School (K-8)	21 Staff 22 Students	1966	16,948
05	Special Services Center Palos Verdes School 1290 Commodore Drive San Bruno, CA 94066 Special Services Center Palos Verdes School	School (9th to 22 years old)	23 Staff 22 Students	1965	20,805
06	Rollins Road Facility 1800 Rollins Road Burlingame, CA 94010	Vacant, Light Commercial Use	N/A	1950	34,866

C. General Services Agreement

Responding to specific questions and requests about the terms set forth within the General Services Agreement (GSA), please note. The GSA sets forth the basic framework of agreement between the SMCOE and the awarded contractor during the execution of Facilities Master Planning Services Including Facility Sustainability Initiatives work. Per the SMCOE's website under Request for Proposals and Qualifications and page 2, first full paragraph, of the RFQ/P document "*the SMCOE.....reserves the right to negotiate contract terms with one or more responding Consultants.*" This should be interpreted to mean, as related specifically to the General Services Agreement, the document is subject to reasonable negotiations.

D. Projected Growth and Enrollment Projections

Referring to the RFQ/P, the Statement of Work, section D.1.D.iii, the SMCOE will provide projected enrollment growth and projections over the next five years to the awarded consultant.

E. Verification of Applicable SMCOE Facilities' Assess Value

Referring to the RFQ/P, Statement of Work, section D.1.D.vi, the SMCOE will provide SMCOE's facilities assessed value to the awarded consultant.

F. SMCOE's Deferred maintenance Plan and Facilities Condition Assessment

Referring to the RFQ/P, Statement of Work, section D.1.D.vii, the SMCOE has no deferred maintenance plan. The creation of a deferred maintenance plan will be tasked to the awarded consultant. The SMCOE has not produced a Facilities Condition Assessment (FCA). The creation of a FCA will be tasked to the awarded consultant.

G. Education Specifications

Referring to the RFQ/P, Statement of Work, section D.1.G.,1, the SMCOE has no EdSpec per CDE requirements. The creation of an EdSpec will be tasked to the awarded consultant.

H. Verification of Applicable SMCOE Facilities' Assess Value

Referring to the RFQ/P, the Statement of Work, section D.1, the SMCOE will task the consultant to develop Facilities Master Plan Sustainability Initiatives. The procurement of resource monitoring (Energy, IAQ, Water & Methane Gas) will be tasked to the awarded consultant. Indoor Air Quality, Water and Methane Gas. Monitoring will be performed using non-invasive, sensor based devices. Energy monitoring will be performed as discussed in the FMP RFQ/P by using PG&E billing data. No sub metering will be needed.

I. Climate Action Plan

Referring to the RFQ/P, the Statement of Work, section D.1.I.vii, Climate Action Plan (CAP), the scope of the CAP is outlined in the RFQ/P. The county of San Mateo has adopted its own Community Climate Action Plan (CCAP). However, the RFQ/P CAP is a stand-alone guiding document, specific to the SMCOE school district. Alignment with the CCAP is desirable but not necessarily a requirement as there are likely specifics in both documents that may not directly apply in both cases. Therefore, the creation of a CAP, specific to the SMCOE district, will be tasked to the awarded consultant.

J. Inter District Coordination Agreements, Facility Use Agreements and MOUs

Where necessary, the SMCOE will provide to the awarded consultant, applicable inter coordination facility use agreements and MOUs.

K. Additional Educational Programs

The SMCOE operates additional educational programs: Juvenile Court School, Community School, Special Education Programs. The SMCOE does not operate an Adult Education Program. Where necessary, the SMCOE will provide to the awarded consultant additional information about its educational programs. The Juvenile Court School operated by the San Mateo County Superior Court and is not part of this RFQ/P.

L. Statement of Qualifications and Fee Proposal

On page 16 of the RFQ/P, section I, Statement of Qualifications and Fee Proposal specifics is discussed. In section I.1.c, the reference to the below sections 2.1 through 2.5 below is incorrect. Replace 2.1 with 2.a and replace 2.5 with 2.c, and sections 3 and 4 so the sentence reads ***“The 20-page limit (as if printed single sided) shall cover Sections 2.a through 2.c and sections 3 and 4 below.”***

Additional Data, section c, has an incorrect last sentence. Replace the words “fifteen” to “twenty” so the sentence reads ***“This additional data shall be in an Appendix and will not be counted in the twenty-page limit.”***

The SMCOE will allow the exclusion of the front and back covers (both sides of each cover) along with the table of contents in the 20-page limit.

M. Domestic Water Testing

On page 9 of the RFQ/P, section D.1.I.iii, delete the third paragraph that reads as follows: *“Domestic water shall be flushed to accommodate the testing of lead contamination within the cosmetic cold water supply.”* Domestic cold water testing shall not be within the scope of the FMP. The SMCOE will provide to the awarded consultant the results of the existing water testing program.

N. Site 01: San Mateo County Office of Education Space Planning

101 Twin Dolphin Drive (Site 01), is a two story office building that serves as the administrative office of the SMCOE. There are a number of improvement projects that are envisioned by the SMCOE that involve department expansion and possible reorganization. The SMCOE has four main divisions for its staff of approximately 205 people: Business Services, Educational Services and Human Resources.. Part of the work will be for the awarded consultant to identify and prioritize future projects the SMCOE desires to complete. This will involve interviewing division leadership and the development of office space planning.

Exhibit A: SMCOE Floor Plan Diagrams

Following are floor plan diagrams, 10 pages total.

- Site 01: San Mateo Office of Education, 1st and Second Floors (2 pages)
- Site 02: Gateway Center (1 page)
- Site 03: Anne Campbell Center (3 pages)
- Site 04: El Portal School (2 pages)
- Site 05: Palos Verdes School (1 sheet)
- Site 06: Rollins Road Facility (1 sheet)

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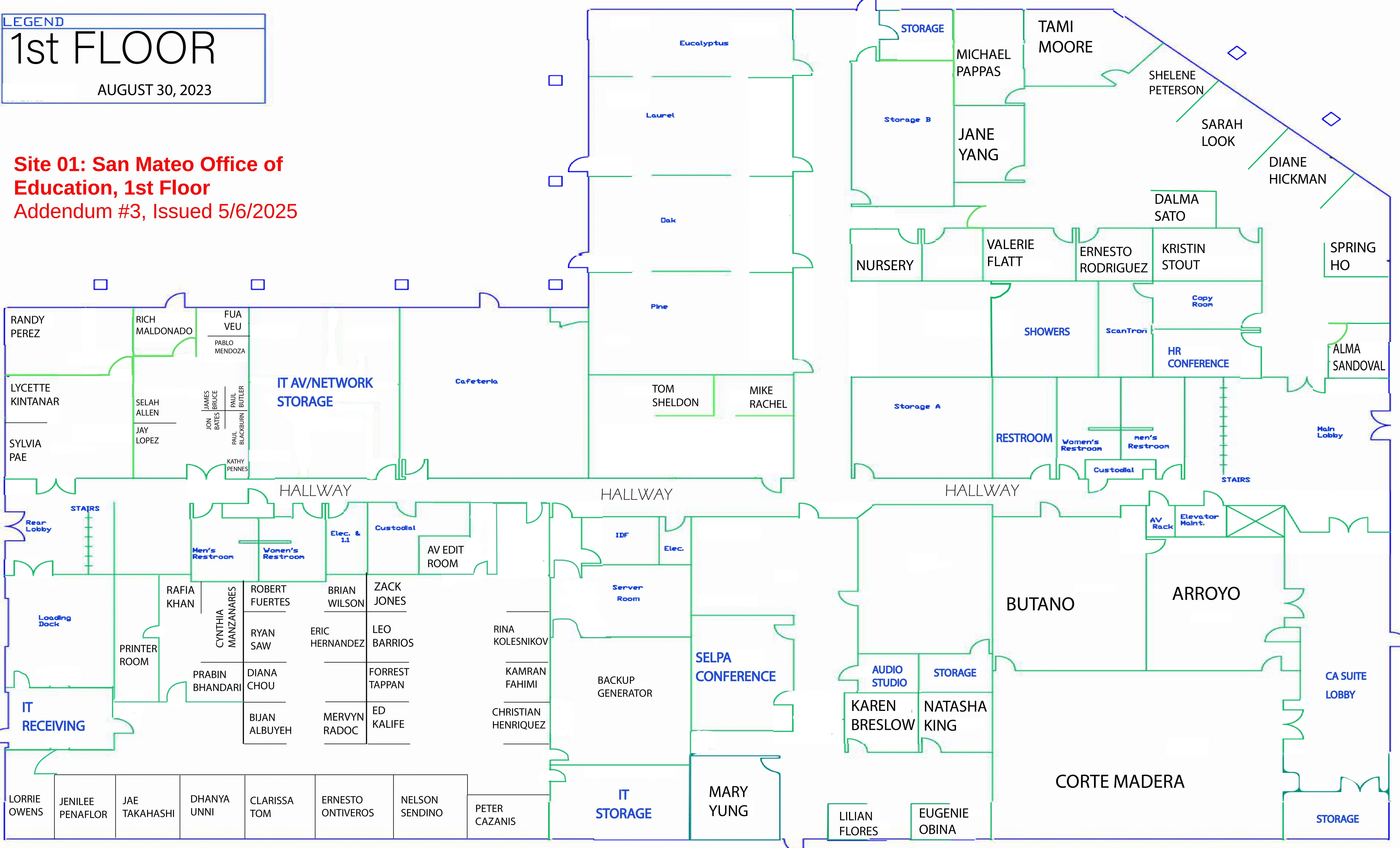
LEGEND

1st FLOOR

AUGUST 30, 2023

Site 01: San Mateo Office of Education, 1st Floor

Addendum #3, Issued 5/6/2025

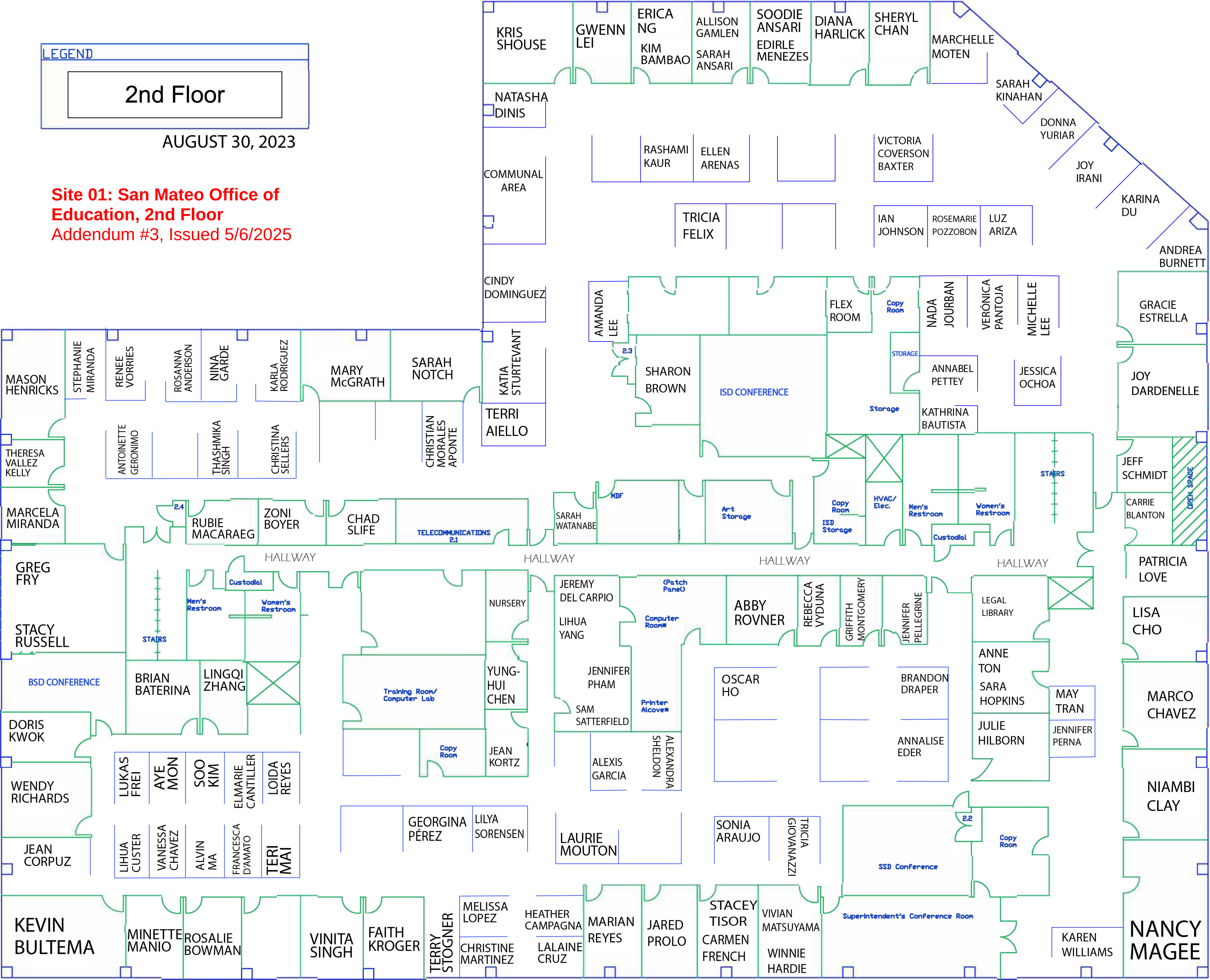


LEGEND

2nd Floor

AUGUST 30, 2023

Site 01: San Mateo Office of Education, 2nd Floor
Addendum #3, Issued 5/6/2025





OPENING
TECHNOLOGIES, INC.

2050 Commerce Avenue
Concord, CA 94520

Phone: 925.674.6900
Fax: 925.674.6995

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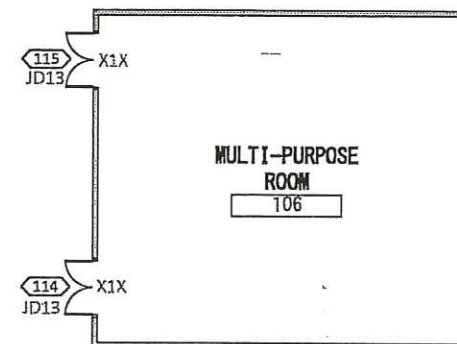
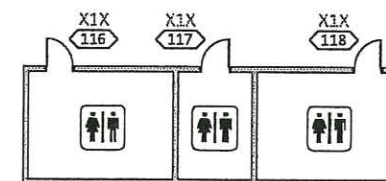
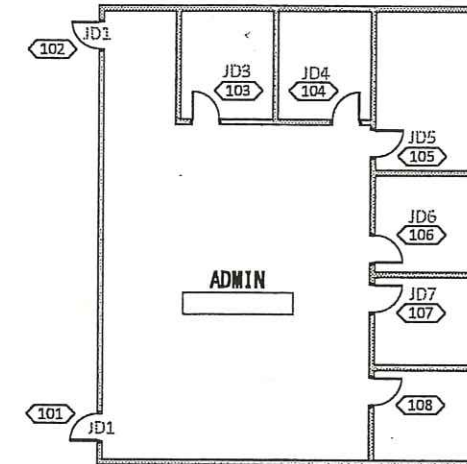
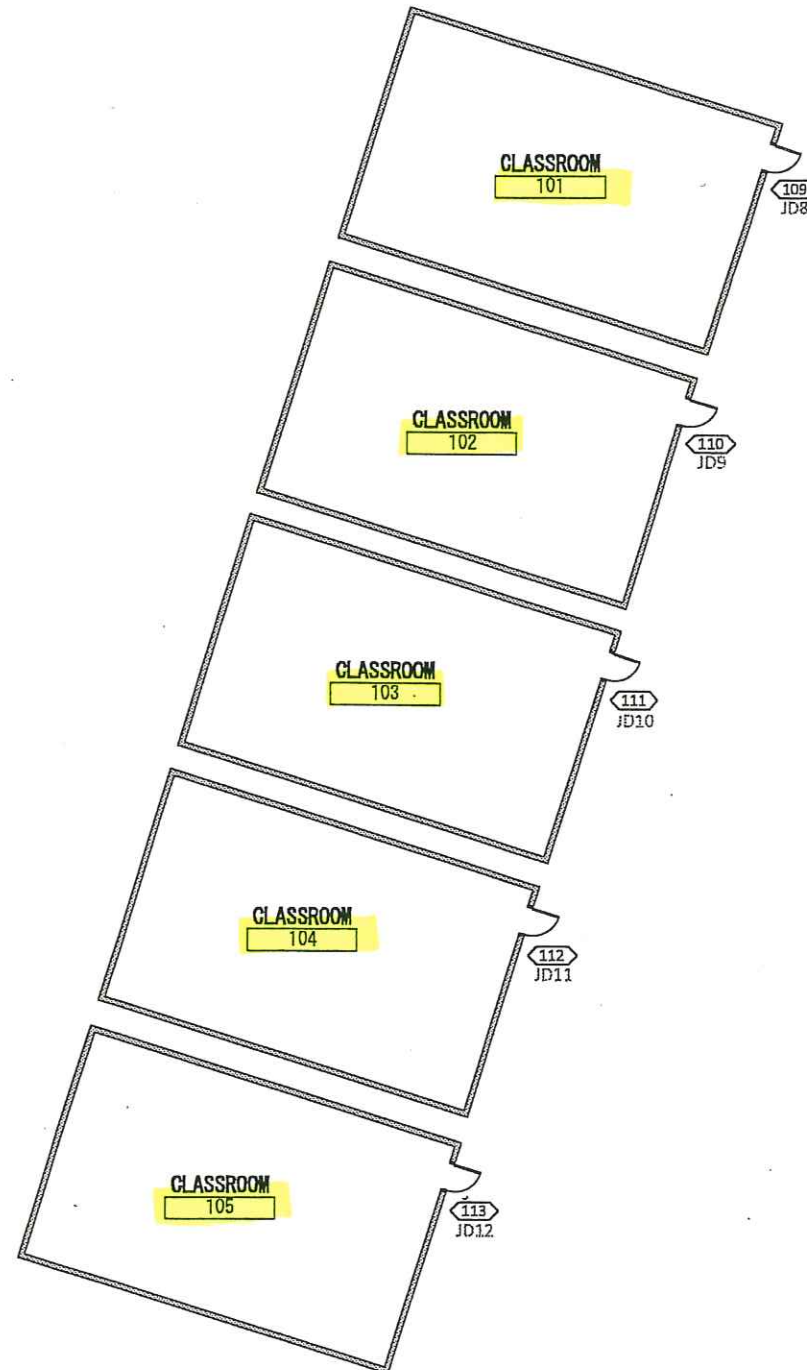


San Mateo COE

DATE
12/3/2018

SHEET
A2. 1

Site 02: Gateway Center Addendum #3, Issued 5/6/2025



Site	Gateway School
Address	35 Tower Rd. San Mateo, CA 94402
Building/Sector	Main Building
Key Plan	



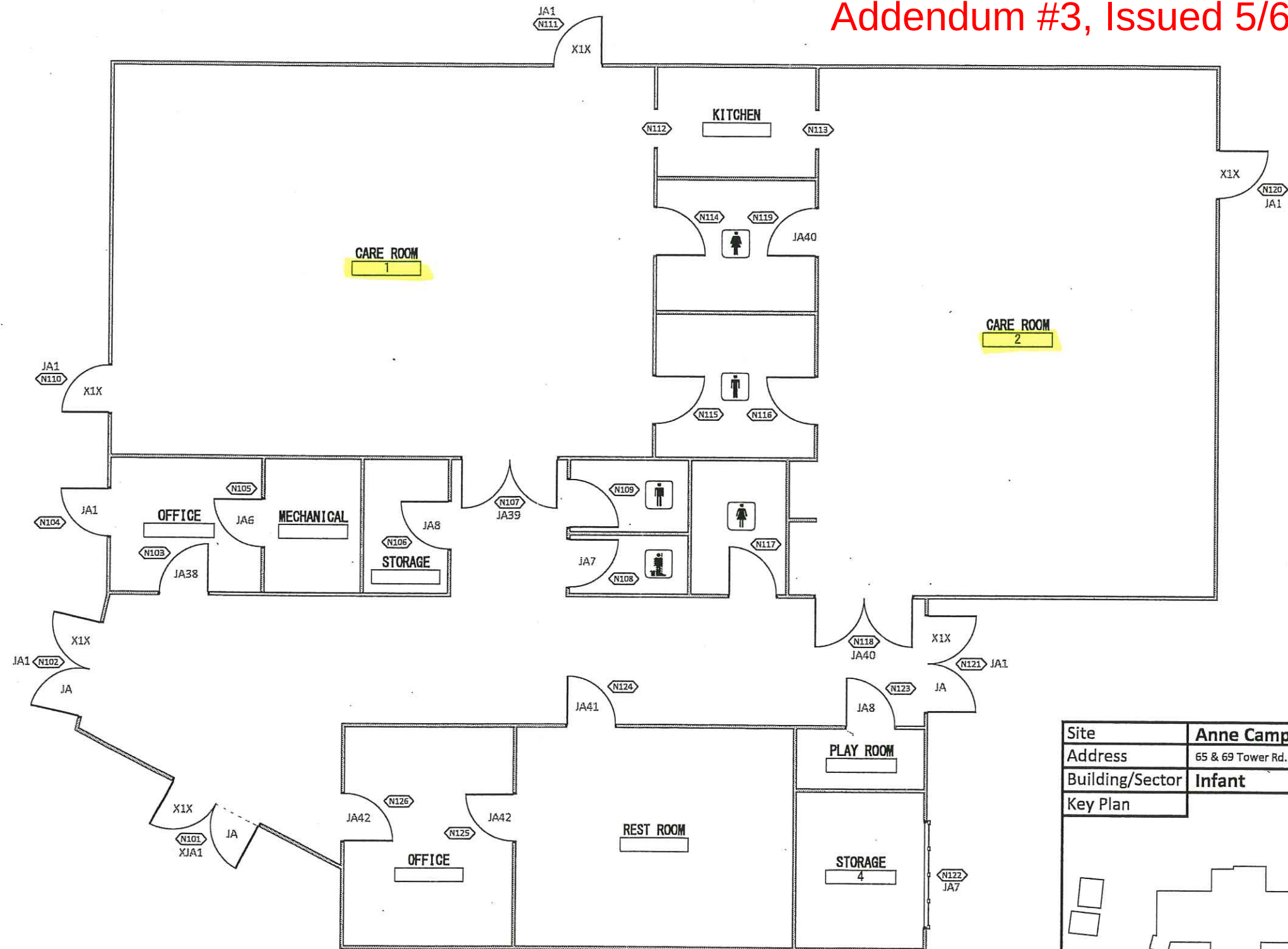
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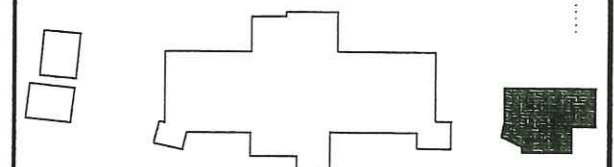
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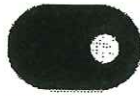
A2. 4

Site 03: Anne Campbell Center
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Site	Anne Campbell Center	:
Address	65 & 69 Tower Rd. San Mateo, CA 94402	:
Building/Sector	Infant	:
Key Plan		:





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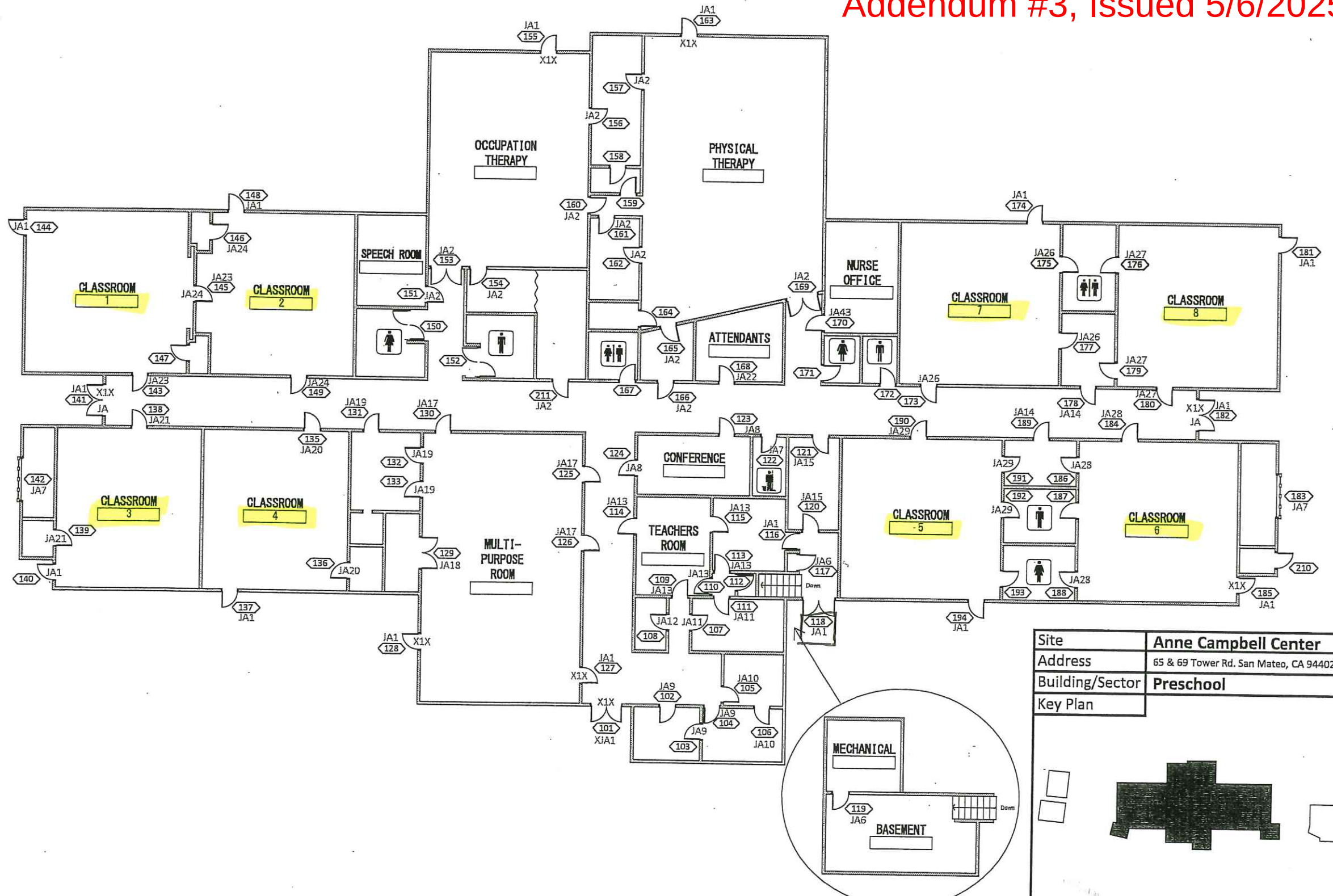


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DATE
12/3/2018

SHEET
A2. 2

Site 03: Anne Campbell Center Addendum #3, Issued 5/6/2025



Site	Anne Campbell Center
Address	65 & 69 Tower Rd. San Mateo, CA 94402
Building/Sector	Preschool
Key Plan	

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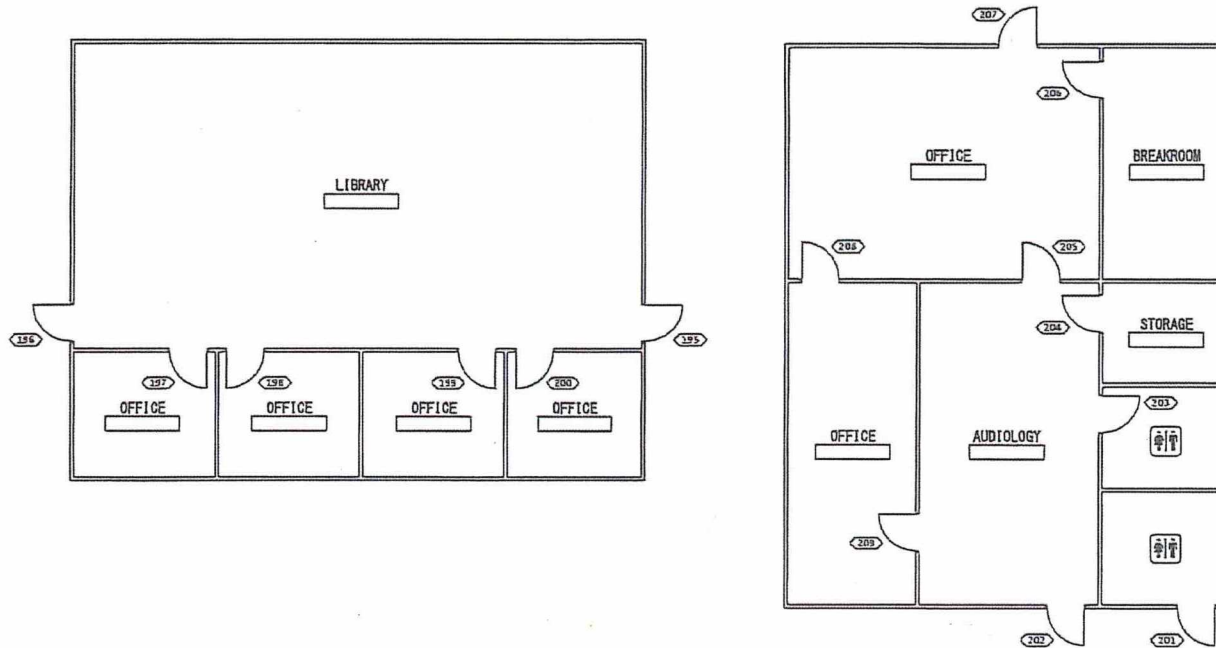


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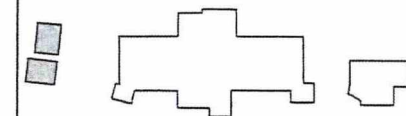
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SHEET
A2. 4

Site 03: Anne Campbell Center Addendum #3, Issued 5/6/2025



Site	Anne Campbell Center
Address	65 & 69 Tower Rd. San Mateo, CA 94402
Building/Sector	Library & Audiology
Key Plan	





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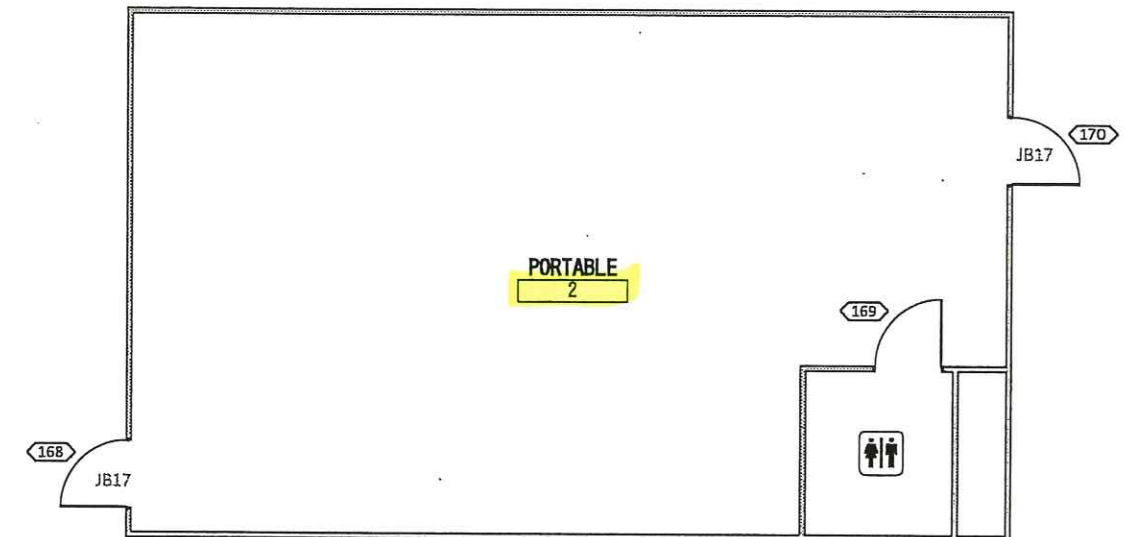
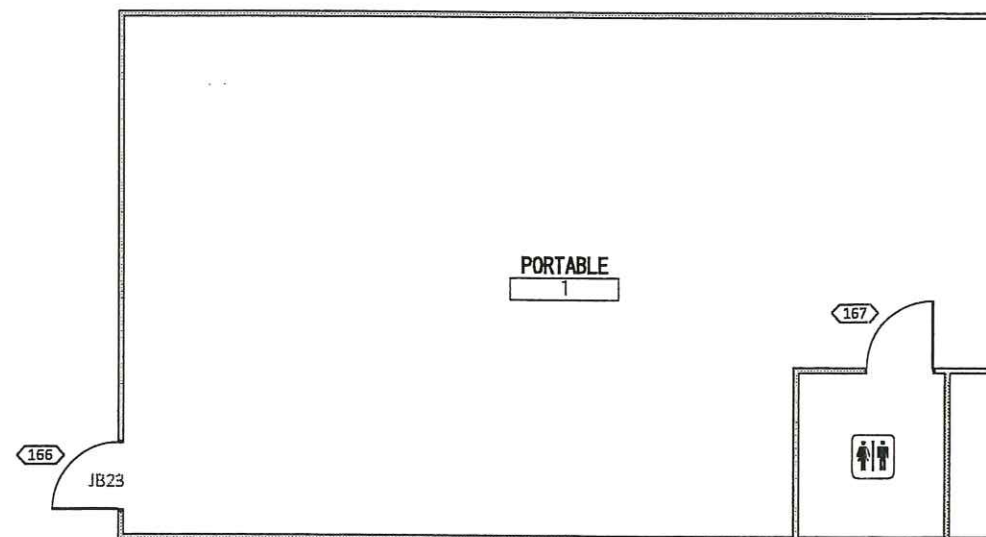
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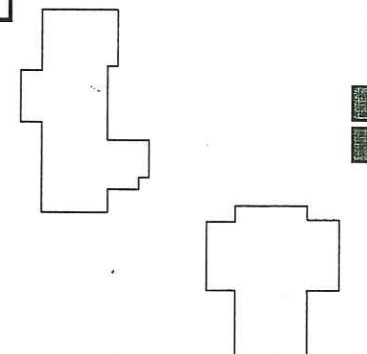
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Site 04: El Portal School

Addendum #3, Issued 5/6/2025



Site	El Portal School
Address	1290 Commodore Dr. San Bruno, CA 94066
Building/Sector	Portables
Key Plan	





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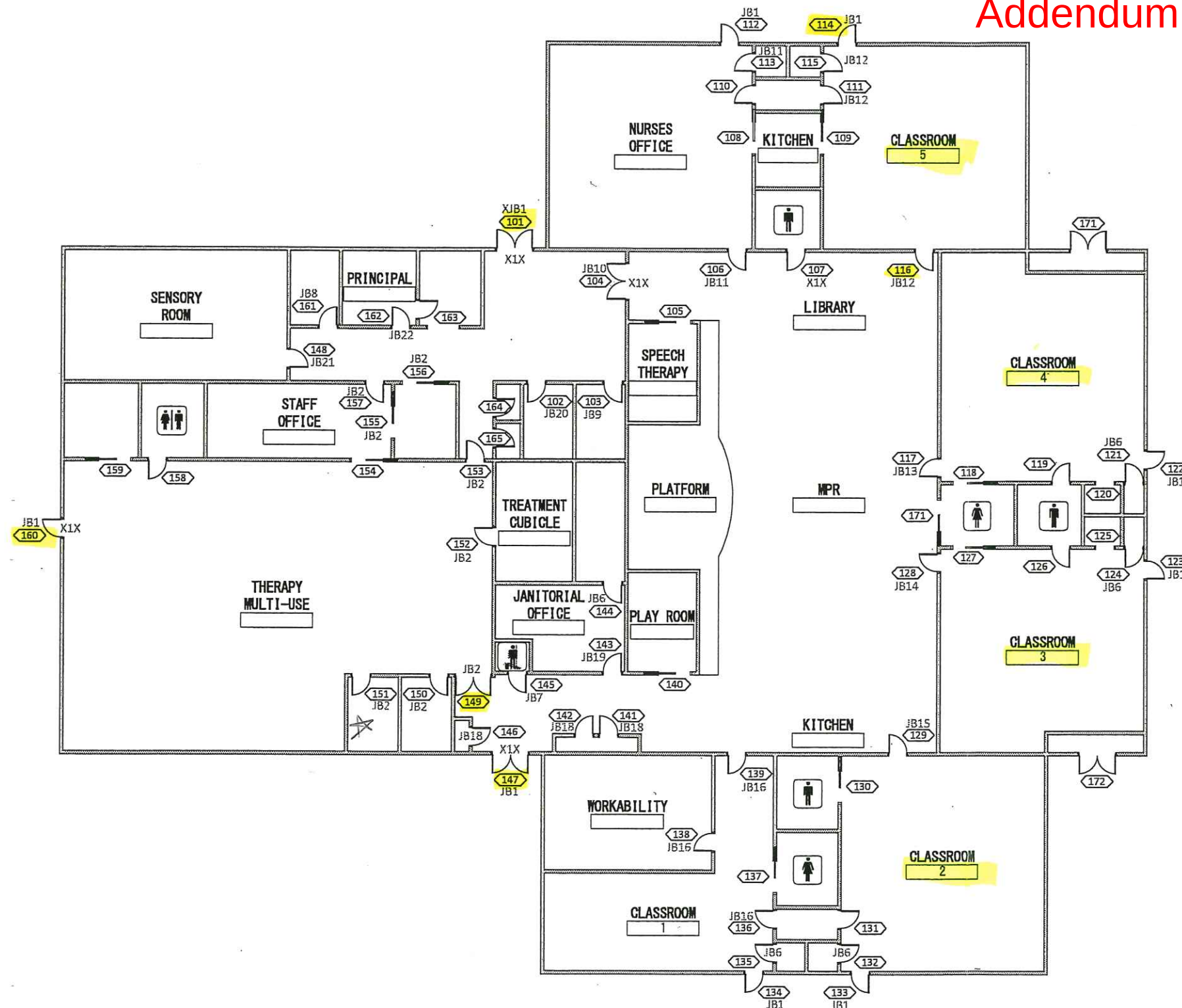


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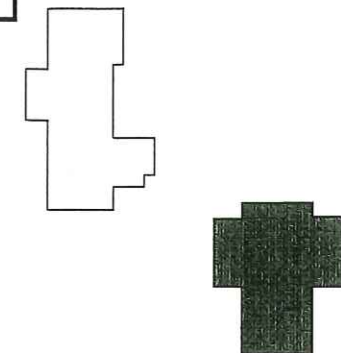
DATE
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SHEET
A2. 2

Site 04: El Portal School Addendum #3, Issued 5/6/2025



Site	El Portal School
Address	1290 Commodore Dr. San Bruno, CA 94066
Building/Sector	Main Building
Key Plan	





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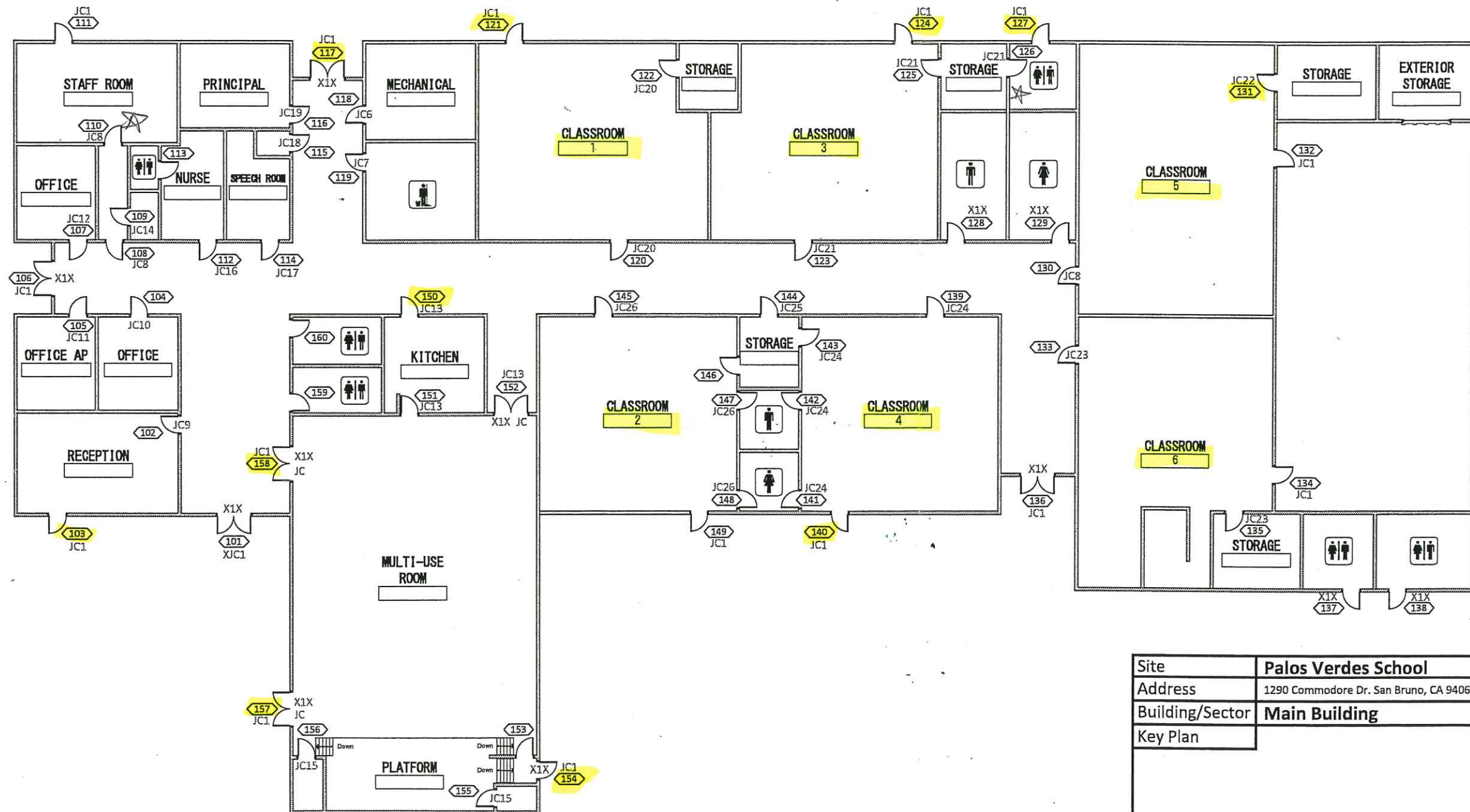


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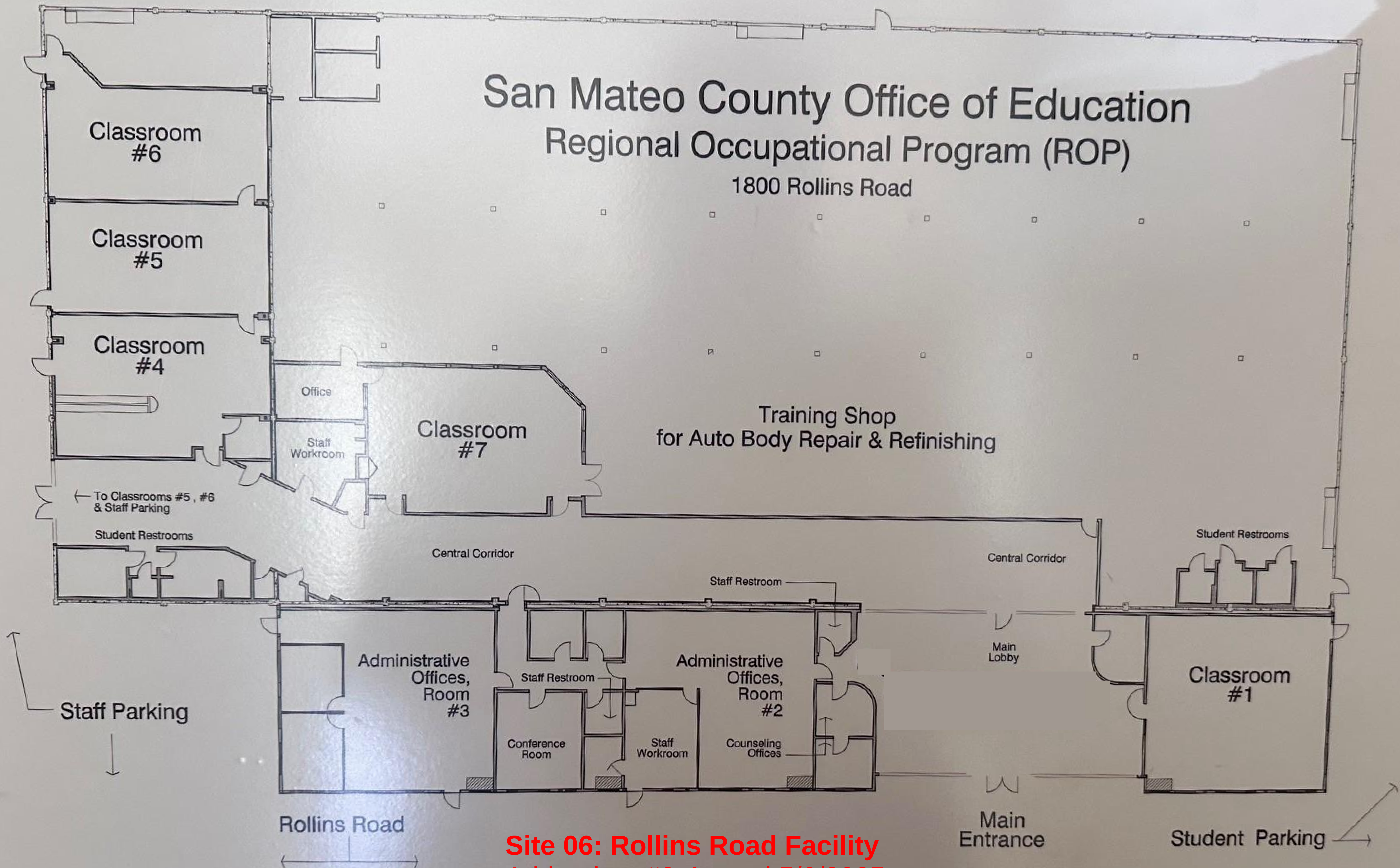
Site 05: Palos Verdes School Addendum #3, Issued 5/6/2025



Site	Palos Verdes School
Address	1290 Commodore Dr. San Bruno, CA 94066
Building/Sector	Main Building
Key Plan	

San Mateo County Office of Education Regional Occupational Program (ROP)

1800 Rollins Road



Site 06: Rollins Road Facility
Addendum #3, Issued 5/6/2025