



REQUEST FOR FORMAL BIDS

Plan Review Consultant

Submit Proposals To:	San Mateo Consolidated Fire Department 2121 S. El Camino Real, Bldg. B, Suite 100 San Mateo, CA 94403
Direct Inquiries:	Carisa Workman Fire Marshal Phone 650-522-7907 Email cworkman@smcfire.org
Proposal Due:	06/04/2026
Form of Submittal:	ORIGINAL HARD COPY <u>NO</u> faxes or emails will be accepted

All bid proposals shall be sealed and marked on the outside as:

San Mateo Consolidated Fire Department Plan Review Consultant

**REQUEST FOR BID
SAN MATEO CONSOLIDATED FIRE DEPARTMENT**

Plan Review Consultant Services

Background Information

The San Mateo Consolidated Fire Department is responsible for reviewing building plans and fire protection system plans and fire inspections submitted for new construction, tenant improvements, and system modifications within the cities of San Mateo, Belmont and Foster City. These reviews ensure compliance with the California Fire and building codes, including all other parts of title 24 as applicable. and locally adopted Fire Code Ordinance.

Purpose

To provide professional on-call consultant services for fire department permit support services for certain plan checks and fire inspections and any fire prevention administrative support services as needed.

Scope of Work

SMCFD seeks to establish a list of qualified on-call third-party consultants to conduct technical plan reviews, fire inspections and any additional fire prevention administrative assistance as needed for a variety of projects. Services to be provided under this contract include, but are not limited to:

- Fire Plan Review Services
- Fire Inspection Services
- Permitting Services
- Fire Administration Support Services

SMCFD is committed to delivering consistent, high quality plan review and inspection services to residents, businesses, contractors, and non-profit organizations.

To support this commitment, the selected consultants will be expected to uphold that standard by providing responsive, professional services that ensure continuity of operations, timely project delivery, and a positive experience for all applicants and permit holders.

General Services

The Consultant shall perform all fire plan review and fire prevention services as directed by the designated SMCFD Project Administrator. Services shall be delivered on time and within the established project budget. The Consultant may be called upon to provide any of the following services:

- Initial plan review and all subsequent re-submittals required for fire permit issuance.
- Review of approved plans, specifications, and supporting documentation.
- Response to inspection requests and field inspection reports.
- Consultation with permit applicants, as coordinated through SMCFD Fire Prevention staff.
- Attendance at mandatory project meetings, and coordination meetings as required.

Code Knowledge

The Consultant shall maintain current working knowledge of all applicable fire and building codes, local ordinances, and standards.

Excluded Work

The following submittal types are explicitly excluded from third-party review and will continue to be reviewed directly by SMCDF Fire Prevention staff:

- Planning applications and entitlement reviews
- Minor fire sprinkler modifications (fewer than 20 heads with no riser work)
- Like-for-like replacements and cosmetic alterations
- Any project where the Fire Marshal determines third-party review is not warranted

Training

International Code Council (ICC) Plans Examiner Certification

California State Fire Marshal (OSFM) Fire Marshal Certification

California State Fire Marshal (OSFM) Plans Examiner I/II Certification

California State Fire Marshal (OSFM) Fire Inspector I/II Certification

Licensed California Professional Engineer (PE) in fire protection or related discipline would supersede these requirements.

Must be able to utilize software programs for permitting purposes and correspond with staff and/or public with issues/concerns regarding plan reviews.

Qualifications of Bidder

To be considered for award of this contract, the bidder must meet the following minimum qualifications:

- The bidder must be organized for the purpose of providing extensive experience in fire plan reviews, fire protection system plan reviews, and special fire inspections of a variety of large projects.
- The bidder must have a proven ability to commence work within reasonable time of contract award.
- The bidder must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
- Personnel experience with government and municipalities are preferred. Demonstrated proficiency with California Fire Code, California Building Code, and other parts of Title 24, applicable NFPA Standards and local fire code ordinances.
- The bidder must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services.
- The bidder shall provide evidence of insurance, including Workers' Compensation, Liability, and Property Damage Insurance.
- The bidder shall submit a list of five (5) references, including name of institution, address, and contact person with email and phone number.

Process Schedule

The following is a schedule of events concerning the bid process:

- Advertise Bid:
 - 05/20/2026 thru 06/04/2026
- Due Date/Bid Opening:
 - 06/04/2026 2121 S. El Camino Real, Bldg. B, Suite 100, San Mateo, CA 94403

- Notification of Award:
 - Week of 06/08/2026

Requirements for Proposal Package

All proposals shall be received by 3:00 PM on 06/04/2026

Any proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

All proposals are to be submitted in sealed envelopes addressed to:

San Mateo Consolidated Fire Department
Attn: Carisa Workman
2121 S. El Camino Real, Bldg. B, Suite 100
San Mateo, CA 94403

To provide professional on-call consultant services for fire department permit support services for certain plan checks and fire inspections and any fire prevention administrative support services as needed.

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Bid.

Bidder must submit a response in the form of a proposal that includes the following sections:

- Name and address of the Bidder; Name, title and telephone number of the contact person for the Bidder;
- A statement that the proposal is in response to this Request for Bids;
- The signature, typed name and title of the individual, who is authorized to commit to the proposal;
- A statement that the proposal is made without any connection with any other Proposers making any proposal for the same services; and
- A statement that no person acting for or employed by SMC Fire is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- A statement of costs associated with the Bid materials, product or service.

Selection Criteria

Once proposals are received, they will be evaluated based on the overall skill, competence, price, value, and related criteria, including (without limitation) the following factors:

- The total price quoted for completing the work
- The ability to meet the minimum specifications required for the work
- The ability to obtain insurance coverage
- Possession of and ability to retain necessary equipment, tools, and staffing
- The completeness of the information requested and provided
- Expertise, qualifications, licenses, certifications, and directly related experience of staff and managers assigned to perform the work
- Prior track record with similar projects

- Ability and Commitment to perform the work in a timely manner and to promptly invoice SMC Fire for the work performed

Award Process

SMC Fire will review submitted proposals. Proposers who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. SMC Fire is not responsible for any costs incurred by the Proposers, who shall bear their own costs in preparing and submitting proposals to SMC Fire and, if awarded a contract, costs incurred in negotiating its terms. At the conclusion of discussions, the Proposers will be ranked based on selection criteria, and final negotiations will be conducted with the proposer ranked first. If a satisfactory agreement can be reached, SMC Fire shall recommend to the designated approving authority that the bid be awarded to the Proposer; otherwise, negotiations will be conducted with each subsequent Proposer until a satisfactory contract can be established or until SMC Fire determines that rejection of all proposals is in the best interest of the Department.

Upon the recommendation to the approving authority, staff will award the contract to the Proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless SMC Fire requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the Proposers.

SMC Fire reserves the right to award this contract not necessarily to the Proposer with the lowest price, but to the Proposer that demonstrates the best ability to fulfill the requirements of the Bid and who provides the best value to the department.

The successful Proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from SMC Fire. The successful Proposer will perform all services indicated in the proposal in compliance with the negotiated contract. After the evaluation of the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected Proposer.

Contractual Format and Terms

A written agreement will be entered into by SMC Fire and the selected Proposer. The form and terms of the written agreement shall be to the satisfaction of SMC Fire and contingent upon approval by SMC Fire, including insurance requirements to SMC Fire's satisfaction. The form and substance of the written agreement will substantially conform to SMC Fire's standard agreement form. The failure of the selected proposer and SMC Fire to agree to satisfactory terms in the written agreement shall deem the selected proposer to be non-compliant and SMC Fire may award the contract for services to a different party or cancel or re-issue the Bid.

Construction or Public Works Projects

Consistent with California Labor Code section 1770 *et seq.*, the Director of Industrial Relations of the State of California has determined the general prevailing rate of wages applicable to the work to be performed under this Request for Bids. If awarded a contract, contractor will be required to be registered with the California Department of Industrial Relations and to comply with all labor laws, including prevailing wage requirements, such as paying persons employed on the project not less than

the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, part 7, Chapter 1, Article 2, sections 1770, 1773, 1773.1." These documents may be obtained from the State of California.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

The insurance policies shall conform to the Department's standard requirements pertaining to deductibles, notices of cancellation, and related terms. The insurance policies shall be endorsed to name SMC FIRE, its elected and appointed officials, employees, and agents as covered as additional insureds.

Right to Extend/Reject

This Request for Bids does not commit SMC Fire to award any agreement or contract for services. SMC Fire reserves the right to extend the time for the receipt of bids by up to 30 days if only one bid is received by the bid deadline, or reject any or all proposals for any reason, in whole or in part, received in response to this Request for Bids. SMC Fire reserves the right to withdraw this Request for Bids at any time in its sole discretion. SMC Fire reserves the right to waive minor irregularities or informalities in any proposal, negotiate with qualified proposer, or cancel this request in whole or in part. SMC Fire will not pay for any information herein requested, nor is it liable for any costs incurred by any proposer associated with responding to this Request for Bids or negotiating a contract with SMC Fire. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant.

Contact

Questions regarding this Request for Formal Bid should be directed toward:

San Mateo Consolidated Fire Department
Attn: *Carisa Workman, Fire Marshal*
Monday - Thursday
Phone 650-522-7907
Email cworkman@smcfire.org

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