



A Public Agency

REQUEST FOR PROPOSALS (RFP)

**ADMINISTRATIVE OFFICE SECOND FLOOR EXPANSION
DESIGN SERVICES**

Issued: April 8, 2026

Submission Deadline: Thursday, May 21, 2026 12:00PM

Anticipated Contract Award: June 25, 2026

South Bayside Waste Management Authority (RethinkWaste)
Attention: Cyndi Urman, Clerk of the Board/Sr. Management Analyst
1245 San Carlos Ave, Suite E
San Carlos, CA 94070
bids@rethinkwaste.org

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1. INTRODUCTION

South Bayside Waste Management Authority (RethinkWaste or Agency) is seeking proposals from architectural and engineering consultants (Consultant) to provide professional services for the planning and design of RethinkWaste's Administrative Office Second Floor Expansion Project.

2. BACKGROUND

RethinkWaste's current office is located at 1245 San Carlos Ave, Suite E, San Carlos, CA 94070. This office space was built from an empty "cold shell" space into its current configuration with a second floor, and single-story offices at the ground floor. Construction was completed in August 2024. At the time of the buildout, the project team anticipated a future expansion of the second floor, and so the ground floor offices were designed for the future structural loads. The Project includes buildout of the space above the first floor offices and a short bridge to connect to the existing second floor. The area of new work will be a maximum of 443 square feet.

Through issuance of this Request for Proposals (RFP), RethinkWaste seeks proposals from architectural and engineering consulting firms (Consultant) to provide professional services for the planning and design services of RethinkWaste's Administrative Office Second Floor Expansion Project at 1245 San Carlos Ave, Suite E, San Carlos CA. The basic design of the second floor office expansion shall include, but not be limited to a feasibility study space programming recently conducted by Gelfand Partners Architects.

Submittals to RethinkWaste will be considered public records and will be made available for public review upon request after conclusion of this RFP process and contract execution. Please refer to Section 4 for the specific scope of services being requested.

3. PURPOSE AND GENERAL CONDITIONS

This RFP provides information for interested firms to prepare a written proposals regarding their qualifications and pricing for the proposed work.

ADDENDUMS. Should it be necessary for RethinkWaste to issue addendums during the proposal period, RethinkWaste will endeavor to notify the known holders of this RFP. The addendums will be posted on RethinkWaste's website for any interested parties to review. Proposals should include a notation that the firm is aware of all the addendums which have been issued and has incorporated their provisions in their proposal.

ADDITIONAL INFORMATION. RethinkWaste reserves the right to request additional information or clarification from consultants where it may serve RethinkWaste's best interest.

ADDITIONAL SERVICES. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with RethinkWaste.

AWARD OF PROPOSAL. RethinkWaste reserves the right to negotiate final terms with the selected firms, if any. Award may be made to the firms offering the most advantageous proposal after consideration of all evaluation criteria.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, state, and other laws relative thereto.

CANCELLATION OF SOLICITATION. RethinkWaste may cancel this solicitation at any time.

COSTS. RethinkWaste is not liable for any costs incurred by firms before entering into a formal contract. Costs of developing the proposals, or any other such expenses incurred by the firm in responding to this RFP, are entirely the responsibility of the firm, and shall not be reimbursed in any manner by RethinkWaste. No reimbursable cost may be incurred in anticipation of award.

IRREGULARITIES. RethinkWaste reserves the right to waive non-material irregularities if such would be in the best interest of RethinkWaste as determined by the Executive Director.

NON-DISCRIMINATION. The firm represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition.

NO OBLIGATION. The release of this RFP does not obligate or compel RethinkWaste to enter into a contract or agreement.

OWNERSHIP. All data, documents and other products used or developed during the RFP process becomes the property of RethinkWaste upon submission.

PROPOSAL, REJECTION OF. RethinkWaste reserves the right to reject any or all proposals or any part of a proposal.

PUBLIC RECORD. All proposals submitted in response to this RFP will become the property of RethinkWaste upon submittal and a matter of public record pursuant to applicable law.

REPRESENTATIONS. The firms understand and acknowledge that the representations made in their submitted proposal are material and important and will be relied on by RethinkWaste in evaluation of the proposal. A firm's misrepresentation shall be treated as fraudulent concealment from RethinkWaste of the facts relating to the proposal.

RFP PART OF AGREEMENT. Should an agreement be awarded, this Request for Proposals may become part of the agreement between RethinkWaste and the successful firms.

SEVERABILITY. If any provisions or portion of any provision, of this Request for Proposals are held invalid, illegal or unenforceable, they shall be severed from the Request for Proposals and the remaining provisions shall be valid and enforceable.

VALIDITY. Proposal must be valid for a period of ninety (90) days from the due date.

4. SCOPE OF WORK/DESCRIPTION OF SERVICES

The consultant chosen for this Project will be expected to develop its designs using the building's pdf A/E drawings, and the feasibility study space programming completed by Gelfand Partner Architects as a starting point and ultimately move through Design Development, permitting, and preparation of Construction Documents. In addition, the consultant will provide bid assistance and construction support through to the completion of the Project. The Agency expects to receive a "turnkey" design that comprehensively plans for all aspects of the Administrative Office Second Floor Expansion Project.

General Requirements:

1. The consultant shall provide architectural design, documentation, bid, contract administration, and construction management support services for the Administrative Office Second Floor Expansion Project.
2. The consultant shall be responsible for submitting completed documents for review and approval by the City of San Carlos (permitting agency). Drawings required for this submittal shall include, but may not be limited to:
 - a) Site Plan
 - b) Schematic Floor Plan
 - c) Preliminary Utility Plan
 - d) Schematic Interior Elevations
 - e) A colored rendering of the office
3. Drawings will include color and material callouts. No models are anticipated to be included in this submittal.
4. The consultant shall prepare construction documents and submit the final drawings to the City of San Carlos for permitting approvals.
5. The consultant shall be available for presentations to the RethinkWaste Board of Directors and during public meetings and present the design to various stakeholders. The proposal must assume at least two board meeting presentations and two staff meeting presentations.
6. Make a presentation to the RethinkWaste Board of Directors to describe project concept, design, and budget.
7. Make required modifications to schematic design to obtain schematic design approval.
8. After obtaining written approval of schematic design, then proceed to design development through construction documents.
9. Attend progress meetings with Agency staff as well as semi-regular coordination meetings.

Phase 1: Project Initiation

An organization and scoping kick off meeting will be held with Agency staff with the goals of:

1. Introduce the Agency staff to the consultant design team
2. Review objectives of the Project
3. Confirm overall Project Budget
4. Review scope of services
5. Confirm Project areas/boundaries
6. Collect available data, feasibility study materials, and published material
7. Prepare meeting and presentation schedule

Phase 2: Space Plan and Site Analysis Review

Analyze existing and built elements within the proposed project areas to guide design.

1. Built Site Elements
 - a. Lighting Study: The design consultant is responsible for performing a lighting study for the proposed second floor expansion site conditions.
 - b. Existing Infrastructure: Investigate and plan for all needed changes to existing site infrastructure.
 - c. Permits, agreements, and easements: Investigate all requirements for construction.
 - d. Create a checklist of all permits required and impacts to schedule related to these permits.
2. Develop design program based on meetings with Agency staff during Phase 1.
3. Refine existing feasibility study space programming based on project priorities, existing site elements and anticipated construction costs.
4. Discuss design approach in moving forward with schematic designs for Phase 3.

Phase 3: Develop Schematic Designs

Develop two schematic designs for building construction, base needs identified and the most effective and efficient use of space in terms of space programming for the second floor office space. Schematic designs will take into consideration the program and construction elements of the existing site. It is anticipated that during this task there will be up to three (3) meetings between the Agency and the Design Team.

Finalized schematic designs will include, at minimum, the following items:

1. Site layouts, renderings, and schematics.
2. Budget level cost estimates; itemized costs for budgeting purposes.
3. Finalized schedules and project milestones including bidding and construction schedules.
4. Based upon a mutually agreed-upon program for site development, define schedule, produce schematic level site plan, floor plan, elevations, sections, diagrams, and narratives to describe structural, mechanical, and electrical designs.
5. Prepare selected schematic design for review by Agency and City of San Carlos:
 - a. Upon selection of the final design by the Agency staff, the consultant shall update and prepare a final schematic design.
 - b. Final schematic design shall be presented to the RethinkWaste Board of Directors.
 - c. Adjustments to the final schematic design shall be made in coordination with Agency staff following the two previously listed meetings and as required by permitting agencies.
 - d. Final schematic design and a schematic level cost estimate shall be prepared and presented to the Agency staff.

Phase 4: Design Development

Facility Design Documents - 60% Submittal. The design consultant is to prepare the construction floor plan, and site plan estimates and specifications for the Project. Plans to meet all ADA requirements and include all structural details and specifications for proposed work.

Construction Package to include (including manufacturer's specifications, where required):

1. Existing Site Survey Plan
2. Layout Plan
3. Mechanical, structural, and electrical designs
4. Preliminary interior material and color boards for review and selection
5. Preliminary fixture and furniture selections
6. HVAC Plan & Details
7. Lighting Plan and Details
8. Electrical Plan and Details
9. Fire Sprinkler Plan and Details
10. Written specification Package
11. Construction cost estimate
12. Develop a phasing plan to budget requirements

The design consultant is to prepare a construction cost estimate based on the cost analysis prepared in Phase 3 and value engineering to ensure the Project remains within the construction budget. Consultant shall revise the project schedule to identify milestones.

Three (3) sets of 60% design plans for Agency review (11"x17"), five (5) sets of draft Technical Special Provisions and 60% level Construction Cost Estimate. Additionally, electronic sets for all 60% plans will be made available to the Agency.

Phase 5: Construction Documents

Prepare drawings and specifications suitable for bidding to clearly delineate the Contractor's scope of work, including required architectural, structural, mechanical, plumbing, and electrical plans.

Construction Documents Phase – 90% and 100% Submittals

1. Confer with Agency staff to respond to and address permitting and community comments on Design Development phase drawings.
2. Revise and complete the construction documents (drawings and specifications) to a 90% submittal stage, based on the comments on the Design Development submittal. This submittal will be reviewed for final plan check by permitting staff and should include the 90% and 100% complete construction plans, specifications and estimates, all appurtenant information and design analyses required for building permits, if required, such as final structural calculations and technical information for any equipment or furnishings not previously reviewed. Except for printing and binding, the 90% complete construction documents should be ready for bidding

- with all technical specifications for second floor expansion, equipment and furnishings, value engineering, final cost estimate and phasing plan, 100% complete.
3. Final Statement of Probable Costs. A final statement of probable construction costs shall be prepared and submitted. This estimate shall be used as the Agency's estimate for bid comparisons and to establish the anticipated Construction Budget.
 4. The design consultant shall submit applications for a Building Permit and any other required permits and shall be responsible for obtaining permit approval(s). The Agency shall pay permitting fees to permitting agencies directly. Consultant shall perform all required revisions to construction documents based on permitting departments' plan check comments and obtain all required permits.
 5. Submit plans to local utility companies for review and obtain approvals, as needed. The Agency shall pay all utility application and permitting fees directly.
 6. Five (5) sets of 90% design plans for Agency and City of San Carlos review (11"x17"), five (5) sets of draft Technical Special Provisions and 90% level Construction Cost Estimate. Additionally, electronic sets of all 90% plans will be made available to the Agency.

Phase 6: Bid and Award

1. Address final review and plan check comments from Agency staff, revise the construction documents, and furnish signed reproducible copies of the 100% complete construction documents (Plans, Estimates & Technical Specifications) ready for reproduction and binding for bidding purposes by the Agency. Agency staff will prepare and include the Notice Inviting Bids, Proposal Requirements and Instruction to Bidders, all required Proposal and Bond forms, and Conditions of the Contract.
2. Prepare or review bid schedule(s) in consultation with Agency staff.
3. Provide final original drawings and specifications in the bid packages. Coordinate with and assist Agency in assembling bid packages.
4. Interpret and clarify contract documents for prospective bidders and assist in drafting bid packet addenda as required.
5. Attend a pre-bid walkthrough at the site with all interested prospective bidders.
6. Participate in bid opening, review contractor's detailed cost breakdown, and assist the Agency in evaluation of the bids.
7. Five (5) sets of 100% Plans, Specifications and Estimates (PS&E) for Agency and City of San Carlos review (11"x17" half size) and electronic submittal of the 100% PS&E. Additionally, electronic sets of all 100% plans will be made available to the Agency.

Phase 7: Construction Administration

This work shall consist of construction supervision and administration of the construction contract through the period of construction closeout. The Agency anticipates a one-month construction period, from contract award through punch-list inspection and project acceptance. However, the contract administration services shall extend until the end of the project, regardless of actual construction time. The following services shall be provided:

1. Consultant shall attend the Agency construction conferences with the contractors.
2. Interpret contract documents (including all sub-contractor disciplines) for proper execution and progress of construction, including responding to contractor's Change Order Requests and Requests for Information and clarification, and issue Architect's Supplemental Instructions.
3. Make one scheduled site visit every week during construction to observe the project and prepare site visit reports for the Agency.
4. Consultant shall visit the site, attend job meetings, and prepare meeting notes for the Agency at appropriate intervals for the purpose of becoming generally familiar with, and to keep the Agency informed about, the progress and quality of the completed portion of the work, and to determine if the work will be in accordance with the Contract Documents when completed. The consultant shall neither have control over or charge of, nor be responsible for, the construction, means, methods, techniques, sequences or procedures, or the safety precautions and program in connection with the work since these are solely the Contractor's rights and responsibilities under the Contract Documents.
5. Consultant shall report to the Agency on any deviations from the Contract Documents and on the progress of the Project.
6. Consultant shall review and take appropriate action upon contractor's Requests for Information and submittals such as Shop Drawing, Product Data, and Samples, for the purpose of checking for visual design concept and conformance in a timely manner to enable construction to proceed on schedule.
7. Consultant shall review and approve all shop drawings or materials submittals.
8. Consultant may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract price and/or an extension of the contract time.
9. Consultant shall generate supplemental drawings and clarifications, if required, as a basic service.
10. Consultant shall provide all necessary architectural and other design services as required by the General Conditions of Contract for this Project, including submittal and shop drawing review, responding to Contractor requests for information, attendance at construction progress meetings, Project close-out, and other tasks that are referred to in the General Conditions of Contract for this Project.
11. Assist Agency in review of Contractor's initial and progress schedule. Assist in reviewing and processing contractor's progress payment requests and certifying the amounts due to the Contractor.
12. Consultant shall perform an inspection with the Agency, when requested by the Contractor, for the purpose of preparing a punch list of incomplete and/or unacceptable work for the Agency's review. Upon receiving notice from the Contractor that the punch list items are completed, consultant shall make a final inspection of the Project with the Agency for the purpose of signing off the completed punch list items in accordance with the requirements of the construction documents.

Additional Services

Additional services will be provided only as authorized in writing and on an hourly basis unless otherwise approved. Additional services must be brought to the attention of the Agency prior to commencement of the task and/or activity.

Agency Responsibilities

The Agency will provide access to any of the RethinkWaste offices upon advanced request from the Consultant. The Agency will also provide any existing studies or analysis, if available, for the consultant to review.

Anticipated Project Schedule

ITEM	DUE DATE
Anticipated Contract Award	June 25, 2026
Completion of Bid Documents (tentative)	September 2026
Construction Contract Award (tentative)	November 2026
Construction Completion (tentative)	December 2026

5. DESIRED QUALIFICATIONS

RethinkWaste seeks proposals from architectural and engineering consultant (Consultant) to provide professional services for the planning and design of RethinkWaste’s Administrative Office Second Floor Expansion Project. Any experience with similar projects for public agencies and agencies similar to those of RethinkWaste should be noted.

6. TERM OF AGREEMENT

It is anticipated that RethinkWaste and the selected firm will enter into an agreement for a maximum of 1 year commencing on or about June 26, 2026 and ending June 30, 2027. The selected firm will be expected to execute RethinkWaste’s standard Professional Architectural and Engineering Consultant Services Agreement, a draft of which is attached (Attachment C) to this RFP.

7. PROCEDURE FOR SUBMITTING QUESTIONS AND INQUIRIES

All communications about this RFP must be directed to Cyndi Urman in writing via email at bids@rethinkwaste.org by April 30, 2026 by 4:00 pm. RethinkWaste will provide a written response to all questions in the form of an Addendum to this RFP by **May 7, 2026, if necessary.**

8. Mandatory Site Visit

RethinkWaste will conduct a mandatory Site Visit at 12:00 P.M. on April 23, 2026 at the RethinkWaste office located at 1245 San Carlos Ave, Suite E, San Carlos CA.

At least one (1) representative from the prime Consultant is required to attend.

9. SUBMITTAL REQUIREMENTS

Consultant's must submit sufficient information, as outlined below, for RethinkWaste to evaluate the firm's qualifications and proposal quality.

To be deemed responsive to this RFP, the firm's submittals must be received by e-mail only to bids@rethinkwaste.org no later than Thursday, May 21, 2026 at 12:00 p.m.

See below for anticipated RFP Process and Firm Selection Timeline:

ITEM	DUE DATE
RFP Released	April 8, 2026
Mandatory Site Visit at 12:00PM	April 23, 2026
Deadline for Submitting Questions to RethinkWaste by 4:00 p.m.	May 1, 2026
RethinkWaste to provide written responses to questions, if necessary.	May 8, 2026
<u>Proposal Must Be Submitted via email by 12:00 p.m. to:</u> Cyndi Urman RethinkWaste (650) 610-1621 bids@rethinkwaste.org	May 21 ,2026
Review of submittals, selection, and contract negotiations.	May 26, 2026 – June 12, 2026
Anticipated Contract Award	June 25, 2026

9. SUBMISSION GUIDELINE PROPOSAL FORMAT AND CONTENT

Please label the email subject line "Response to RFP— RethinkWaste Administrative Office Second Floor Expansion Project"

Please include both a PDF version and the source file (e.g., Word or Excel file) of all documents submitted. Consultants should name their proposal attachments in the following format: "Consultant Name – RethinkWaste Administrative Office Second Floor Expansion Project."

The proposal shall contain 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any drawings. Proposals shall not be more than twenty (20) pages.

Late proposals will not be considered. Any changes made by the Agency to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Agency will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The Agency reserves the right to revise or withdraw this RFP at any time and for any reason.

All inquires regarding the proposal should be directed to Cyndi Urman, Sr. Management Analyst, via email, sent to bids@rethinkwaste.org. Proposers must submit their questions by 4:00 P.M. on Friday, May 1, 2026. Responses to all questions will be compiled and posted to the Agency's website

(<https://rethinkwaste.org/about/rfps-rfqs/>) on or before May 8, 2026. It is the responsibility of the proposers to access the website for any changes or Addenda that may be posted.

To be considered responsive to the RFP, proposals must provide the following:

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 20 pages, excluding the cover letter, resumes, rate schedule, references, other relevant information & exceptions, and cost. The proposal should contain the following elements in the exact order and segmentation listed below:

1. **Cover letter.** Describe your firm or team's interest and commitment in providing Consultant Services to the Agency. The letter shall be signed by a person authorized to negotiate a contract with the Agency.
2. **Staffing, Sub-consultants, Team Experience and Understanding of Project and Objectives.** Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects. Include an organization chart and provide any sub-consultants' physical office location. A discussion demonstrating the proposer's understanding of the project, the goals, the services to be provided to the Agency.
3. **Work Plan Approach and Schedule.** Discuss your firm's understanding of the scope of work to be performed and the level of effort expected to be performed by each resource. Include an itemized table of estimated person hours by professional classification (or team member) to quantify the level of effort.
4. **Resumes.** Include single page resumes of the architects, engineers, technicians, key personnel, and sub-consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the Agency.
5. **Rate Schedule.** The consultant shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project and any sub-consultants.
6. **References.** Provide at least three references (name, agency, title, address, and telephone number) for recent similar or related work.
7. **Other Relevant Information & Exceptions.** Provide additional relevant information that may be helpful in the selection process, including any exceptions taken to the Agency's standard agreement.
8. **Cost.** The awarded firm shall be compensated based on all elements encompassed within RFP and, if applicable, associated Addendum. The price Sheet presented by the Proposer shall include price detail breakdown of all elements and tasks imperative to accomplish the services outlined in the Scope of Work. An itemized table of estimated person hours by professional classification (or team member) shall be identified, including, if applicable, subcontracted personnel.

The Agency will present its standard Professional Architectural and Engineering Consultant Services Agreement to the successful proposer, which the successful proposer shall be expected to execute. A DRAFT of the standard Professional Architectural and Engineering Consultant Services Agreement is attached (Attachment C) with this Request for Proposals. Proposers shall include in their proposals any requested edits or additions to this Agreement.

10. RIGHT TO REJECT

The Agency reserves the right to reject any or all proposals and to award the contract based upon the qualifications of the firm and not necessarily based solely upon the price in accordance with Government Code Section 4525.

11. ELIGIBILITY REQUIREMENTS

Each architectural consultant must formally comply with the following eligibility requirements:

- The Consultant shall be able to demonstrate experience in the design and construction of at least (3) offices.
- The Consultant shall be able to provide all the services required and must be able to furnish the insurance coverage requested by the Agency. These two items will not be negotiated.
- The Consultant's key personnel identified in the proposal shall be available for the entire duration of the project.
- The Consultant's Project Manager, or a designate, shall be available for consultations at the Agency administration office within two hours (travel time).

12. EVALUATION AND SELECTION PROCESS

Qualifications will be screened, and the top candidates will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Agency will carefully weigh:

- Consultant's understanding of the Agency's desires and general approach to completing the work within a tight timeline
- Consultant's experience with contracts of similar complexity and magnitude
- Qualifications of the staff and sub-consultants being assigned to this project
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules
- Ability to work effectively with Agency staff
- Cost
- Recommendations from clients, contractors, and other knowledgeable people
- Record of success on other current office projects
- Claims and litigation history
- Ability to prepare plans in accordance with the Agency's time schedule

ATTACHMENT A: QUALIFICATION CERTIFICATION

FIRM NAME	
ADDRESS	
TELEPHONE #	
CONTACT EMAIL	
CONTACT NAME AND TITLE	

FIRM REPRESENTATIONS

1. Firm additionally certifies that neither firm nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, any California State agency, or any local governmental agency.
2. Firm certifies that they did not receive unauthorized information from any RethinkWaste staff member, contractor or Board Member during the RFP response period except as provided for in this RFP package or through formal addenda, if any, issued by RethinkWaste.
3. The firm certifies that they do not have any conflicts of interest, whether actual or perceived, and has disclosed any such work in its response to this RFP.
4. The firm hereby certifies that the information contained in the Proposal and all accompanying documentation is true and correct.
5. Please check the appropriate box below:
 - If an *individual* submits a response to this RFP, they shall sign it. If they are doing business under a fictitious name, the response shall so state.
 - If a response to this RFP is submitted by a *partnership*, the full names and addresses of all members and the address of the partnership shall be stated and the response shall be signed for all members by one or more members thereof.
 - If a *corporation* submits a response to this RFP, an authorized officer or officers of the corporation shall sign it in the corporate name.
 - If a *limited liability company (LLC)* submits a response to this RFP, an authorized officer or officers shall sign it in the LLC's name.
 - If a response to this RFP is signed by a *joint venture*, the full names and addresses of all members of the joint venture shall be stated and a representative of each individual entity shall sign it.

ATTACHMENT A – QUALIFICATION CERTIFICATION (CONTINUED)

By signing below, the submittal pursuant to this RFP shall be deemed a representation and certification by the client that they have investigated all aspects of the RFP, that they are aware of the applicable facts pertaining to the RFP process, its procedures and requirements, and that the client has read and understands the RFP.

Authorized Representative Name: (Signature)
Authorized Representative Name: (Print name)
Authorized Representative Title and Entity: (Print title and entity)
Complete additional signatures below as required.
Authorized Representative Name: (Signature)
Authorized Representative Name: (Print name)
Authorized Representative Title and Entity: (Print title and Entity)
Authorized Representative Name: (Signature)
Authorized Representative Name: (Print name)
Authorized Representative Title and Entity: (Print title and entity)

ATTACHMENT C: DRAFT SERVICE AGREEMENT

See Attachment C for a copy of the draft service agreement.

[Available online at www.rethinkwaste.org/about/rfps-rfqs](http://www.rethinkwaste.org/about/rfps-rfqs)

ATTACHMENT D: AS-BUILT RECORD DRAWINGS

See Attachment D for a copy of the construction as-built record drawings for 1245 San Carlos Ave, Suite E, San Carlos, CA 94070.

[Available online at www.rethinkwaste.org/about/rfps-rfqs](http://www.rethinkwaste.org/about/rfps-rfqs)

ATTACHMENT E: PERMITS

See Attachment E for a copy of the permits for the construction of the administrative offices at 1245 San Carlos Ave. Suite E, San Carlos, CA 94070

[Available online at www.rethinkwaste.org/about/rfps-rfqs/](http://www.rethinkwaste.org/about/rfps-rfqs/)

**ATTACHMENT F: ADMINISTRATIVE OFFICE SECOND FLOOR EXPANSION FEASIBILITY
STUDY SPACE PROGRAMMING**

See Attachment F for a copy of the Administrative Office Second Floor Expansion Feasibility Study Space Programming.

Available online at www.rethinkwaste.org/about/rfps-rfqs