

CITY OF FOSTER CITY
RESPONSES TO QUESTIONS
Request for Proposal
CIP 301-682 Foster City Parks Master Plan Consultant



January 26, 2024

City of Foster City Responses to RFP Questions

1. Does the 15-page total mean 15 double-sided pages (total of 30 pages) or a grand total of 15 pages (numbered 1-15)?
Fifteen pages in total are allowed, not 30.
2. Do The Table of Contents, Front/Back Cover Pages, Page Tabs, and Appendix count toward the 15 pages?
These will not be counted against the total.
3. Will the consultant be required to host a project website?
Consultant is expected to host a project website, manage and provide content updates. The website may be linked to the City's website and content can be coordinated between the City and the consultant.
4. Sections A-H (Part 1) are provided but the RFP does not include a description for Section J (Part 2).
Part 1 of the RFP should consist of **Sections A-H** per the requested info described in the RFP packet. Part 2 (**Section J** in the tab sequence) is your company's specific fee schedule and reimbursable expenses. Each company would use their own format.

The proposal shall be comprised of:

- Part 1 is comprised of electronic copy of document containing sections A, B, C, D, E, F, G, and H described below.
- Part 2 is comprised of hard copy of document containing section J, Consultant Fee Schedule and Reimbursable Expenses.

5. Can Part I (Sections A-H) be submitted electronically?
Yes, Part 1 can be sent via email as well. Each section that would be a tab should be a separate file and clearly labeled, example Tab A, B, C, etc.
6. Can Part 2 (Section J) be sent as a hard copy?
Yes
7. What is the status of the park master planning effort that was initiated several years ago? To what extent does that provide a data foundation for our work?
The City's intent is to re-envision our Park System. Prior work may be referenced from a historical standpoint. If you wish to see the history of this project it is available on the City website here: [Park System Master Plan \(CIP 301-682\) | Foster City California](#)

8. Has the City conducted any condition assessment that this project will draw on?
No we do not have an existing conditions report for the parks currently.
9. Does the City have GIS data foundation?
Our GIS is extremely limited and does not provide much data in the way of inventory.
10. There is a budget number with the Park System Master Plan in the City's budget. Should that be considered to be the project budget?
The City's budget estimate was published in the City Council staff report on December 18, 2023 is approximately \$366,641. This amount is a placeholder based on staff's estimate to complete the project.
11. What level of detail is needed for accessibility code compliance?
TBD – the City is in the process of completing a city-wide ADA assessment which will help to inform the Parks Master Plan.
12. What level of analysis is expected for medians and cul-de-sacs?
Minimal level of analysis as the 24 parks are the priority for the Parks Master Plan.
13. Can you provide an amenity map. It is referred to in the RFP.
Yes, the map has been uploaded to the bid [page](#).
14. Can project sheets/examples be included as part of the appendix?
These should not be included in the appendix.
15. Should the appendix come after sections A-H in Part 1 submission?
Yes.
16. Can you try to accelerate your responses, or extend the deadline to provide more time between responses and proposal deadline?
We plan to maintain the current published deadline. If this changes and the deadline is extended, you will be notified.
17. The RFP states the basic services described in Attachment A shall be used for negotiations. Can you provide more information about the meetings considered to be basic services?
We are looking for consultants to propose a community engagement plan that they would deem adequate for a project of this size and scope. We don't necessarily have any minimums. We would expect a broad range of community engagement efforts which would provide include several public meetings (PRC, Commission and Council). Outreach methods will vary in type and scope but would be adequate to engage our population of 33,000 residents and for a parks system that encompasses 24 parks throughout the City.

18. Is there a minimum number of meetings to be included for the Community Outreach / Public Meetings scope?

There is no minimum defined in the scope of work. We anticipate working with the consultant to define a comprehensive outreach effort.

19. Do you have a minimum number of presentations to review progress with the Parks and Recreation Commission, Planning Commission and the City Council?

A minimum has not been defined. We anticipate providing major progress reports and presentations as necessary to at least the City Council and Parks and Recreation Committee throughout the length of the project.

20. Are there any other minimum requirements for additional presentations to the community and stakeholder groups?

No minimum requirements have been set.

21. Section E asks for Labor Projections in the form of hourly rates and estimated hours. Will this information be repeated in Section J, with the total price laid out?

Section E should only contain an estimate of hours by task/staff type. Section J is the consultant's full fee proposal which provides the necessary detail of costs for delivery of the master plan and is intended to be separate from the rest of the proposal.