

ADDENDUM NO. 1

RFI – Ceramics Studio Operations

City of Foster City

Issued: March 4, 2026

This Addendum No. 1 is issued to clarify questions received regarding the Request for Information (RFI) for Ceramic Studio Operations. The information contained herein supplements and/or clarifies the original RFI documents. Except as expressly modified by this Addendum, all other terms, conditions, and requirements of the RFI remain unchanged.

1. What are the hours of the Community Center?

Response: The anticipated standard Community Center hours are generally:

- Weekdays: 8:00 AM – 8:00 PM
- Saturdays: 8:00 AM – 5:00 PM

Final adopted operating hours will be confirmed prior to facility opening

2. Can evening or weekend classes be offered outside of Community Center hours?

Response: Yes, with limitations and prior City approval.

The Ceramics Studio includes a separate secured entrance with key card access for authorized ceramics personnel. This allows for the possibility of ceramics programming operating outside of standard public building hours.

However:

- Any proposed extended hours must be clearly outlined in the operator’s proposal.
- Access during extended hours would be limited strictly to the ceramics studio and courtyard areas.
- The operator would be responsible for staffing, supervision, safety compliance, and security protocols.
- Extended hours are subject to City review and approval to ensure operational feasibility and building security.

The City is open to flexible scheduling that supports a strong ceramics program while maintaining overall facility security and operations.

3. Are there windows in the new ceramics room?

Response: Yes. The Ceramics Studio includes windows that provide natural light. Respondents may refer to the Exhibits included in the RFI packet for floor plan and rendering context.

4. Is there a place to store wet work?

Response: Yes. The studio includes:

- Dedicated participant shelves and lockers
- A 115-square-foot storage room
- A 170-square-foot kiln room
- Direct access to a 1,296-square-foot utility/ceramics courtyard

The operator will be responsible for organizing and managing storage systems for wet work, tools, clay, bisque ware, and related materials within the provided space.

Operators may propose and install additional tools, shelving, or storage systems at their own expense, subject to City review and approval. Any additional equipment must meet safety standards and may not permanently alter the facility without prior authorization.

There is no separate outdoor shed currently planned.

5. Regarding marketing and registration: If the City activity guide is published quarterly and the studio operates more frequently, may a separate website be used for enrollment, open studio access, clay purchases, workshops, and tools/accessories?

Response: The operator will be responsible for managing enrollment and registration systems, subject to City coordination and approval.

Operators may propose use of an external website or enrollment platform; however:

- Resident priority enrollment must be maintained.
- Fee structures require City approval.
- Pricing must be transparent.
- Marketing must follow City brand guidelines.
- Coordination with the City's activity guide schedule and submission deadlines is required.

Final decisions regarding enrollment systems and integration will be determined during contract negotiations.

6. Is the courtyard fenced and private? Is it exclusively for ceramics use?

Response: The courtyard is directly accessible from the Ceramics Studio and is intended to support ceramics-related activities, including material handling and limited outdoor work.

It is part of the overall Community Center campus and is not anticipated to be exclusively fenced or fully private. Operational use parameters, including any shared access protocols, will be defined during final planning and contract development.

7. How will this Ceramics operate compared to the previous facility?

Response: The operating structure for the new Ceramics Studio differs from the prior program model at the former Community Center.

Under this RFI:

- The selected operator will manage program operations directly.
- The operator will be responsible for staffing, curriculum, supplies, studio organization, and day-to-day management.
- The City will provide the base facility and core equipment but will not operate the program internally.

This structure is intended to support program innovation, operational flexibility, and long-term sustainability while maintaining City oversight.

8. The RFI States the studio will include 17 kick wheels. Are these electric wheels?

Response: The reference to “kick wheels” in Section 2 of the RFI refers to electric pottery wheels with stools.
