

CITY OF FOSTER CITY  
ADDENDUM NO. THREE (3)  
TO REQUEST FOR CONTRACTOR QUALIFICATIONS  
FOSTER CITY LEVEE IMPROVEMENTS PROJECT (CIP 301-657)  
QUESTIONNAIRE RESPONSES DUE: APRIL 2, 2020 by 2:00 PM

In light of the State of Emergency related to Novel Coronavirus (COVID-19), the City is issuing this Addendum to **allow the electronic submittal of responses** to the RFQ Questionnaire for the Foster City Levee Improvements Project (CIP 301-657). At the option of the Contractors, the City will allow electronic submittals of RFQ responses by 2:00 P.M. on the due date of **April 2, 2020**. Hard copies must follow and be submitted on or before 2:00 P.M. on April 9, 2020 in order for the RFQ response to be considered.

Contents of the optional RFQ electronic submittal responses must include the following:

1. Pre-Qualification Questionnaire
2. Certifications
3. Addendums #1, #2, #3 (if not previously transmitted)
4. Any supplemental materials

The optional RFQ electronic submittal must be received by 2:00 P.M. on April 2, 2020. Electronic submittals can be submitted in **one of two** ways as follows:

1. Deliver one copy of USB drive to the following address:

City of Foster City, Public Works Department  
Attn: Laura Galli  
610 Foster City Boulevard  
Foster City, CA 94404


**OR**


2. Upload electronic files at <https://www.fostercity.org/leveeprojectprequal> or visit the City's website: <https://www.fostercity.org/publicworks/page/foster-city-levee-protection-planning-and-improvements-project-301-657> to upload electronic files.

A Contractor that elects to submit electronically must inform the City that it will submit or has submitted electronically by email at [publicworks@fostercity.org](mailto:publicworks@fostercity.org) at or before the 2:00 P.M. deadline for submittals on April 2, 2020. Contractors that submit electronically **must also deliver hard copies** to the City per the RFQ instructions by **2:00 P.M. on April 9, 2020**. Hard copy submittals must include two (2) originally signed copies and one pdf of the fully completed Prequalification Questionnaire and all supplemental materials requested herein in a sealed package, clearly labeled "CONFIDENTIAL - Prequalification Submittal for Foster City Levee Improvements Project".

Late submissions will not be accepted and failure to submit hard copies shall disqualify the electronic submittal from consideration. All submittals, electronic and hard copy, must have all required signatures to be considered acceptable.

Contractors shall acknowledge the receipt of this Addendum by attaching the following acknowledgement form to their submittal. Failure to do so **may** render Contractor's submittal non-responsive. All other terms and conditions remain unchanged.

Approved By:   
Norm Dorais, P.E.  
Director of Public Works/  
City Engineer

  
Date

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. THREE (3)**  
FOR  
REQUEST FOR CONTRACTOR QUALIFICATIONS  
FOSTER CITY LEVEE IMPROVEMENTS PROJECT (CIP 301-657)

I have received Addendum No. Three (3) for this project/contract consisting of one (2) single-sided 8 ½" x 11" pages and one (1) single-sided – Acknowledgement of Receipt.

I understand that a copy of this acknowledgement with the original signature must be attached to the questionnaire responses at the time of submittal. Failure to attach such copy **may** render the submittal as not responsive and the submittal may be rejected.

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Signature

Date

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Print Name

Phone Number

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**Company Name**

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***Please email an executed copy of this acknowledgement to Laura Galli @  
[lgalli@fostercity.org](mailto:lgalli@fostercity.org)***

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