

**REQUESTS FOR INFORMATION  
CITY OF FOSTER CITY  
RECREATION CENTER REPLACEMENT PROJECT (CIP 301-678)**

<b>Questions for Week of 08/15/2022</b>		
	<b>Question</b>	<b>Response</b>
1	Do you have any additional information to provide on the RFP schedule, such as release of final addendum for Q&A, shortlist notification, and possible week of interview?	This will be covered at the pre-proposal meeting and can be found on the Agenda.
2	For Section H. Project Team Experience and References, please clarify if Other Team Members refers to subconsultants.	Other Team Members refers to any other staff other than the project manager and key personnel, but may also include sub-consultants.
3	Is submission of our certificate of insurance not required until contract negotiations/award? Or are we to include that in this round?	Certificate of Insurance is not required until contract award.
4	Would it be possible to answer some of our questions as they come in (rather than all at once after the August 25 deadline) so that we can use the guidance to optimize our proposal's organization?	Yes, staff will do their best to answer questions as they come in. The intention is to post questions and answers to the RFP page on a weekly basis. Following the August 25th deadline, all remaining questions should be responded to by August 29th.
5	We suggest a 3D fly Thru for the Concept Design --has a Video design submission been considered during Schematic Design? is there a 3D BIM Cloud scan of existing structure available ?	There is not currently a 3D BIM Cloud scan of the existing Recreation Center. A 3D fly thru may be included as an extra, but it is not required and will not provide an advantage over other consultants.
6	Is it the Consultant's responsibility to obtain and pay for the website domain for the duration of the project?	Correct, it will be the consultant's responsibility to develop and maintain a project website including obtaining a website domain. The platform may be of the consultant's choosing. Domain fees may be invoiced back to the City.


7	We understand that there is a 15 page limit. Given the implications of certain tabs' content (F. Consultant Information, G. Consultant Experience and References, H. Project Team Experience and References request information) for not only the prime but our many subconsultants, is it possible to allow an increase to the page limit and/or to permit putting the subconsultant information for Sections F, G, and/or H in the appendix where it would not count toward the page limit?	The page limit will be increased to 30 pages. An addendum will be issued that includes the revised page limit. In addition, it is noted that staff resumes may be attached as part of an appendix that does not count towards the overall page limit.
8	Will the City allow electronic submittal of the proposal?	Electronic submittals will not be allowed at this time.
9	Under Task 4 - Use Permit and Construction Documents: Sections C and D request Floor Plans and Elevations of the Existing Building. Is this a typo considering the building will be demolished?	Correct, floor plans and elevations will not be required for the existing building. An addendum will be issued that includes the revises the sections.
10	If there is not a change in use of the building, is a Use Permit necessary?	Yes. The Use Permit here at the City is more of a Architectural Review Permit which will provide staff an opportunity to review the plans.
11	Could the sub-consultants information (projects and firm information) go into the appendix?	No
12	When you're issuing the final addendum, can you please note on it that it is the FINAL addendum?	Yes
13	Will temporary/interim Recreation Center facilities be required during construction?	Yes, City staff will be responsible for the planning/coordination of temporary/interim facilities during construction. Consultant team shall coordinate with the City for construction staging locations to avoid conflict with the planned temporary facilities.
14	Can covers and tabs can be excluded from the 25-page count?	Yes
15	Does Table of Contents page count within the 25 page limit?	As part of the addendum, the Table of Contents will be moved before the Cover Letter and will be excluded from the total page limit.

16	Can you clarify what does count towards page limit and what does not?	The body of the proposal which includes Sections A through H of Part 1 is what is included towards the total page limit. Consultant Fee Schedule, Reimbursable Expenses, and any appendices are excluded. Consultant and sub-consultant resumes may be included as part of the appendices. As noted in comment #15, the Table of Contents will be relocated before the Cover letter and will also be excluded from the page limit.
17	Can you please confirm Burks Toma is precluded from pursuing this project?	We do not have written confirmation, however it is our understanding that Burks Toma does not intend to pursue this project and plans to take the firm in a different direction.
18	Please confirm if a waterproofing consultant, specifications writer, and kitchen consultant will be required as part of the listed team.	These items are not required, however the Consultant may include other additional/optional consultant services that they find necessary to design a complete and usable facility.
19	Is the Fee Schedule due at the same time as the proposal for all firms or can it be supplied later for firms selected for interviews? Also, should the Fee Schedule be broken out by project phase?	Yes, the fee schedule is due at the same time as the proposal however it should be included in a separate envelope. City staff would prefer the fee schedule be broken out per project task noted in the Scope of Work.
20	In RFP page 5 (D.1) requests A/E to include "not to exceed amount". Can you please confirm "not to exceed" should be removed from body of proposal, and instead included in separate/sealed envelope?	Correct, the not to exceed amount should be excluded from the Project Approach and included only in the separate/sealed envelope.
21	Is a overall " Site Security Design " Lighting, Camera, Hardware, Access needed for the final Schematic Plan	No
22	Will there ever be a travel circus / fair events hosted in the City Site Park ?	The City currently hosts it's Summer Day's event (August) and Fourth of July Event at the project location. At this time, there are no other future events of the type planned at this time.
23	When can we expect answers to the questions from this meeting to be posted?	Questions and answers will be posted to the RFP page by the end of this week.
24	Will you accept 11x17 page format?	No
25	Will the existing facilities be completely removed during construction?	Yes the existing structure and utilities serving the structure will be removed. There is an existing 54" storm drain line that runs underneath the existing recreation center which shall be protected.
26	Is a Physical Model expected to be displayed ?	No

27	Can you please confirm that if firms do not attend this mandatory preproposal that they cannot submit?	Correct.
28	Is there a deadline for when the project needs to be built? Or design completed?	There is no hard deadline for the completion of the project, however City Council has expressed interested in having the project completed as soon as possible. Our expectation is that design may take up to 1 year followed by 1-2 years of construction.
29	Will the Consultant selection process be fee based?	Consultant selection will be qualification based per the criteria in Section VI of the proposal (page 9).
30	What is the weight of the Consultant Selection Criteria	The weights for each criteria section will be added as part of the Addendum.
31	For Part 1, Section G. Consultant Experience & References, can the separate standard resume projects sheets go within this section or is the expectation that these separate sheets go in an appendix section?	It is expected that the project information will be included within this section.
32	Does Exhibit A Standard Professional Services Agreement have to be filled out as part of the final submittal or is it just for reference? If so, does this count within the 15-page limit?	The agreement is attached for reference and will only need to be filled out upon contract award.
33	On page 10 of the RFP document, Part 2 "Consultant Fee Schedule and Reimbursable Expenses" states ". . . that is consistent with the schedule created as part of Section D in Part 1". Please confirm this is indeed referring to Section D or if it should state Section E (Proposal Schedule) in Part	It should refer to Section E, however it also does refer to Section D-Item 1.
34	Can the sub-consultants requested information for "Part 1, Section F: Consultants Information" be omitted from the page content limit or become a part of the appendix please? The list of anticipated sub-consultants on page 14 of the RFP are about 20 to be listed in full detail in this section.	No, but note that the total page count has been increased to 30 and will be addressed as part of an addendum.

35	Can the sub-consultants requested information for “Part 1, Section G. Consultant Experience & References” be omitted from the page content limit or become a part of the appendix please?	No, but note that the total page count has been increased to 30 and will be addressed as part of an addendum.
36	Can the sub-consultants requested information for “Part 1, Section H. Project Team Experience & References” (under Other Team Members) be omitted from the page content limit or become a part of the appendix please?	No, but note that the total page count has been increased to 30 and will be addressed as part of an addendum.
37	Is the City considering any of the following programmatic elements: Preschool and Food/Beer Garden?	Yes, Concept 3 of the previous conceptual plans (which is the option City Council had preferred) included a beer garden and preschool.
38	Does the City anticipate any changes in the programming for the recreation center, particularly that would increase the intensity of use of the facility?	In general, programming should remain the same as what was the previous conceptual design had shown, which was based on extensive outreach performed in 2016-2017. However, based on the current budget, there is a chance programs may need to be reconsidered (and some outreach may need to be revisited) based on how much square footage we will be able to achieve.
39	Will the website domain be separate and will the consultant be responsible for payment of this website?	Correct, it will be the consultant's responsibility to develop and maintain a project website including obtaining a website domain. The platform may be of the consultant's choosing. Domain fees may be invoiced back to the City.
<b>Questions for Week of 08/22/2022</b>		
40	We understand that you will not accept 11x17 proposals. However, given the detail that usually goes into schedules, would the city be willing to allow the schedule page to be in 11x17 format?	We will allow the schedule page to be in 11x17 format.
41	Will the interviews be held in person or on Zoom?	We can consider both in-person and/or Zoom for interviews.
42	Who will be on the selection committee? Any City Council people?	The first round of proposals will be evaluated by staff from public works and parks and recreation department. The top proposals will continue on to the interview round which will include members of public works, parks and recreation, the Parks and Recreation Committee, and the City Council Infrastructure/Facilities Subcommittee.

43	<p>To cover the scope of services described, we will be proposing approx 15 subconsultants. Providing the amount of info requested under Sections F, G and H for that many subconsultants will take up a lot of pages. Would it be possible to only include F/G/H info for main subconsultants (Structural, MEP, Civil, Landscape, Low Voltage/Technology, Cost Estimating)? Or alternately, reduce the amount of info being requested from subconsultants? To provide 3 projects with information and references for each subconsultant as requested under Section G could be more than 10 pages.</p>	<p>The page limit has been increased to 30 pages to accommodate the information required for subconsultants.</p>
44	<p>Re: Section G. Subconsultants do not often have access to original vs. final contract amounts or a breakdown of schedule information. May subconsultants skip item 6 and 7? We propose that they include final cost, bldg. square footage, and month/year project was completed.</p>	<p>If the information is available, we request the sub-consultants provide the information as part of items 6 and 7.</p>
45	<p>Re: Section H. request for 3 references for project manager and key personnel, may these be included on the resumes? Should subconsultant resumes also include 3 references?</p>	<p>Please include the 3 references for the <b>Project Manager</b> and <b>Key Personnel</b> within Section H. The 3 references for the <b>Other Team members</b> may be included as part of the resumes as an appendix.</p>
46	<p>The design criteria used for costing assumed the project will be designed using the 2016 CBC. Please confirm the actual design should comply with the 2022 CBC.</p>	<p>The project should comply with the latest building code at the time the project will be submitted for the building permit application.</p>
47	<p>Design criteria for costing assumed the building systems should be similar to those of the existing Teen Center. Can other foundation systems be considered to support the new building?</p>	<p>The City is open to other foundation systems for the new building.</p>
48	<p>Is the existing Geotechnical Report from Teen Center or Rec Center available?</p>	<p>Unfortunately staff is unable to recover the previous geotechnical report at this time. Staff will continue for look for any helpful supporting documents and if found will be provided to the selected consultant.</p>

49	Are there any restrictions on where geotechnical explorations can be performed on site?	In general there are no restrictions, but explorations locations should be within reason (i.e not blocking building doors)
50	Can field exploration be performed during normal business hours?	Yes
51	Is this project subjected to prevailing wage requirements?	Yes
52	Can the city provide the previously produced full, detailed concept cost report prepared by TBD Consulting?	Unfortunately staff is unable to recover the previous concept cost report at this time. Staff will continue for look for any helpful supporting documents and if found will be provided to the selected consultant.
53	The RFP requires a "Boundary Survey". Can you please confirm this is simply a plotting of the Record Boundary and not a full Boundary Survey?	Correct, this is not intended to be a full Boundary Survey. We would request that any easements be plotted in addition to the boundary.
54	Can the city please clarify the limits of topo survey?	<p>The image below shows the approx limits of survey expected for this project.</p> 
55	Will the City provide a Title Report for which the property lines and other items can be plotted?	Consultant to obtain and provide the title report.

56	Can you please clarify if the selected firm is to include an environmental consultant (as an Additive Alternate Scope) as part of the team or if we are simply supporting the City Environmental Consultant with drawings and project information for an IS/MND?	The City has not yet hired an environmental consultant for this project. City is requesting the selected firm include (as an additive alternative scope) an environmental consultant as part of the team to assist the City with the IS/MND process.
57	The RFP implies that the fire protection system should be delivered as full design. Please confirm if that is correct or if the intent is for the fire protection system to be done as design build.	Full design.
58	Will the City consider reducing the amount of general liability insurance to \$2M? If not, will the City accept the consultant providing a project specific policy to provide coverage for the increased amount?	Commercial General Liability is reduced to \$2M each occurrence / \$4M aggregate.  Note - we do accept excess and umbrella liability. Excess liability may be used to extend the coverage of the general liability requirement, but not the auto and workers comp. Umbrella coverage would extend the coverage of all 3 (general, auto, worker's comp).
59	Based on the program and scope shared in the RFP, this frequency of submittals will increase project costs and extend the schedule. As an example, the Design Development set would often be considered a 25% - 30% CD set. Also, the Use Permit package is often a dedicated package and would be separate from the Construction Documents. Can you please clarify if each of these milestones are full submittals to the city. If so, can you please clarify the requirements for each interim submittal. Also, can you please clarify the review time, if any, the City would require for their efforts related to each submittal. Finally, would the city consider a more conventional process as follows: -Conceptual Design -Schematic Design 100% -Design Development 100% -CUP Package -Construction Documents 50% (if Req'd) -Construction Documents 75% -Construction Documents Final	Staff has re-evaluated the tasks identified in the scope of work and have decided to reduce the amount of required submittals. This will be addressed as part of the Final Addendum.



60	<p>The RFP requires a total of 11 cost estimates total at the following milestones:</p> <ul style="list-style-type: none"> <li>-Conceptual Design (Two preliminary and one final)</li> <li>-Schematic Design 50%</li> <li>-Schematic Design 100%</li> <li>-Design Development 50%</li> <li>-Design Development 100%</li> <li>-Construction Documents 25% (Use Permit)</li> <li>-Construction Documents 50%</li> <li>-Construction Documents 75%</li> <li>-Construction Documents Final</li> </ul> <p>Based on the anticipated scope for the project, there will be very little change in cost between interim and key milestone packages. Additionally, the development of third party cost estimates may take between 2-4 weeks to prepare. This will add significant cost and schedule to the project further impacting escalation and other key cost factors. We recognize the importance of maintaining the budget and validating cost assumptions with estimates and can provide as many estimates as may be required. However to limit cost and schedule impacts would the City consider a more conventional process and estimates at the following milestones:</p> <ul style="list-style-type: none"> <li>-Conceptual Design (Two preliminary and one final)</li> <li>-Schematic Design 100%</li> <li>-Design Development 100%</li> <li>-Construction Documents 50% (if Req'd)</li> <li>-Construction Documents 75% or Final.</li> </ul>	<p>Staff has re-evaluated the tasks identified in the scope of work and have decided to reduce the amount of required submittals (which include cost estimates). This will be addressed as part of the Final Addendum.</p>
61	<p>Will the City be making the soils report for the Teen Center available for review?</p>	<p>Unfortunately staff is unable to recover the previous geotechnical report at this time. Staff will continue for look for any helpful supporting documents and if found will be provided to the selected consultant.</p>
62	<p>Will sub-hosting the domain from the consultant or city's website be a possibility, or is purchasing an entirely new domain preferred?</p>	<p>City is expecting a fully separate domain and hosting.</p>

63	The Q&A from the week of 8.22 states that “domain fees may be invoiced back to the city”, does that include the hosting fees or just the fees to acquire the domain name?	Yes, it shall include hosting fees.
64	Is the city expecting professional web development consultants to be included as part of the team?	Yes
65	Will the city be providing any style or branding guidelines for the site’s development?	The City does not have a formal branding standard at this time, though there are themes and aesthetics that we try to keep consistent throughout our messaging. The intention is to have staff work with the team to develop standards for this project.
8	Will the City allow electronic submittal of the proposal?	Further clarifying the previous response to Question #8. Electronic submittals in lieu of the hard copy submittal will not be allowed at this time. Part 1 proposal submittal shall include (5) copies of a bound and tabbed document and a flash drive with electronic copies. Part 2 will only be required as a hard copy in a separated sealed envelope.