

AGENDA

MANDATORY PRE-PROPOSAL MEETING

Professional Design, Bidding, and Construction Support Services for the Recreation Center Replacement Project (CIP 301-678)

City of Foster City | August 16, 2022

1. Introductions

- a. Sign-In Sheet
- b. Project Engineer – Francine Magno, fmagno@fostercity.org
- c. Project Managers –
 - i. Derek Schweigart, Parks & Recreation Director, dschweigart@fostercity.org
 - ii. Louis Sun, Public Works Director, lsun@fostercity.org
- d. Recreation Manager – Tiffany Oren, toren@fostercity.org

2. General Project Overview

3. RFP Scope of Work

- a. Project Management and Website Content Support
- b. Conceptual Design Refinement and Schematic Design
- c. Design Development Documents
- d. Use Permit and Construction Documents
- e. Furniture, Fixtures, and Equipment and Signage
- f. Bidding and Construction Support
- g. Record Documents

4. Project Schedule

- a. RFP Deadline – September 2, 2022 at 2:00 pm
- b. Announcement of Selected Consultants for Interviews – September 23, 2022
- c. Potential Interviews – September 26 through October 7, 2022
- d. RFP Award – November 2022
- e. Contract Work Start Date: January 2023
- f. 2024 Construction

5. RFP Submittal Requirements

- a. Deadline: September 2, 2022 @ 2:00 pm
- b. Deadline for Questions: August 25, 2022 @ 5:00 pm (will do our best to respond as they come in)
- c. Final Addendum for Q&A
- d. Proposal Submittal Location: 610 Foster City Blvd. Foster City, CA 94404
- e. Update to Page Count
- f. Required RFP Documents:
 - i. Cover Letter
 - ii. Table of Contents
 - iii. Executive Summary
 - iv. Project Approach
 - v. Proposal Schedule
 - vi. Consultant Information

- vii. Consultant Experience and References
- viii. Project Team and References
- ix. Consultant Fee Schedule and Reimbursable Expenses

6. Consultant Questions and Concerns

Questions Received to Date:

Q: 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?

A: This will be covered at the pre-proposal meeting.

Q: 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?

A: We can certainly look into revising the page limit. Given the amount of sub-consultants for this project, that was an overlook on our part. We will revise the page limit as part of an Addendum to the RFP.

Q. For H. Project Team Experience and References, please clarify if Other Team Members refers to subconsultants.

A. Other Team Members refers to any other staff other than the project manager and key personnel, but may also include sub-consultants.

Q. Is submission of our certificate of insurance not required until contract negotiations/award? Or are we to include that in this round?

A. Certificate of insurance is not required until contract award.

Q. 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?

A. Questions may be submitted at any time prior to August 25th and we will do our best to answer questions as they come in.