



FARIA BAKERY

CRISSENTS:

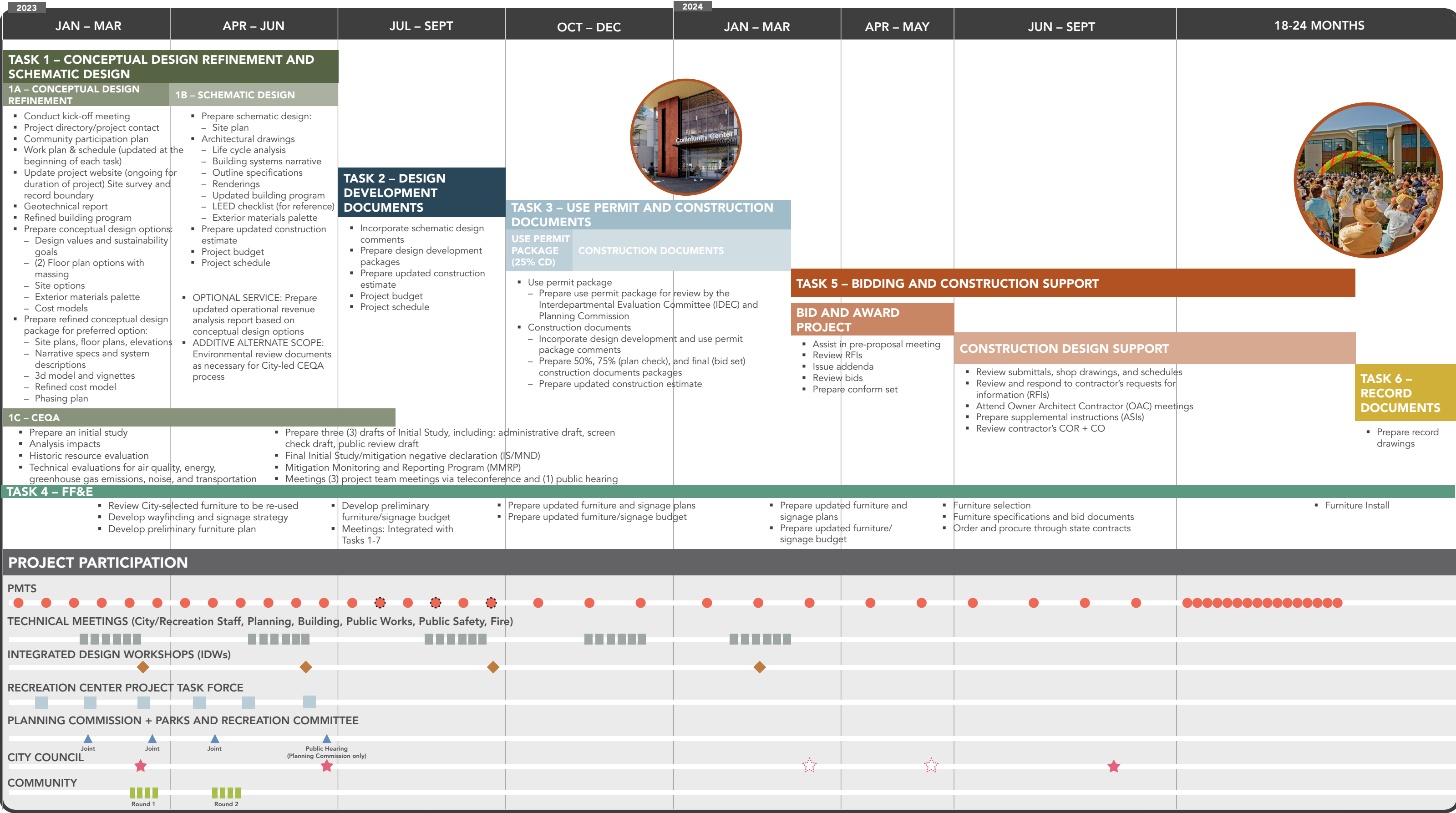
- Country \$9
- Olive \$9
- Truffle \$9
- Whole Wheat \$9
- Spelt \$9
- Pain de Merveilles \$9
- Chocolade \$5





FOSTER CITY RECREATION CENTER

DRAFT WORK PLAN 2022-11-01





POSITIONING PROJECTS FOR SUCCESS

Group 4 has developed a participatory design process and hundreds of successful community projects. We have been instrumental in assisting our clients with community engagement and public information campaigns. What sets our process apart is our proven record of building a shared vision, consensus, and momentum for public projects that reflect community priorities and values. Our proposed process for the Foster City Recreation Center Replacement Project builds on the strong foundation of community engagement that City began in 2016-2017. We look forward to refining the proposed engagement plan with the City to ensure the most effective use of City resources.

Excellent local examples of the success of our proven process include the recently completed Burlingame Community Center, and the San Bruno Recreation and Aquatic Center that is currently under construction. Both projects started at similar points that you are now – needing to leverage work from previous studies, build a strong foundation of support for a shared vision, and deliver a clear path forward to implementation and realization of the vision.

WORKING WITH THE COMMUNITY, RECREATION CENTER PROJECT TASK FORCE, COMMUNITY LEADERS, AND STAFF

We will develop project goals and objectives early in the process with the community, Recreation Center Project Task Force (RCPTF), Parks and Recreation Committee, Planning Commission, and staff. The interactive planning process will create a shared vision for the new Recreation Center and continue to define the planning and design values that will not only shape the project, but also act as criteria for evaluating the success of various development strategies and design solutions.

The approach to working with staff begins with the establishment of a Project Management Team (PMT) that meets at regular intervals to make decisions and have in depth discussions on design and technical issues. At project inception, we work with City staff to develop project goals and objectives that are referenced throughout the project at key milestones and decision points that ensure alignment of expectations, budget, schedule, and scope to deliver the shared vision. We will meet regularly with the team of client representatives to review project progress and provide overall direction, from developing the initial work plan, schedule, and participation plan to confirming project findings and approving work products. We reference our project schedule at each team meeting to ensure that the project is on track – we also use the schedule to communicate and coordinate work among our consultant team members. The PMT will also monitor the project participation plan closely, and review content and exhibits before presentations to stakeholders, the community, and City Council. We anticipate that the PMT will include the City's project manager, key City and Parks and Recreation staff, Group 4's project manager, and key consultants; the City may also wish to include other key City staff in the PMT or certain meetings, depending on agenda topics.

The proposed multi-layered community engagement plan is described below.

RECREATION CENTER PROJECT TASK FORCE

We recommend the development of the Recreation Center Project Task Force (RCPTF) with representatives from a wide cross section of community groups and advisory committees, such as the Planning Commission, Parks and Recreation Committee, City staff, and representatives from key stakeholder groups. A strong project RCPTF will act as an effective sounding board to vet options and strategies based on their inherent community knowledge; the RCPTF will also be project ambassadors who will provide updates to their constituents and promote participation in community engagement events. The RCPTF will work closely with the project team during the Conceptual and Schematic Design phases at monthly meetings.





PARKS AND RECREATION COMMITTEE AND PLANNING COMMISSION

Three joint Parks and Recreation Committee and Planning Commission meetings are planned. Working together to provide input on the site strategies, concept options and the recommended schematic design will allow the insights and knowledge of the members to be shared and integrated into the final design, creating a strong foundation for the project. The fourth meeting with the Planning Commission will be the public hearing for the CEQA document.

COMMUNITY

A project website will be created and maintained throughout the project allowing the community to stay abreast of all project developments and progress. The design team will maintain the site and update it monthly will all public presentations and reports.

Additionally, we will engage the community with open houses, intercept events, pop up kiosk and online surveys at both the Conceptual and Schematic Design phases. The open house, online survey, pop up kiosk will contain the same content, in three formats so we can collect the community's input on their preference for design values and plan options.

CITY COUNCIL

The City Council will have monthly updates by staff on the progress of the project and formal presentations by the design team at key milestones in the Conceptual and Schematic Design phases and prior to going out to bid.

WORKING WITH STAFF

- **Technical Meetings** – We will conduct technical meetings with City staff at every phase of the project that will include: Parks and Recreation staff to confirm the programmatic, functional, and operational requirements of the new recreation facility; Building division to confirm our code analysis and requirements for emergency access, security, and fire protection; Planning division to confirm zoning, Setback, site, and parking requirements and Use Permit Application and review; and the Police and Fire Departments to review for safety, access, and equipment requirements.
- **Integrated Design Workshop** – We have included Integrated Design Workshops (IDWs) in the project work plan during the design phases of the project. The purpose of IDWs is to have City departments, recreation staff, maintenance team, designers, and cost estimator have a clear understanding of the building and its systems and to keep the project budget and scope aligned. This proactive approach to budget/scope/expectations alignment is one of the attributing factors to our excellent record in cost forecasting and budget management, and we have found this approach to be significantly more effective than reactive value engineering. We will use the LEED matrix as a tool to facilitate the discussion on every aspect of the project from site utilities to door hardware. We will discuss the balance between the program requirements, sustainability targets, and the project budget. We will discuss and identify strategies and systems for achieving sustainability, performance, and maintenance goals.