

MEETING MINUTES

MANDATORY PRE-PROPOSAL MEETING

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

City of Foster City | January 12, 2023

1. **Sign-In Sheet** –all attendees who signed in will be on distribution list moving forward
2. **RFP Scope of Work**
 - a. Pre-Construction Phase
 - b. Plan Check and Bidding Phase
 - c. Construction Phase
 - d. Project Closeout and Post Construction Services
 - e. Warranty Inspections
3. **Project Schedule**
 - a. RFP Deadline – January 27, 2023 at 2:00 pm – time stamped at front desk at drop off
 - b. Announcement of Selected Consultants for Interviews – February 10, 2023
 - c. Potential Interviews – February 13 through February 17, 2023
 - d. RFP Award – February 20, 2023
 - e. Contract Work Start Date: April/May 2023
 - f. 2024 Construction
4. **RFP Submittal Requirements**
 - a. Deadline: January 27, 2023 at @ 2:00 pm
 - b. Deadline for Questions: January 20, 2023 @ 5:00 pm (will do our best to respond as they come in) – questions to be sent to Sophia
5. **Consultant Questions and Concerns**

Q. Does the \$55 M budget include construction and soft costs?
R. Yes. The \$55 M is the overall project budget. The construction estimate is \$42 M.

Q. Is the design consultant currently on board?
R. Yes, Group 4 Architecture, Research + Planning was awarded the design contract and was notified to proceed in late December 2022.

Q. Will the previous community outreach efforts & preliminary reports be available for prospective consultants?
R. Yes, City will send out the previous documents to everyone who has signed in as part of today's meeting.

Q. Is the community outreach part of CM work?
R. The City and design team will be responsible for the community outreach. At a later point, the City may hire an additional Outreach/Communication Consultant to handle public communications during construction.

- Q. What is the type of delivery for this project?
R. Traditional design-bid-build
- Q. Is the existing building being torn down and new building built in existing location?
R. Yes, the existing building will be leveled during construction. The location of the new building will be roughly in the same area, roughly same size. Design has barely started so the location of the new building is still to be determined.
- Q. Will the existing building be in use during construction?
R. No, the City is already looking into temporary facilities to continue Rec Center programs and house staff at alternative locations during construction. Temporary facilities will not be the responsibility of the CM, but we may expect feedback regarding the location of temporary facilities relation to the construction area.
- Q. Are we anticipating substantial utility upgrades on site? Any electric upgrades, solar package, eliminating gas?
R. Yes, we are targeting LEED Silver and Net Zero Energy.
- Q. Can the Scope of services for the designer be made available?
R. Yes, City will include in a follow up email.
- Q. Is the CM responsible for any administrative work related to grants/funding?
R. No, City will take care of this.
- Q. What is the expected timeline for design completed/construction to start?
R. Based on the current draft work plan from the design team we estimate bidding around March 2024 and construction to start June 2024. The draft work plan can be found on the last page of the RFP.
- Q. Will all members of design team be precluded from proposing as part of the Construction Management services?
R. To avoid a potential conflict of interest, unfortunately, yes.
- Q. Are cost estimating services included under the CM contract?
R. No, under design consultant.
- Q. Can you provide a brief overview of the new facilities in new Rec Center? I.e swimming pool, etc?
R. No swimming pool or gym. New facilities will be used for fitness & art classes, meeting rooms, multi-purpose room. Please refer to Concept 3 as part of the Burks Toma Architects package for the expected programs to be included.
- Q. During design, will the CM scope include more than just a constructability review? I.e. any technical reviews on design such as structural or safety?
R. Yes, in addition to constructability review we are interested in support with value engineering and may look for some technical support.

- Q. Will the City be conducting a site visit for the project site?
- R. We are not conducting an official tour, but the Recreation Center is open and interested consultants are allowed to visit and self-tour.
- Q. Is there an expectation for the CM to hire consultants for surveying, Geotech, testing, special inspections? Does general contractor hire these consultants?
- R. Surveying and geotechnical services (including construction observation and testing services) are included as part of the design contract. Other material testing services will be hired by the City.
- Q. How many consultants will the City be expecting to shortlist for interview?
- R. We don't have a set number, but we estimate 3 to 4 firms.
- Q. Could we get a list of everyone who has attended today?
- R. Yes, a sign in sheet will be sent out to everyone who has signed-in today. The sign-in sheet will also be available on the RFP page.
- Q. Does the existing storm drain line under the building support the site specifically?
- R. The existing 54" storm drain is the outlet (into the lagoon) downstream from most of the City's storm drain system.
- Q. Are any hazardous materials reports available/known at this time? Is the demolition of the existing building/removal of hazardous materials included as part of the \$42M cost? How does the demolition and potential hazardous materials relate to the timing of construction and grading/capping of utilities?
- R. At this time, we are unaware of any hazardous materials within the project site. If, and when, that is determined during the design process, the CM will be kept informed and a decision will be made on how to handle during construction.