

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

Questions for Week of 01/13/2023		
	Question	Response
1	Would you consider increasing the page count to 25 pages, excluding the resumes? (Resumes would be in the Appendix)	Not at this time. It is noted that staff resumes are already allowed to be included as part of an appendix that does not count toward the overall page limit.
2	Page 5, Section D, Item No. 1, Project Approach. You refer to a "professional engineering services contract? Do you mean a Professional Services or a Professional Construction Management Services contract?	This would be a Professional Services contract
3	Page 6, Section H, Consultant References. We develop Project Sheets for each Project that includes all the information you are requesting. Is it ok to submit five project sheets, one for each project?	It is acceptable to submit separate project sheets, but note that they must be included as part of Section H (not the appendix) and count separately towards the page limit.
4	PART 2, Section J, Consultant Fee and Schedule. This Section requests an estimate of number of hours by staff to complete the scope of work. The same information is already requested in Section F, Labor Projections. Do you want the same information in both places, in Section F and in Section J? Or can we just include it in one Section?	Please include in Section J only. Section F - Labor Projections will be removed from the RFP.
5	On Page 2, Paragraph , Staffing of Project. This Section states that Public Outreach Staff is required as part of our Team. On the Pre-Proposal Meeting I thought I heard that Public Outreach would be done by the City. Could you please confirm if we need to bring on a Consultant on our Team to assist the City with Public Outreach?	The City will handle the Public Outreach. The City will issue an addendum to the RFP.

6	<p>Page 7, Section I, Item No. 3, Project Team Experience and References.</p> <p>Please confirm the Project Team Composition requirements:</p> <ol style="list-style-type: none"> 1.Principal-In-Charge 2.Resident Engineer Construction Engineer 3.Office Engineer 4.Estimator 5.Scheduler 6.Lead Inspector 7.Inspector for SWPPP 8.Geotechnical Materials Testing and Special Inspections (consultant) 9.Public Outreach Consultant 	<p>Confirming the list as shown per the RFP. It is noted that the list is the City's tentative list. If the Consultant feels additional members are needed/not needed, please elaborate within the proposal and City may consider.</p> <p>The design consultant will be handling outreach during design. During construction, the City will be hiring public outreach consultant, but will be expecting coordination/support from the CM team to address public inquiries.</p>
7	<p>Page 7, Section I, Item No. 3, Project Team Experience and References.</p> <p>Please confirm that if our Lead Inspector has the skills to the SWPPP Reviews that it would be sufficient and acceptable?</p>	Yes
8	<p>Page 7, Section I, Item No. 4, Project Team Experience and References.</p> <p>Please confirm that in this Section the References requested are only for the Resident Engineer Construction Manager.</p>	Yes
9	<p>Page 1, Section I, Introduction.</p> <p>Would you consider extending the Proposal Deadline?</p>	Not at this time.
Questions for Week of 01/20/2023		
10	Will the CM be responsible for bringing on a commissioning agent?	No, the design consultant will do that.

11	<p>Is there a design schedule noting milestone issuance dates for</p> <ul style="list-style-type: none"> •100% Schematic Design •100% Design Development •Use Permit Submittal •50% Construction Documents •75% Construction Documents •Final Construction Documents (includes Addenda) 	<p>Design has just kicked off and there are not specific submittal dates for the various submittals yet, but please refer to Attachment C - Design Phase Draft Work Plan by Group 4 Architecture on the last page of the RFP for the best schedule at this time.</p>
12	<p>Since the project has not yet begun design, how will the CM and their team members know on what basis to estimate fees?</p>	<p>Please estimate fees by using the information in the RFP.</p>
13	<p>Will the geotechnical engineer on the design team be allowed to stay on during construction for compaction testing services?</p>	<p>The same geotechnical engineer from design will remain on board during construction phase to perform construction observation and testing services.</p>
14	<p>Are there conceptual drawings available for bidders to review?</p>	<p>There are conceptual drawings created by the previous architect in which Group 4 will build upon, but they may be change. The conceptual drawings are Concept 3 in the Burks Toma Architect Package that was previously sent out.</p>
15	<p>Does the City want the PM/CM to include hours to assist the City with procurement and installation of FF&E?</p>	<p>If you think it is necessary</p>
16	<p>Under Task 1, Item #3 Project Schedule “develop, manage and maintain a detailed project schedule for the construction phase activities....”. Typically, the selected Contractor is required to develop and submit a detailed schedule utilizing an approved project scheduling software platform. The Construction Manager would be responsible for reviewing the Contractor’s original baseline schedule and monthly updates. Please confirm if the City wants the PM/CM consultant to prepare an overall Project Schedule and review the Contractors baseline construction schedule and monthly updates?</p>	<p>Correct, PM shall prepare an overall project schedule and will review the Contractor's baseline construction schedule/monthly updates.</p>

17	<p>For Task 3, Construction Phase, part of item 1 notes “may require consultant to lease a space” and “Provide number of office spaces required and/or office space square footage required”. Can the City provide the PM/CM consultant with nearby office space during the construction phase for a maximum of two people (approximately 250 square feet) and a conference room for weekly meetings? If not, weekly meetings can be held in the Contractor’s construction trailer and the PM/CM consultant would provide its own trailer onsite during construction.</p>	<p>The City will provide a trailer (or office space) for the CM team during construction. Part 1 will be revised as part of the Addendum to remove the language regarding the PM/CM potential responsibility to lease.</p>
18	<p>Within Task 3, item #1 requests that the CM recommend Construction Management System for project. Does the City want the PM/CM consultant to recommend a project management software program to manage and track all project soft and hard costs?</p>	<p>Yes</p>
19	<p>Within Task 3, Item #5 in the same section notes that the PM/CM consultant establishes a procedure for collecting certified payroll from the CONTRACTOR for the Project. Typically, the CONTRACTOR provides this documentation directly to the Department of Industrial Relations. Please confirm that the PM/CM consultant will not be required to collect certified payroll from the CONTRACTOR.</p>	<p>Yes, City will forward any certified payroll to the PM/CM consultant.</p>
20	<p>Within Task #3, item #9 asks for PM/CM consultant to assist the City in selecting special consultants or testing laboratories if requested. For budgeting purposes, please define the level of effort expected from the PM/CM consultant to assist (e.g., does the City want the PM/CM consultant to sit in on interviews, conduct outreach, negotiate fees, etc.)</p>	<p>At this time, it can be assumed that the level of effort will include assisting the City with the scope of work for the special consultants or testing laboratories.</p>

21	<p>Per Task 3, Item #10 it states to “Inspect Contractor’s work daily for compliance with contract requirements. Observe that the materials and equipment being incorporated into the work are handled, stored, and installed properly and adequately and are in compliance with the contract documents for the Project” and “Produce daily inspection reports, including photos, descriptions of daily activities, any corrective actions to be taken by Contractor, persons and equipment on site, and work to be completed the following day(s)”. Based on the scope description, please confirm the City expects a full-time inspector for the duration of construction (i.e., Notice to Proceed through Substantial Completion) to help ensure all PM/CM proposals assume the same level full-time commitment for project inspection.</p>	<p>Correct, the City is looking for a full time inspector for the duration of construction.</p>
22	<p>Per Item I, Project Team Experience and References, one of the team members required is shown as “Inspector responsible for ensuring Contractor’s adherence to Storm Water Pollution Prevention Plan”. Per Task 3, Item #29 it states that the responsibility of the PM/CM Consultant is to “Review storm water pollution prevention plan, to perform quality assurance inspections of best management practices implemented as part of an approved Storm Water Pollution Prevention Plan, to audit Contractor’s storm water pollution prevention records, and to review contractor’s compliance with all permits, stormwater regulations” . Please confirm if the Architect of Record’s civil engineer will be the QSD and is going to prepare the SWPPP to incorporate into the bid documents. Also, it has been our experience that the QSP is best provided by the Contractor to ensure the Contractor is 100% responsible to implement and monitor the plan during construction. Please confirm if the City wants the PM/CM firm to provide the QSP, or if the City would consider having the Contractor include QSP as part of their lump sum bid.</p>	<p>The design team will have a QSD to prepare the SWPPP as part of the bid documents. The Contractor will be required to have a QSP to ensure compliance, but we are looking to have someone from the PM/CM team assist the City during monthly inspections with the Contractor and in general support with adherence to the SWPPP. We would also be looking for support/review (if any) on the SWPPP that is prepared by the QSD.</p>