

CITY OF FOSTER CITY

ADDENDUM NO. ONE (1)

TO REQUEST FOR PROPOSALS AND /OR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT AND INSPECTION, ARCHITECTURAL ENGINEERING, LANDSCAPE ARCHITECTURAL, GEOTECHNICAL ENGINEERING, WATER & WASTEWATER ENGINEERING, CORROSION/CATHODIC PROTECTION ENGINEERING, & COST ESTIMATING PROFESSIONAL SERVICES

RFP/Q RESPONSES DUE: **Thursday, November 9, 2023 by 4:00 pm**

Notice is hereby given that the following revisions, additions, and/or deletions are hereby made a part of, and incorporated into the Request for Proposals and/or Qualifications for Project Management, Construction Management and Inspection, Architectural Engineering, and Landscape Architectural, Geotechnical Engineering, Water and Wastewater Engineering, Corrosion/Cathodic Protection Engineering, and Cost Estimating Professional Services.

Proposers shall acknowledge the receipt of this Addendum by attaching the following acknowledgement form to their submittal. Failure to do so **may** render Firm's submittal non-responsive.

The following changes, additions or deletions shall be made to the following documents as indicated and shall be part thereof as if originally specified and/or shown. All other terms and conditions remain unchanged.

REQUEST FOR PROPOSAL AND/OR QUALIFICATIONS:

1. Section IV. Proposal Submittal Requirements – F. Project Team and References (RFP pg. 15)

Delete the last sentence in the second paragraph of bullet point 4) Other Key Personnel in its entirety.

2. Section IV. Proposal Submittal Requirements – G. Consultant Fee Schedule and Reimbursable Expenses (RFP pg. 15)

Delete point 2 in its entirety, and **Replace** with the following:

“Consultant shall provide a Consultant Fee Schedule and list of other costs for other reimbursable items, such as supplies, materials, equipment, other services, and/or other expenses..”

3. Section IV. Proposal Submittal Requirements – bullet number 2 (RFP pg. 16)

Delete point 2 in its entirety, and **Replace** with the following:

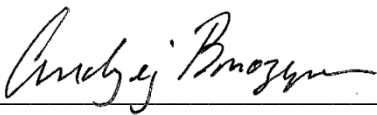
“2. Submittals must follow the organization, order and numbering presented in Section III – Proposal Requirements:

- a. Cover Letter – Identify the Service Area

- b. Executive Summary
- c. Consultant Information - General Firm Information**
- d. Project Approach and Scope**
- e. Consultant Experience and References
- f. Project Team and References –
 - Tentative Project Team
 - Provide an Organizational Chart to illustrate your Tentative Project Team with any Subconsultants
 - Resumes of Key Personnel. Please include only personnel who would likely be available and would directly work on the assigned project.
 - Example Projects that best illustrate Proposed Team’s Qualifications and which projected City/EMID project(s) that they are similar to.
 - Key Personnel Participation in Example Projects
- g. Consultant Fee Schedule and Reimbursable Expenses“

- 4. Attachment 3 - Sample Professional Services Agreement, Exhibit D Insurance, Section 1.1 Insurance Requirements (RFP pg. 44 & 45):

Revise: Commercial General Liability Insurance has been changed from five million dollars each occurrence and five million dollars aggregate to two million dollars each occurrence and four million dollars aggregate.

Approved By: 
Andrew Brozyna, P.E.
Director of Public Works

10/13/2023
Date

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM NO. ONE (1)

FOR

REQUEST FOR PROPOSALS AND /OR QUALIFICATIONS
FOR CONSTRUCTION MANAGEMENT AND INSPECTION, ARCHITECTURAL ENGINEERING,
LANDSCAPE ARCHITECTURAL, GEOTECHNICAL ENGINEERING, WATER & WASTEWATER
ENGINEERING, CORROSION/CATHODIC PROTECTION ENGINEERING, & COST ESTIMATING
PROFESSIONAL SERVICES

I have received Addendum No. One (1) for this project consisting of two (2) single-sided
8 ½” x 11” page and one (1) single-sided – Acknowledgement of Receipt.

I understand that a copy of this acknowledgement with the original signature must be attached to the
proposal at the time of submittal. Failure to attach such copy **may** render the submittal as not
responsive and the submittal may be rejected.

Signature

Date

Print Name

Phone Number

Company Name
