



Professional Services for Construction Management and Inspection, Architectural Engineering, Landscape Architectural, Geotechnical Engineering, Water & Wastewater Engineering, Corrosion/Cathodic Protection Engineering, and Cost Estimation

Questions – as of 11/2/23

- **If we submit as an architectural firm for architectural services only, do you want us to show resumes for our subconsultants (i.e., mechanical, electrical, plumbing, etc.)?**
 - It is not required to show all subconsultants. However, it would be helpful for graders to know subconsultants that you have previous successful experience in and plan to use on projects or services that are listed in the RFP.

- **Do all projects have to be within the last five years?**
 - Yes.

- **Is there any page limitation?**
 - There is no page limitation.

- **Typically, we do not show project information for our subconsultants, but in E. Consultant Experience and References, it states: Consultant shall provide for it and each of its subconsultants details of its experience working on projects or providing similar services listed in Section II. Do we have to show projects from subconsultants, and if so how many?**
 - You do not have to show project information for every subconsultant. However, if certain subconsultants are big parts of your team, you have worked with successfully in the past, or have experience that you feel directly related to projects within the RFP, you are encouraged to provide this information for the graders.

- **When it says you are looking for “Architectural Engineering” – is the City seeking an Architectural Firm? Or are they accepting submissions from MEP firms, to provide MEP engineering?**
 - We are looking for well-rounded teams that can take on a variety of building projects (Architectural Engineering/Building Engineering Category). If you believe your firm can take on primary responsibilities of managing design of the services/projects listed in that category, we encourage you propose. Should you believe you are better suited to be a subconsultant to a firm that may be better suited to serve as a primary consultant, then we encourage you to do so.

- **Is this the first Contract for the City of Foster City and the Estero Municipal Improvement District (EMID) for Construction Management and Inspection services, Architectural Engineering, Landscape Architecture, Water and Wastewater Engineering, Corrosion Engineering, Cost Estimation, and Geotechnical Engineering? If not, which consultants were awarded the previous contracts for each discipline.**
 - This is the first on-call contract request for all disciplines except for architectural engineering, in which the City/District currently has one consultant on-call, Bartos Architecture, Inc.

- **Would the City/EMID consider suggestions of changes to the standard agreement "professional services agreement?" And if so, should we address it in our submittal?**
 - The City/District will consider minor non substantive changes. Please call out any proposed changes in the cover letter in lieu of section III point A.5 statement (RFP p. 12).

- **In section E. Consultant Experience and References, do we need to provide 3 projects for each firm on our team, or just 3 projects total? Do the reference projects highlighted in section E. Consultant Experience and References need to be completed within the last 5 years?**
 - Yes, please provide three relevant projects for any firm in the proposal. It is preferable for them to be within the past five years.

- **Under Section III.D, Approach and Scope, as this is an on-call RFQ, what scope would you like us to provide? A typical scope for a park or streetscape?**
 - Scope and approach shall be based off of services listed under the service area in Section II, including any additional services recommended.

- **Under Section III.E, Experience and References, there are a wide variety of projects. shall we provide one reference project for each type of service? Could be up to 8 or 9 reference projects**
 - Yes, please provide representative projects in the last five years.

- **Under Section III.E, Experience and References, it is mentioned to provide reference projects for subconsultants as well. The number and type of subconsultants could vary widely with the projects that are listed in the CIP provided. Do we incorporate an entire team and list every subconsultant? Provide reference projects for each type of project and each subconsultant?**
 - It is understood that there may be subconsultants used throughout the life of the contract that are not part of the proposal. However, if a subconsultant is significant part of your team and you have worked with them on previous projects, please include their information in the proposal where possible.

- **On the sample contract, under Exhibit D, Insurance Requirements, the General Liability requirements state five million in text and four million in numbers, please clarify. If the limits are four or five million, would the City consider lowering the limits for specific on-call contracts?**
 - This has been clarified via addendum number 2.

- **Section F. Project Team and References, it asks for a list of offices and the “name of the principal(s) overseeing proposed staff at the office”. Is this referring to the overall principal in charge at each office or the principal featured on the org chart that would be overseeing the staff regarding this contract at each office?**
 - Principal featured on the org chart.
- **Can key personnel resumes be included as an appendix?**
 - It is preferred to have them in the order specified in section IV. Point 2.
- **For key personnel references and resumes. Would the City/EMID prefer the references for the project manager and key personnel to be featured on their respective resumes or in the body of the SOQ separate from the resumes?**
 - Please submit with resumes under Section III. F.
- **On the Addendums there is a form to fill out to acknowledge receipt of the Addendum. Do you want us to insert just that Addendum signature page in our submittal? Shall it go at the end of our submittal package, after section G?**
 - Only the signature page needs to be submitted and should be submitted after the cover letter.
- **On page 16, in the IV. Proposal Submittal Requirements section, under item 2.f. Project Team and References, it mentions (bullet point #4) “Example Projects that best illustrate Proposed Team’s Qualifications and which projected City/EMID project(s) that they are similar to”. I believe these Example Projects will already have been listed in section E. Consultant Experience and References. Are you wanting us to list additional Example Projects in this Project Team section? Or is this bullet point requesting that on the Resumes, we list example projects that best illustrate the individual team member’s qualifications and note that team member’s role in the example projects on their resume?**
 - Letter e. consultant experiences would be projects done by the firm but may not necessarily have been worked on by the entire proposed team. Furthermore, letter f. project team and reference examples may be from previous positions/companies that may be relevant experience. There may be some overlap in these projects, but the intent is to understand the capacity of the firm and the capacity of the team.
- **In the proposal requirements Section C, #9 it states: *List of contracts terminated for convenience or default or other reason within the past three (3) years, if any.* Is this meant to only include contracts that our firm has terminated for those reasons? Or, does it also need to include contracts that the project’s owner has terminated?**
 - Please include both.