



CITY OF FOSTER CITY

610 Foster City Boulevard
Foster City, CA 94404-2222
Phone: (650) 286-3270
Fax: (650) 345-4626

(CIP 301-711) Foster City Police Department Kitchen Remodel Project

MANDATORY PRE-BID MEETING MINUTES

Location: Foster City Police Station
1030 E Hillsdale Blvd
Foster City, CA 94404

Meeting Date: June 3, 2025 - Tuesday @ 1:00 PM

I. Introductions

- a. Project Manager – Jerick Carandang, (650) 286-3270, jcarandang@fostercity.org
- b. Project Oversight – Francine Magno, (650) 286-3388, fmagno@fostercity.org
- c. PD Administrative Sergeant – Marcus Terry, (650) 286-3322, mterry@fostercity.org
- d. Building Lead Maintenance – Gerardo Delfin (JR)

II. Project Overview/Scope of Work

Jerick Carandang provided a general overview of the main kitchen, kitchenettes and the project scope, assisted by Francine Magno and Marcus Terry. City Staff elaborated on the project scope, construction needs and toured the project site to talk through components of project.

III. Project Schedule

- a. Contract Award – July 21, 2025
- b. Tentative 75 Calendar Days to Substantial Completion
- c. Tentative Construction: August 18th, 2025 to October 2025

IV. Construction

a. Staging and Storage

Staging will be done in the parking lot located at the back of the Police Station and a section of the parking lot will be clear to provide space for storage of equipment and materials.

b. Working Hours and Days

Working hours are 8AM – 5PM, Monday through Friday. No work on weekends with no exceptions. City holidays are listed in the Construction Manual: Appendix F: Supplemental Conditions, Part 1.3, Section C

c. Security Clearance Requirements

- The Chief of Police and Owner of the construction company will need to complete a California Law Enforcement Telecommunications System (CLETS) management agreement which explains everything in the Police Department is confidential.

- Each person entering the building for work must complete a short CLETS test that again explains that everything is confidential (5 question test).
- Each person will have to sign a DMV form.
- Each person will need to check in and print a temporary badge every day before work.
- Each person will require to provide fingerprints prior to construction start.
- Police Department will conduct a records check for each person prior to construction start.

V. Bid Information

- a. Deadline for Questions: June 23, 2025 @ 5:00 pm
- b. Bid Due Date/Time: June 26, 2025 @ 2:00 pm
- c. Bid Submission Location: 610 Foster City Blvd. Foster City, CA 94404

VI. General Discussion/Questions

1. Will parking be allowed in the police station parking lot?
Yes. If there is an excessive number of cars, we would request the overflow park in the adjacent Library parking lot.
2. Is the California Law Enforcement Telecommunications System (CLETS) test available in multiple languages?
English and Spanish only.
3. Is citizenship required to take the CLETS test?
No
4. What is the engineer's estimate for construction?
\$95,000 - \$105,000
5. Will there be a live bid opening?
Yes. Bid opening will take place on June 26, 2025, at 2 pm at City Hall.
6. Are there any specifications available for the design materials?
No.
7. Are there any conceptual renderings available?
No, the only sketches available are what is provided in the construction manual.
8. Will the Contractor be responsible for the removal of the vending machines in the main kitchen?
City will remove the 2 vending machines.
9. Where is the electrical panel?
The electrical panel is located behind the briefing room (The briefing room is across the hall from the main kitchen).
10. Will the City want the existing stove replaced with an electric stove?
Yes.
11. Low voltage or power?

Direct power to the new TV mount.

12. How many booth seating is anticipated for the main kitchen?

One.

13. Does the City want the ceiling tiles replaced or just the light fixtures?

Just the light fixtures.

14. Should the range hood be replaced?

Yes.

15. Is there any lead & asbestos testing reports available (due to new electrical connections potentially added through wall)?

No.

16. Any new flooring for the kitchenettes?

No.

17. How many light fixtures are to be replaced in the management kitchenette?

One.

18. Does the City want a 4-inch backsplash in the management kitchenette?

Yes.

19. Should the under-counter lights be replaced?

Yes.

20. Are we expected to repaint the walls in the two kitchenettes?

No, painting will only be necessary for spot repairs as a result of construction.

21. Are there any as-builts with floor plan dimensions available?

Yes, however, due to the sensitive nature of the building, we would need to confer with our legal team on how best to share this information without compromising its security. If we are allowed to share this information then we will share with those who attended.

22. Does the 75 working days in the contract include design and construction?

At the moment, yes. Please expect an increase modification to the working days and segmentation of phases via an addendum.