



## CITY OF FOSTER CITY

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Renovate Elevators in City Buildings (CIP 301-708)

### **PRE-PROPOSAL QUESTIONS AND ANSWERS as of 12/19/2025**

Proposal Submittal Date: January 8, 2025

	Question	Response	Include in Addendum?
1	Will a proposal cover, table of contents, cover letter and section dividers count towards the page limit? Typically, these, except for cover letter do not get counted towards the maximum page count.	Proposed cover, table of contents and dividers do not count towards page limit. Cover letter does count.  For section dividers and their impact on page count, please see question 3.	
2	Is this still accurate: Consultant shall use February 19, 2026, as the start date for the schedule?	Yes, for the purpose of the proposal.	
3	The RFP states: Proposals should be bound with tabs identifying each section herein specified. Is this still accurate, because we are submitting a digital copy only? If we submit with Tabs (page dividers) in our digital submittal, these tab (section dividers) should not be counted towards the maximum page count.	If submitting digital copy, section dividers will not count in page count. If submitting a physical copy, section dividers will count towards page count.	
4	For the labor projects, are you just looking for an estimate of the number of hours for each team member?	Yes	
5	We understand that Part II, fees, hourly rates will be attached separately outside of our proposal?	Yes, please separate Part 1 and Part 2 when submitting Proposal.	
6	You mentioned a budget of \$800K for all projects is what you have funded currently. Will the board	We are currently looking to appropriate more	

	approve additional funding if necessary?	funding based on more recent costs.	
8	In the RFP it asks for our PDF to be 8.5 x 11. Does that include the estimate of hours too? Can this be in a 11" x 17" document?	We can accept 11x17 for the estimate of hours.	
9	For Consultant experience and references, can we list more than 3 projects?	You can list up to 5 projects max.	
10	For Part II, Consultant fee schedule and expenses, do you want to see all hourly rates, hours and expenses for all team members for all tasks and a fee schedule? Or are you looking for a complete cost proposal with hours, rates for each task and subtask?	Yes. We would like to see all hourly rates, hours and expenses for all team members for all tasks and a fee schedule.	
11	Do you want this included with our proposal or in a separate sealed envelope or because this is digital only, as a separate attachment?	Please submit Part 2 of the proposal separately. We will review Part 2 after we've selected the consultant.	
12	Are we to submit a digital copy and no hard copies of our proposal?	Preferably, digital copies only. However, we will not disqualify a proposal if a hard copy is submitted.	
13	Can we show any additional projects from our subconsultants in an appendices? Will this count towards the maximum page count?	Subconsultant projects should be shown with consultant projects. Yes, it will count towards page count if displayed in the appendix.	
14	For labor projections, you don't want to see a cost proposal, just the hours correct?	Yes	
15	In the meeting you mentioned that we should show no more than 5 projects within the last 5 years. In the RFP, it states: Consultant shall provide for it and each of its sub-consultants, if any, details of its experience working on similar projects over the last five (5) years.	Consultants can show up to 3 projects minimum and 5 projects max along with 3 project max for all subconsultants.	

	So are you looking for 3 to 5 projects from us and 3 to 5 projects from each of our subconsultants too?		
16	Can we show subconsultant projects in an appendix with the resumes so that it will not be counted as part of the page allowance?	<p>No, we prefer subconsultant projects should be shown with consultant projects. Displaying subconsultant projects in the appendix will count towards page count.</p> <p>Projects done by individuals can be displayed within their resumes as Relevant Experience.</p>	
17	Can we show Key personnel references on the resumes in the appendix?	Yes	