



## CITY OF FOSTER CITY

610 Foster City Boulevard  
Foster City, CA 94404-22222  
Phone: 286-3270  
Fax: 345-4626

### Foster City Bicycle and Pedestrian Master Plan

#### PRE-PROPOSAL MEETING MINUTES

**Location:** Foster City Hall / Zoom  
**Meeting Date:** November 19, 2024 - Tuesday @ 10:00 AM

#### 1. Introductions

- a. Sign-In Sheet
- b. Project Team
  - i. Claire McWilliams, (650) 286-3278, [cmcwilliams@fostercity.org](mailto:cmcwilliams@fostercity.org)
  - ii. Francine Magno, [fmagno@fostercity.org](mailto:fmagno@fostercity.org)

#### 2. General Project Overview

#### 3. Request for Proposal (RFP) Scope of Work

- a. Project Management and Work Plan
- b. Existing Conditions, Data Collection And Review
- c. Public Outreach
- d. Citywide Infrastructure Needs and Demands Assessment
- e. Goals and Policy Development
- f. Recommendations and Implementation Strategy
- g. Draft and Final Plan

#### 4. Project Schedule

- a. Submittal Deadline – Friday, December 6, 2024 at 2:00 pm
- b. Announcement of Selected Consultants for Interviews – December 20, 2024
- c. Potential Interviews – January 13 through January 24, 2025
- d. Contract Award – estimated February 2025
- e. Contract Work Start Date – estimated March 2025

#### 5. Proposal Submittal Requirements

- a. Deadline for Questions: Monday, November 25, 2024 at 5:00 pm (will do our best to respond as they come in)
- b. Deadline: Friday, December 6, 2024 at 2:00 pm
- c. Proposal Submittal Location: 610 Foster City Blvd. Foster City, CA 94404
- d. Required Proposal Documents:
  - i. Table of Contents
  - ii. Cover Letter
  - iii. Executive Summary
  - iv. Project Approach
  - v. Proposal Schedule

- vi. Labor Projections
- vii. Consultant Information
- viii. Consultant Experience and References
- ix. Project Team Experience and References
- x. Consultant Fee Schedule and Reimbursable Expenses

## **6. Consultant Questions and Concerns**

### **I. Consultant Questions and Concerns**

Q: Electronic submittals allowed?

A: Advised hard copy preferred, delivered to Foster City Hall at 610 Foster City Blvd.

Q: What is the anticipated budget?

A: \$100,000-\$150,000

Q: How is the project funded?

A: The project is funded through the City's General Plan Maintenance Fund and TDA Article 3 grant funds.