

## Master Planning for Murdock Park

**DATE** October 25, 2023

**BID ADDENDUM NO. 1**

### Clarifications/Answers to Submitted Questions

**Clarification #1:** Under RFP Schedule, there is a typo. The line should read End of Contract Award *Protest* Period, Not "Protect."

**Question #1:** The timeline for this solicitation is very quick. Is there any possibility of extending the due date by 2 or 3 weeks to allow for teaming and scoping/scheduling/costing a full project?

**Response:** As the City is on a timeline, we need to adhere to the dates advertised in the RFP, without exception. At this time, we only require master planning for the overall project. The final scope of work will be developed in collaboration with the selected Proposer as phase one of the negotiated contract. Funding for future improvements developed through the master planning process are on the City's Capital Improvement Project (CIP) unfunded list. Should the City decide to move forward with future phases of this project, the City will, in its sole and absolute discretion, extend the contract with the successful Proposer.

**Question #2:** In the scope of work section, what is meant by environmental review?

**Response:** Within Murdock Park there is a stormwater retention pond with natural element. During the master plan phase, we expect to learn what environmental impacts there are (if any) with this project. Also, within phase one, we expect the process(es) to be identified.

**Question 3:** In the scope of work section, what is meant by prepare any necessary findings and resolution for certification of environmental document?

**Response:** If any documents are needed/required during phase one of the project, the Consultant will be responsible to provide.

**Question 4:** Is a wetland delineation required?

**Response:** We do not expect this project will require a wetland delineation, but that will be confirmed during the master plan phase of the project.

**Question 5:** In the scope of work section, what is meant by prepare environmental documents for public noticing and filing?

**Response:** If, during the phased approach of the project, it is determined that any environmental documents are required, the selected consultant will be required to complete this work.

**Question 6:** It appears that the City would like the proposal to include an approach, schedule and cost based on scope of work by task. It also appears that the cost of work is not one of the evaluation criteria, moreover, the scope of work reads as though the exact scope of services and project schedule will be developed in the initial phase of the project. We would like to know if the cost will be evaluated when selecting a consultant team. Also, if you could share a little about the intent behind asking for schedule scope and cost in advance of the initial phase, we would appreciate it.

**Response:** The purpose of this RFP is to select a Proposer that is able to help the City develop a conceptual plan and redesign of Murdock Park. We anticipate that any proposal will include the consultant's approach, an estimated schedule and costs for Phase One (scheduled meetings, planning, etc.). At the conclusion of the process the City hopes to identify along with our stakeholders, a preferred plan that will include costs estimates for the project. Cost is not a criteria for evaluation. We have budgeted \$150,000 for Phase I of this project.

**Question 7:** Can we assume that the initial scoping phase of the project is billable work as part of Project initiation?

**Response:** Proposers responding to this RFP do so solely at their expense, and the City is not responsible for any Proposer expenses associated with responding to the RFP. Finalists invited to participate in interview evaluations are responsible for scheduling and paying for their own travel arrangements. The City is not liable for any cost incurred by a Proposer in protesting any portion of the RFP documents or the City's selection decision.

Any work completed by the selected proposer will be included in the negotiated contract.

**Question 8:** In Section 6, number 5. It states that the Proposal shall not exceed 15 pages. Is that for the "Proposal" section only or is it for the entire proposal that would include the Title Page, Transmittal Letter, TOC, Proposal and Qualifications.

**Response:** The requirement for 15 pages applies to Section 6.5 only.

**Question 9:** Does the 15-page requirement only apply to subsection 6.5. – Proposal or does it include all Section 6 subsections – Proposal Content and Format?

**Response:** The requirement for 15 pages applies to Section 6.5 only.

**Question 10:** Will public involvement be led by the City or the consultant?

**Response:** Public involvement will be led by the Consultant with assistance from City staff.

**Question 11:** Costs based on scope of work by task is required, but that requirement is not shown as an evaluation factor in Section 8. Will cost be an evaluation factor?

**Response:** See response to Question #6.

**Question 12:** A thorough understanding of the project timeline is included as an evaluation factor. Is the City looking for consultants to propose the project timeline or does the City have a timeline identified they would like consultants to meet?

**Response:** The City will work with the selected Proposer to develop the timeline for the project.

**Question 13:** In the evaluation table on pg 9 there is section that asks for an evaluation of the City's budget. Is there an amount allocated for the master planning phase?

**Response:** See response to Question #6.

**Question 14:** Does the City have an approximate budget for the park?

**Response:** The total budget for all phases of Murdock Park is \$2,246,000.00. This is identified in the City Park and Recreation Master Plan.

**Question 15:** Are all the meetings required to be in person?

**Response:** No. Meetings will be a mix of in person and MS Teams.

**Question 15:** What needs to be captured in the environmental review?

**Response:** The City will work with the selected Proposer to determine what, if anything, will be required in the environmental review.

This ADDENDUM shall be signed and attached to the Bidder's Proposal.

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| Company Name         |  |
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| Contractor Name      |  |
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| Contractor Signature |  |
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| Date                 |  |