



**ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM #1
RFP 18-CD01**

Upon receipt of documents, please email, fax or mail this page to:

City of Milton
Attn: Honor Motes, Purchasing Office
2006 Heritage Walk
Milton, GA 30004
Phone: 678-242-2500
Fax: 678-242-2499
Email: honor.motes@cityofmiltonga.us

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Signature
ADDENDUM #1

Date

ADDENDUM #1 RFP 18-CD01 Response to Questions

- Under "A. Property Research", items 4, 5, and 6 - With regards to property research photocopies, will PDF files of those documents be acceptable?

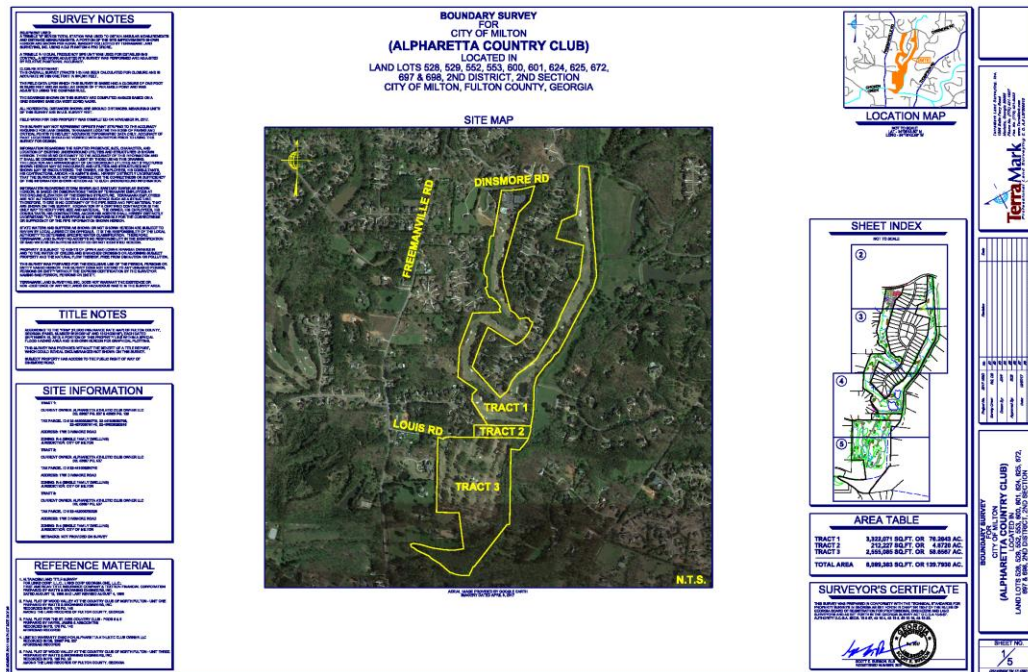
Answer: Yes.

- Under "B. Property and Topographical Survey-Mapping", items 5 and 8 - Do these requirements essentially extend the location of visible improvements and topography another 25 feet to a total distance of 50 feet outside the right-of-way?

Answer: No, items 5-8 are not intended to represent an additional 25 feet. The intent is to provide a survey that covers the extent of the proposed trail improvements in the right of way. For the purposes of this proposal the consultant shall include the right of way plus an additional 25 feet.

- The boundary survey for the Milton County club that can be provided by the city, when was it done and is there any known property corners?

Answer: Yes.



4. Can you elaborate on the reuse of the Milton Country Club, will golf remain an activity? Is the City looking at the financial viability of third party operating the golf course?

Answer: It is anticipated that the golf course will remain passive and be incorporated into the City's trail system. The Club House, tennis courts and pool need to be evaluated as to their feasibility for operation or not.

5. Understanding that the Cover Sheet on RFP page #1 must be included in the proposal submittal, RFP page #10 states, "Cover page(s), table of contents.... do not count toward the page limit." Please confirm that a second, illustrative cover page is acceptable to include.

Answer: Yes, an illustrative cover page is acceptable to include and does not count towards the page limit.

6. Should a separate "City of Milton Disclosure Form" (RFP page #4) be included for each team sub-consultant?

Answer: No, the Disclosure Form is not needed at this time from sub-consultants.

7. The "Cost Proposal" Form (RFP page #25), states "There is no maximum page limit to section 5." Does that sentence indicate that the City would like to see additional support information pertaining to the ultimate proposed fees included on the Cost Proposal Form?

Answer: Evaluation of cost will be based on the information provided in Section 5 (Cost Proposal) with a distinction between Task I – Planning and Public Involvement and Task II – Survey, for a total cost proposal. Consultant may provide additional information, should they choose, to support the pricing given on the Cost Proposal.

8. Is the City open to alternatives to the Section 3.3, Scope of Services – Task II (Survey Documents) that could reduce the area of the survey corridor or does the City want all interested parties pricing the same scope?

Answer: All consultants should price the same scope. The consultant may include a bid alternate if they believe the alternative may provide a cost savings to the City.

9. In the RFP Section 3.3, Scope of Services - Task II, Section A.5 request photocopies of any easements, rights of way or boundary agreements **referenced** in property

deeds. Do these references need to be plotted within the database file or are photocopies of the documents all you need?

Answer: Photocopies are acceptable.

10. Survey requires identify the need for topo and boundary for 5.35 miles of corridor along named streets including approx. 25 feet outside the ROW.

Questions:

a. Do the other 8.65 miles need to be surveyed?

Answer: Surveys of those properties will not be required as part of this submittal.

b. The RFP references 4.5 miles of existing golf cart paths. Do they need to be surveyed?

Answer: They are shown as part of the boundary submittal issued as part of this addendum.

c. Other than the 5.35 miles of roadway and 4.5 miles of golf cart paths are there other portions of corridor to be surveyed?

Answer: Not as part of this submittal.

d. The RFP requests survey include 25 feet outside of the ROW but also requests specimen trees up to 100 feet outside of the ROW. Is that correct?

Answer: yes.

11. Can I get a clarification on the "detailed evaluation of the on-site facilities as it relates to the financial viability". Are you looking for someone to assess the existing structures for upkeep and maintenance or are you looking for economic viability in what potentially could be put in the existing buildings and what money revenue could be achieved, etc.? I would like to request more information on what the City is looking for.

Answer: The City is looking for a full evaluation of the facility both from a use standpoint as well as a construction standpoint to understand what its potential uses may be and what it will take to modify the facility to fit those uses.

12. Under 3.2 general scope is states taking this RFP to preliminary, final and full construction documents but under Task III it states you will negotiate scope and fee for design and construction documents. I am assuming this RFP is for planning and concept only and not final construction but just want a clarification on that?

Answer: The RFP is intended to potentially include final construction documents. The City recognizes that it would be very difficult for the consultant to adequately price final construction documents based on the information provided. It is anticipated that the selected consultant will develop typical sections and design elements of the trail program and Milton Country Club property. From those documents the City may elect to negotiate final construction documents with the selected consultant.

13. Does the city have a development budget in mind for the project?

Answer: We will be looking for the development of the preliminary plans from the planning phase to assist with cost estimates.

14. Does the city have a proposed Time Line for delivery of the Concept Plan and Survey data?

Answer: The consultant is required to establish a schedule in accordance with Sec. 6 of the RFP.

15. Does the city own all the property needed for the 14 miles of trails and associated amenities?

Answer: The City owns the Milton Country Club property, and the right of way identified in the RFP. The City is working on an agreement with the Fulton County School Board to allow use of that property for trails.

16. The survey description identifies 5.3 miles of ROW to survey. Do we assume the rest of the 14 miles is not included in the field survey work?

Answer: That is correct. The remaining trails are located within Providence Park, Milton Country Club and the Fulton County School Board Property. The city has boundary information for Providence Park and the Milton Country Club property along with 2' aerial topography of those properties. It is assumed that any trails located on the Fulton County School Board Property will be field located by the city with assistance from the consultant. No permanent facilities other than the trail are anticipated on the school board property.

17. We assume the map on page 21 is the 5.3 miles to survey, where are the rest of the 14 miles?

Answer: That is correct. Refer to the previous answer for the location of the remaining trails.

18. Are all the 5.3 miles of proposed trails in a ROW, or are some of them overland or along a creek?

Answer: They are all anticipated to be within the right of way.

19. Do we do environmental inspection and identification for only 5.3 miles or the whole 14 miles?

Answer: A general environmental screening should be performed for the entire 14 miles. The City does not anticipate any issues but the consultant should be prepared to assist the City in identifying potential environmental issues that may require an adjustment of the trail location. Detailed environmental studies are not included as part of this RFP.

20. The survey request asks for Property Research, but does not mention preparing ROW Acquisition Plats. Is the intent to just identify the areas needed to acquire and have the plats done later?

Answer: Yes.

21. Does the city want the proposal to include land acquisition services at this point in the process?

Answer: No, however, the City will expect the consultant to assist with developing a land acquisition strategy. The City maintains an on-call acquisition agent but the strategy of how to approach land owners and the use of easements vs right of right to accomplish the goals of the project is something the City will need assistance with.

22. Who has jurisdiction over the road rows in the project?

Answer: The City of Milton.

23. Will the golf course no longer be used as a golf course but converted into another use?

Answer: The City does not intend to operate the facility as a golf course. Rather, the intent is to incorporate the golf course into the trail system. And, depending on the economic viability of the Club House, tennis courts and pool, the City could either elect to operate these facilities, or turn them over to a third party operator.

24. Does the Concept Plan scope include determining a program and designing a use for the golf course space as well?

Answer: Yes. The City intends to convert the golf course area into a passive greenspace use with trails.

25. A Cost Estimate for construction and development was not mentioned in the deliverables section, are we to assume that a Cost Estimate is to be provided?

Answer: Yes.

26. Would a cost estimate need to be broken down into proposed phases? Over how many years?

Answer: Yes, the estimate should be broken down into project phases to be determined by the City based on information provided by the consultant during the planning process.

27. We assume that any environmental issues within the property to be surveyed would have to be identified and flagged by the design team prior to surveying?

Answer: The City does not anticipate any issues but the consultant should be prepared to assist the City in identifying potential environmental issues that may require an adjustment of the trail location. Detailed environmental studies are not included as part of this RFP.

28. Page 8 identified Construction Document services in the Statement of Intent, while page 23 excludes Construction Documents. We assume that we do not have to provide a fee and scope for the CD phase of the project as stated on page 23?

Answer: That is correct.

29. Has there been some level of study already prepared to identify the routes and ROWs for the 14 miles of trails? Can we be given access to that study so that we do not replicate any of the completed work in our proposal?

Answer: The Milton Trail Blueprint is the guideline for the trails within the right of way. Trails within Providence Park are being developed under a separate contract and will be provided when that study is complete. Trails within the school board property will be field located with assistance from the consultant. The consultant will be required to provide trail location recommendations within the Milton Country Club property as part of the planning process. The location of existing trails are shown on the survey provided as part of this addendum.

30. Is the purpose of the School Site to build a future High School, Middle School or Grade School and playing fields?

Answer: Few believe that is correct, but ultimately the future use of the property will be up to the school board. We are currently working with the school board to allow the use of a trail within the property.

31. The 2' aerial topo provided by the city will be GIS or some other data?

Answer: The 2' aerial topo is part of our GIS data set.

32. Does the city have any utility or environmental data base on the project sites?

Answer: The only data that we have is for the Milton Country Club site and that information is included on the survey that is included with this addendum.

33. Will the city advertise the announcement for the public meetings?

Answer: Yes.

34. Will the city provide the space for the public meetings?

Answer: Yes.

35. Does the project website requirement include a public input online survey?

Answer: Yes, our Communications Manager will assist with an online survey using "Survey Monkey".

36. Will the city require a Full Disclosure Form and an e-Verify form from all sub-consultants or just the Prime?

Answer: As part of the RFP submittal the Disclosure and e-Verify form are required from the Prime consultant only. E-Verify forms will be required from sub-consultants as they are contracted with the prime.

37. Deliverable C.1: Is the scope of this deliverable:

- a. Concept alignments and typical sections for the various sidepaths and greenways shown on Milton Trails Blueprint
- b. A prioritization of the routes on the Blueprint for their viability, usefulness, and constructability
- c. A whole new system of proposed trails roughly based on the Blueprint
- d. A combination
- e. Something else

Answer: The Milton Trail Blueprint is the guideline for the trails within the right of way. The intent of this RFP is to provide a final alignment and typical section(s) for that portion of the trail identified in Figure 3.II.1 of the RFP. New trails may be proposed as part of the plan for the Milton Country Club and the school board property as well as how the City might connect those properties to the sidepath trail system located within the right of way.

38. Question #1: Will evidence storage be bid by the City or will it be subcontracted by the CM?

Answer: Contracted through the selected Construction Manager.

39. Question #2: Is there a page limit for the RFP response? If there is a limit, can pages be printed front and back?

Answer: There is no specific page limit, but the offeror should make every effort to answer each requirement as succinctly as possible.

40. Question #3: We understand that the management fees need to be in a separate envelope, but do you also need an electronic copy on a separate jump drive?

Answer: No, the technical and fee proposals can be submitted together digitally on one flash drive or CD.

41. Question #4: Will the project include a fire training tower? One plan shows it and the other plan does not.

Answer: Yes.