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Addendum

Solicitation Name	Master Planning Services for the Western Heights Site C21005	Addendum Number	1	Date	08/06/2020
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This addendum answers questions raised about this solicitation. Questions are generally verbatim as received. To aid in readability, the questions are in black, the answers are in **bolded blue** and the answers follow immediately below.

Q1	Please explain how you want our qualifications statements prepared. The wording in the solicitation document confuses us.
	<p>KCDC's goals are:</p> <ul style="list-style-type: none"> • A typed response • In the order shown in the solicitation document • In the format displayed in the solicitation document <p>You may use whatever software you wish to prepare the qualifications package but firms typically convert their submittal to an Adobe document before sending it.</p>
Q2	The 30 pages mentioned in the RFQ I interpret as front and back, is that correct? That would be 60 pages of information. Or is it 30 pages of information? Does the page count include the forms that are required by KCDC?
	Speaking in terms of printed pages, KCDC wants your submittal to not exceed 30 pages. A page is one 8.5 x 11 inch sheet of paper. You may use both sides of each sheet of paper but KCDC does not want more than 30 sheets of paper. The KCDC required forms do not count toward the 30 pages.
Q3	I didn't see where the proposal should be turned in electronically or hard copy. Please clarify.
	KCDC only wants your submittals emailed.
Q4	Do qualified small, minority owned and woman owned business need to be certified as such with the State, KCDC, City of Knoxville? Other? By the proposal due date? Or by the time contract is signed?
	KCDC accepts self-certification as defined on Solicitation Document A. The firm submitting qualifications will indicate its status on this document. Information for subcontractors can be provided later.
Q5	Will an attendee list be made available?
	It is posted to KCDC's webpage.
Q6	Is this a qualifications package or are you looking for a fee proposal at this time?
	This is qualifications request only. KCDC will begin negotiations with the highest ranked firm very quickly after the due date.
Q7	Can you confirm Document E is the firm's qualifications and Document F is individual qualifications - and both should cover prime and subconsultants ?



	Document E concerns the firm's qualifications and Document F concerns the proposed teams' qualifications and experience including partners and subcontractors.
Q8	Understanding you are looking for assistance with your grant application, due 9/14(?), would there be any consideration of extending the due date?
	Due to KCDC's internal deadlines and processes, unfortunately not.
Q9	Who will be leading the outreach process?
	KCDC will lead the outreach process pre-grant proposal. Once the master planning begins, we intend for the selected firm to lead all stakeholder/resident/community charrettes.
Q10	Can you define what you mean by visioning? Are you looking for an architectural solution, or strictly planning.
	At this point KCDC is looking for a firm to lead a community process to develop an executable community vision plan. It is likely that the group will later provide the architectural solution.
Q11	Can you shed any light on the City's involvement or partnership in the Choice Planning Grant application?
	The City of Knoxville has been consulted on numerous occasions, is interested in this project and has committed funds for the project.
Q12	Please recap how far along the grant application is at this point.
	KCDC is pretty far along in the process. KCDC has asked the company that performed the original needs assessment to update the report. KCDC has conducted stakeholder interviews. A letter is set to go out to the residents soon with meeting dates.
Q13	Other than the grant process to start, is there an established schedule or outside drivers for completion of the Master Plan process. Other applications, funding, etc.
	KCDC intends for this process to play out over most of 2021. The exact timing will depend on whether or not KCDC is successful with the Planning Grant and our choice of financing.
Q14	What is the scale or density of the development?
	The style of the development is walkup row homes, so probably medium density. The site has 440 units on approximately 70 acres. Some of the land is vacant from a previous demolition. Some of the land has steep hills/banks. The existing units generally lack convenient parking.
Q15	Are you working with a local firm currently for your community engagement?
	Not currently. On the three most recent master planning efforts done by KCDC, a national firm paired with a local architecture firm in the selection process.
Q16	Are there any specific or unique geotechnical concerns
	There are none known but KCDC expects the selected firm to conduct a geotechnical study so that the finished product is achievable in a cost effective manner.
Q17	Are you looking to self-develop or procure a development partner during the planning process?
	At this time KCDC expects to self-develop with the assistance of the selected firm. KCDC plans to use a local firm for onsite construction management services.
Q18	Do you envision the resident meetings to be virtual meetings or a hybrid of in person and virtual methods?
	Traditionally KCDC has held this in person. With the current pandemic that may not be feasible. For the most part, for purposes of preparing your submittal, assume that the meetings will be in person, as it is hard to predict the status of the pandemic in six months, but if you have experience gathering information during a pandemic, that is helpful insight.

Q19	It appears that in the Master Plan that preliminary costing is in important. Does that include a landscape master plan and general maintenance cost similar to Austin Homes and 5 points?
	Yes.
Q20	Will additional land surveys need to be conducted other than the boundary that is currently being conducted per the RFQ?
	It is likely that additional land surveys will be needed for the financing phase.
Q21	Is environmental assessment scope primarily related to geotechnical, or is there any history of industry or concern of soil contamination?
	This has been a KCDC property since the 1930s and there are no known issues.
Q22	How is this project funded?
	This project is funded by KCDC, other local government funding and possibly through a Choice Neighborhoods grant.
Q23	Does KCDC intend to start the process before the Choice Neighborhoods grant is awarded?
	KCDC will turn the grant request into HUD in September. While some work may begin before the outcome of the grant request is known, the major portion of the work will begin after the grant results are known.
Q24	Has KCDC had a physical needs assessment done?
	Yes. However, KCDC has asked the vendor that performed the needs assessment to update the report.
Q25	Has a CNI grant coordinator been assigned?
	KCDC hopes that the selected team will have someone in their group capable of being the listed coordinator in the application.
Q26	Are sub-consultants required to fill out the solicitation forms included with the RFQ or can just the prime company fill out the forms?
	The firm submitting the qualifications package needs to sign the forms since KCDC's contract will be with that firm only.
Q27	On page 5 of the RFQ, it states "supplier will submit a copy of their Certificate of Insurance with their proposal package" however it is not referenced in the proposal requirements. Please confirm we are to include with our response.
	Firms submitting the qualifications package are to include a copy of their Certificate of Insurance in the submission package.
Q28	Section E, item 5 in the RFQ asks for examples of the work product that KCDC may expect you to deliver during the master planning process. Please clarify if we are to submit actual work samples or links to a report or project profile pages.
	Either model is acceptable. Note if work samples are included in the document, they do not count toward the 30 page maximum.