



TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

"Creating Sense of Place Through Parks & Play"

FROM: Doyle Best, Parks & Recreation Manager
DATE: June 10, 2019
RE: Amendment #1 - "Bend on the Ashley" RFQ (Responses to Questions)

All:

Thank you for your interest in this project, and please see the answers to all submitted questions below. As a reminder, all submittals **MUST** be received no later than 5:00PM on Friday, June 14, 2019. Hard copies can be mailed to Doyle Best | 200 South Main Street, Summerville, SC 29483 or hand delivered to Town Hall (located at same address). Digital copies should be emailed to Doyle Best at dbest@summervillesc.gov.

Sincerely,
Doyle Best
Parks & Recreation Manager
843.510.6014

Q1: Do you have any page requirements for the above rfq?

A1: There is no set page requirement, but submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q2: And is there a proposed budget for the master planning phase?

A2: No, there is not a proposed budget at this point in time.

Q3: Can you please verify if the document on the website is the full RFQ?

A3: Yes, it is the full document.

Q4: Also, is there an anticipated budget range for the project?

A4: No, there is not a proposed budget at this point in time.

Q5: Is there an RFQ that you could send me?

A5: <https://vrapp.vendorregistry.com/Bids/View/Bid/b83b841a-d593-468e-a32e-65321d767498>

Q6: First, what type of information would you like to see for team member qualifications. We're assuming a resume from each, but would just like to make sure that we include all of the information that you are expecting.

A6: We are looking for anything that you may feel is pertinent to this project. This may include, but is not limited to, educational background, work experience, length of tenure at current firm, experience with projects of similar scope.

Q7: Also, is there a range of how many examples of similar completed work that you are looking for?

A7: No, there is not a set range for quantity of examples. Include as many, or as few, as you feel necessary to illustrate your firm's qualifications.

Q8: I just wanted to touch base and ask if the format for the RFP for the Bend on the Ashley Park Master Plan should be in an SF330 format.

A8: We do not have a required format, but submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q9: Can you please provide us with a map outlining the boundary of project work limits, as it pertains to the area around the Herbert H. Jessen Boat Landing facility?

A9: The Town of Summerville owns three adjacent parcels that should be considering during the course of this project. They are TMS #s 161-00-00-104, 161-00-00-082, and 161-00-00-087. These parcels can be viewed on the Town's online zoning map, located here. <http://summervillesc.gov.maps.arcgis.com/apps/InformationLookup/index.html?appid=db409d41734342f38d4f8f060d5f4d82>

Q10: Do all proposal submitters need to include a fee with the qualifications package, or just the listed qualifications?

A10: Submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q11: Please confirm you want (1) hard copy of the proposal mailed to the listed address.

A11: We are requesting three (3) hard copies, mailed or hand delivered to Town Hall (200 South Main Street, Summerville, SC 29483) and one (1) digital copy emailed to Doyle Best at dbest@summervillesc.gov.

Q12: Can you provide a site map that outlines the project area?

A12: The Town of Summerville owns three adjacent parcels that should be considering during the course of this project. They are TMS #s 161-00-00-104, 161-00-00-082, and 161-00-00-087. These parcels can be viewed on the Town's online zoning map, located here. <http://summervillesc.gov.maps.arcgis.com/apps/InformationLookup/index.html?appid=db409d41734342f38d4f8f060d5f4d82>

Q13: What is the expected duration of the master plan process? Is there a target deadline for completion?

A13: We do not have a target deadline but would expect the master plan process to be complete in approximately 180 calendar days.

Q14: Is there a budget established for either the master plan or the park's construction, and if so, could you please share it?

A14: No, there is not a proposed budget at this point in time.

Q15: What is the project's path toward design development and construction?

A15: We hope to go from Master Plan Development directly into Design/Construction Document Development, but that is dependent on Town Council's approval/authorization.

Q16: Are there any known issues with contamination or hazardous materials on site?

A16: None that we are aware of.

Q17: What is the procurement process post-RFQ? Will an RFP be issued, or do you anticipate that the project will be awarded straight from RFQ?

A17: We plan to award the project from the RFQ.

Q18: Is "Bend on the Ashley" the official title of the RFQ?

A18: Yes.

Q19: It is my desire to be the lead on this project as I will offer the park master planning expertise along with a support team of architects and engineers. As my firm is a land planning and landscape architecture firm, will that meet your request for an "engineering/architecture firm?"

A19: Yes.

Q20: Can you share a brief history of the property? Who previously owned it?

A20: Previously owned by Tzedakah LLC and was planned for residential development before the Town acquired it in 2018.

Q21: Does it have archeological, environmental or historical significance.

A21: No archaeological or historical significance that we know of, but due to its proximity to the Ashley River, it has high environmental significance.

Q22: Is there a survey plat of the property that is owned by the Town?

A22: Yes, attached.

Q23: Will it be made available prior to the June 14 submittal date?

A23: Yes, attached.

Q24: What is the address of the property (for Google Earth research)?

A24: The Town of Summerville owns three adjacent parcels that should be considering during the course of this project. They are TMS #s 161-00-00-104, 161-00-00-082, and 161-00-00-087. These parcels can be viewed on the Town's online zoning map, located here. <http://summervillesc.gov.maps.arcgis.com/apps/InformationLookup/index.html?appid=db409d41734342f38d4f8f060d5f4d82>

Q25: Have any previous studies been made regarding this site?

A25: Since purchasing the property, the Town of Summerville has not commissioned any studies or plans re: this site.

Q26: Is there a completed topographic survey?

A26: Plat is attached. Assume that no other surveys have been completed.

Q27: Is there a completed tree survey?

A27: Plat is attached. Assume that no other surveys have been completed.

Q28: Do you have a budget established for the master planning effort?

A28: No, there is not a proposed budget at this point in time.

Q29: What is the desired timing on the completion of the master plan?

A29: We do not have a target deadline but would expect the master plan process to be complete in approximately 180 calendar days.

Q30: Will there be a shortlist and interview process for the selection of the desired firm?

A30: Yes, we anticipate interviewing the top three (3) to five (5) firms, based on evaluations completed by our scoring committee.

Q31: Do you want hard copies or will a digital submittal suffice?

A31: We are requesting three (3) hard copies, mailed or hand delivered to Town Hall (200 South Main Street, Summerville, SC 29483) and one (1) digital copy emailed to Doyle Best at dbest@summervillesc.gov.

Q32: If hard copies are required, how many copies of the submittal do you require?

A32: We are requesting three (3) hard copies, mailed or hand delivered to Town Hall (200 South Main Street, Summerville, SC 29483) and one (1) digital copy emailed to Doyle Best at dbest@summervillesc.gov.

Q33: How many copies of the submittal would the Town like to receive?

A33: We are requesting three (3) hard copies, mailed or hand delivered to Town Hall (200 South Main Street, Summerville, SC 29483) and one (1) digital copy emailed to Doyle Best at dbest@summervillesc.gov.

Q34: Is there a more detailed outline of (or format for) required content?

A34: Submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q35: If not, will the following sections as mentioned in the RFQ provide a compliant response: Cover Letter, Team (Firm) Overview, Project Team Members (Quals), Prior Experience (park master planning and other relevant work), References?

A35: Submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q36: How many references should we provide?

A36: There is not a set range for quantity of examples/references. Include as many, or as few, as you feel necessary to illustrate your firm's qualifications.

Q37: Should references be for proposed key staff or should they be project references?

A37: References should be for proposed key staff member(s) and their experience with similar projects.

Q38: If we have prior experience with the Town of Summerville, may we use current staff as a reference?

A38: Yes.

Q39: Please specify any project details you desire (e.g., fee, dates, references, etc.) along with project overview and firm's role and responsibilities?

A39: Submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q40: Is there a page limit?

A40: There is no set page requirement, but submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q41: If no, are covers and tabs (as appropriate) permitted in addition to actual content pages?

A41: Yes.

Q42: Is there a desired type size, line spacing, or font?

A42: No.

Q43: Should the references be for example projects or may they also include those who speak to related firm experience?

A43: References should be for proposed key staff member(s) and their experience with similar projects.

Q44: Should our response print on one-side or two?

A44: Either.

Q45: Are there any evaluation criteria? If so, what are they?

A45: Yes. Firms will be evaluated based on ability of personnel, location of firm(s) providing services, current workload/ability to address proposed work, past performance, and related experience with similar projects.

Q46: Will there be a shortlist made and interviews conducted prior to award?

A46: Yes, we anticipate interviewing the top three (3) to five (5) firms, based on evaluations completed by our scoring committee.

Q47: What is the timeframe for award and notice to proceed?

A47: We do not have a set timeframe at this point in time, but we would like to move forward as quickly as we are able.

Q48: Is there survey and wetland delineation available for the property, or should we plan on including these services with our submittal?

A48: Plat is attached. Assume that no other surveys have been completed.

Q49: Has there been an Archeology study conducted on the property? If a study has not been performed, should we included it as part of the team?

A49: Plat is attached. Assume that no other surveys have been completed.

Q50: Will the scope consist of master planning effort only or should the team assume a full design A/E services?

A50: This RFQ is for Master Plan Development ONLY. While we hope to go from Master Plan Development directly into Design/Construction Document Development, that is dependent on Town Council's approval/authorization.

Q51: What is the total acreage of the area of study? Can the Town provide an aerial w/ boundary?

A51: The total acreage is ~50 acres. The Town of Summerville owns three adjacent parcels that should be considering during the course of this project. They are TMS #s 161-00-00-104, 161-00-00-082, and 161-00-00-087. These parcels can be viewed on the Town's online zoning map, located here. <http://summervillescgov.maps.arcgis.com/apps/InformationLookup/index.html?appid=db409d41734342f38d4f8f060d5f4d82>

Q52: Is this the solicitation attached or is there a more detailed solicitation that includes specific information regarding the project?

A52: The solicitation attached is the full RFQ.

Q53: If the attached is the solicitation, how many copies do we need to submit?

A53: We are requesting three (3) hard copies, mailed or hand delivered to Town Hall (200 South Main Street, Summerville, SC 29483) and one (1) digital copy emailed to Doyle Best at dbest@summervillesc.gov.

Q54: Max # of past projects to include?

A54: There is not a set range for quantity of examples/references. Include as many, or as few, as you feel necessary to illustrate your firm's qualifications.

Q55: Max # of pages?

A55: There is not a set quantity of pages. Either Include as many, or as few, as you feel necessary to illustrate your firm's qualifications.

Q56: Printed front and back, or not?

A56: Either.

Q57: Text size minimum?

A57: No set font/size

Q58: Fee schedule included?

A58: Submittals must provide all information as listed in the fourth paragraph of the RFQ.

Q59: How many copies?

A59: We are requesting three (3) hard copies, mailed or hand delivered to Town Hall (200 South Main Street, Summerville, SC 29483) and one (1) digital copy emailed to Doyle Best at dbest@summervillesc.gov.

Q60: Is there an anticipated budget for the total project?

A60: No, there is not a proposed budget at this point in time.

Q61: Is there funding in place for the master planning?

A61: Yes.

Q62: Is there a schedule for the master planning process?

A62: We do not have a target deadline but would expect the master plan process to be complete in approximately 180 calendar days.

Q63: Has any preliminary studies or planning been done for the project?

A63: The Town of Summerville has not solicited any studies or plans outside of this RFQ.

Q64: Does the town have all the pertinent surveys and site information for the property?

A64: Deeded plat is attached. Assume that no other surveys have been completed.

Q65: Have there been any other plans developed for the proposed park site and if so can we obtain copies?

A65: Plat is attached. The Town of Summerville has not solicited any studies or plans outside of this RFQ.

Q66: Is there a coordinated effort with the adjacent park parcel?

A66: The Town of Summerville owns three adjacent parcels that should be considering during the course of this project. They are TMS #s 161-00-00-104, 161-00-00-082, and 161-00-00-087. These parcels can be viewed on the Town's online zoning map, located here. <http://summervillesc.gov/maps.arcgis.com/apps/InformationLookup/index.html?appid=db409d41734342f38d4f8f060d5f4d82>