

**ACKNOWLEDGEMENT
RECEIPT OF ADDENDUM #1
RFQ 17-PR01**

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

City of Milton
Attn: Honor Motes, Purchasing Office
13000 Deerfield Pkwy
Suite 107F
Milton, GA 30004
Phone: 678-242-2507
Fax: 678-242-2499
Email: honor.motes@cityofmiltonga.us

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

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Signature
ADDENDUM #1

Date

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Questions and Answers

- 1) RFP states that we are to identify acquisition parcels and locations. We assume that does not mean that we have to do deed research, land value or provide acquisition plats, just identify potential land acquisition parcels. **ANSWER: This is correct. We do not want you to target specific parcels. We want you to target general areas where we should consider land acquisition to balance the need for parkland throughout the city.**
- 2) 1.4.1 Submittal Requirements: Does the 10 page maximum include: Milton Cover page, e-verify page, disclosure page, cover, and section dividers? Is the one page letter part of the maximum? Are the contractor affidavits at the end of the RFP required now or when the contract is prepared? Would these be part of the page maximum? **ANSWER: The Milton Cover page, the e-verify page, the disclosure page, the cover and the section dividers are NOT part of the 10 page maximum. The one page letter IS part of the ten (10) page maximum. The contractor affidavit at the end of the RFP is required but are not part of the ten (10) page limit. Subcontractors may not be known at the time of submittal; and therefore, the Subcontractor Affidavit (only) may be provided later by the awarded contractor.**
- 3) Section 3: Will the final Parks Master Plan Update and the Providence Park Plan be treated as separate documents or combined into one? Will there be two separate advisor committees, one for the Master Plan, and one for the park? **ANSWER: The Providence Park report is due in four (4) months, while the overall plan is due in eight (8) months. The Providence Park plan should be included in the final submission with the overall plan at the 8 month mark. The same advisor committees will be involved for both scopes of work.**
- 4) Item 3.3 The city will provide the Needs Assessment survey results. Are we to assume there is no need to include another public survey or needs assessment in our scope? Is the site open and available for visit? **ANSWER: Please refer to Section 3.1.3 – Public involvement is required. The Site is open and available for inspection now. No appointment is required with City personnel to visit the park.**
- 5) Can you please confirm that a fee proposal is not required as part of the proposal/qualifications response? **ANSWER: This is an RFQ. There is no fee proposal requested at this time.**
- 6) Is a statistically valid survey of Milton residents expected or anticipated required to be completed/provided by the consultant team for the Update of the Parks and Recreation City-wide Master Plan? **ANSWER: The consultant should be prepared to provide a statistically valid survey of Milton residents and should demonstrate proof of the ability to provide this service if it is determined that a survey is required.**
- 7) Related to the above questions in Part II Providence Park Master Plan the first bullet under Phase I: states "Consultant may make use of a city-funded survey to assist with the assessment of this park" Is this an existing completed survey, or is this a survey to be funded separately outside of the awarded consultant contract for this

RFQ? **ANSWER: -There is not a currently existing survey. If one is deemed necessary, it would be funded under the contract award.**

- 8) 1.4.1 Submittal requirements, c. Quals of team asks for 3 similar engagements or projects. Is this 3 per the Park and Rec Plan update AND 3 for the Providence Park master plan or a minimum of 3 total. **ANSWER: A total of three (3) previous parks projects are required. It is not three (3) for a city wide master plan and three (3) for a parks master plan. The bidder should consider providing proof of past work in both categories, along with contact names and phone numbers for verification.**
- 9) **Section 3.4 Project Timeline** and **Section 3.5 Documentation** refer only to Phase I and Phase II of the project. Under **Scope of Work** there are 3 Phases listed for Part I (City-wide Master Plan) and 4 Phases listed for Part II (Providence Park Master Plan). Will Phases 3 and 4 be completed under a separate contract, or should the "Phases" listed in **Section 3.4 and 3.5** actually read Part I & II? **ANSWER: In Section 3.4 Project Timeline and Section 3.5 Documentation, the word "PHASE" is used incorrectly. The correct terminology is "Part", meaning that all phases of Part 1 and all phases of Part 2 of the scope of work must be completed and documented as specified in the scope of work.**
- 10) Can you please clarify if Exhibits D, E, & F (pgs. 56-60) are to be returned with the qualifications package, or if they are included in the RFQ for reference purposes only? **ANSWER: The Exhibits D, E and F are parts of a Sample Contract and should NOT to be returned with the RFQ bidder qualifications package. As explained above in question 2, they would only be required if you are the selected consultant at the time that the contract is executed. However, the Contractor Affidavit and Agreement (page 5 of the RFQ) is essentially Exhibit D of the Sample Contract, but must be returned with the submittal.**