

ADDENDUM NO. 1

RFP NUMBER: __186021__

RFP TITLE: ____Parks and Greenways Master Plan____

DEPARTMENT: __Economic and Community Development____

DATE OF ADDENDUM: ____June 27 , 2019____

DEADLINE FOR QUESTIONS DATE/TIME: ____June 25, 2019____

RFP DUE DATE/TIME: ____July 11, 2019, 4:00 p.m., e.s.t.____

REASON: QUESTIONS AND ANSWERS

(SIGNED): _____(DATE): _____

(COMPANY): _____

Sign one (1) copy of this page and return it with your proposal.

Retain a copy for your file.

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QUESTION: There is a request for a minimum of three (3) public meetings. What is the expectation by elected officials in the number of meetings and turn out at each meeting?

ANSWER: There have not been any expectations set by elected officials regarding the number or expected turn out at meetings, however this document will ultimately be adopted by the City Council so the public engagement process must be transparent and compelling to decision makers. The audience for this plan is the entire City and we have determined that a minimum of three (3) public meetings would be necessary to represent the need for communication with the community. There is such a broad range of methods, tools and techniques that could be employed to engage and inform the public, that it is not our preference to be prescriptive but allow all respondents to devise the composition they believe (in their professional opinion) will produce the best results.

QUESTION: Are there already focus groups pre-established or will the willing team be working with the City to set up these focus groups?

ANSWER: No there are no pre-established focus groups, the City would work with the winning team to set up the targeted focus groups.

QUESTION: There is a requirement to gather necessary market information. Has there been previous a city or TPL market study to determine the economic benefits brought to the community by parks/open space? If not will the Team be expected to produce such a market study?

ANSWER: At a minimum, I would expect the team to gather national data on the economic benefits of open space, which is well documented. The preferred team will also provide some level of local analysis demonstrating the economic impact of parks and open space to the City of Chattanooga. If necessary the additional cost of this data set can be placed on the cost proposal as a separate line item.

QUESTION: Does the City of Chattanooga have a current list of all activation programs (public and private) currently happening in all park/greenway areas.

ANSWER:

The City has a current list of all programs run by the City of Chattanooga, but we will work with the selected team to build out that list.

QUESTION: Does each sub-consultant need to fill out the Proposer Qualification Data, or just the Primary?

ANSWER: If your company is sub-contracting work, then the answer is “no.” The City of Chattanooga will be contracting only with a contractor, not with any sub-contractors. Any sub-contractors are fully the responsibility of the contractor. We do ask for resumes of sub-consultants, and we want to know the specific contributions of each team member along with the time they will put into the project, but the contract is with the main company.

QUESTION: How many draft reviews are expected by the Client, and who must approve the document before it goes before City Council?

ANSWER: Best case scenario, if we were provided with a nearly-complete document for review on first pass, then we might need as few as one or two reviews. However, if we were provided with a document that requires revision, additional reviews might be needed. The number of reviews required will be at the discretion of the City assigned Project Manager.

QUESTION: Has the City identified a budget or estimate for the master plan process?

ANSWER: As stated in the Request for Proposals the City anticipates making a significant investment in this planning process to ensure that a robust, actionable plan is developed. To maintain the integrity of the procurement process, we are unable to disclose the budgeted amount.

QUESTION: Can you share the budget that has been allocated for this project?

ANSWER: As stated in the Request for Proposals the City anticipates making a significant investment in this planning process to ensure that a robust, actionable plan is developed. To maintain the integrity of the procurement process, we are unable to disclose the budgeted amount.

QUESTION: Can you please elaborate on the anticipated scope of the project that will touch on trails and greenways? For example, are you anticipating this work will include identifying specific new trail / bike infrastructure alignment?

ANSWER: Trails and greenways are linear elements of our communities' green infrastructure network. Trails provide connections that tie communities together, link park and park activation opportunities, and serve as transportation routes. Greenways provide connections that tie natural systems together and conserve important natural resources and character. Although trails and greenways are primarily links in our park system, they can be destinations in their own right.

One of the things that we are seeking is ideas from experienced parties. Use your best judgement of what you would anticipate would be the scope of all that would touch on trails and greenways. Since a primary focus in this plan will be on improving connections between our open spaces, then yes, this could include identifying new trail/ bike infrastructure alignments, but the scope is broader than one solution.

QUESTION: On page 7 of the RFP you have listed what all proposals should include as bullet points, stipulating that the proposed project cost should be submitted in a "separate sealed envelope". This conflicts with instructions on page 13 that asks for three complete copies of the single proposal, and instructions on page 15 that ask for a pricing proposal within Tab 5 of the proposal document. Could you please clarify the format desired for our proposed cost information?

ANSWER: We apologize for the conflicting instructions.

Please strike: "Provide in a separate sealed envelope the project cost for services in an itemized work format. The project cost for services shall be a "not-to- exceed cost for services."

Please retain: "TAB 4 Pricing/Proposal Cost Summary."

Also note that TAB 5 should be "ALL Forms below;" There is no Tab 6.

QUESTION: Per instructions on page 15, are you looking to have physical tabs dividing the document or are you simply specifying the required order of information?

ANSWER: We prefer physical tabs. If you don't want to use physical tabs, please separate sections with a piece of paper labelled Tab 1, etc.

END