

Wakefield Valley Park Master Plan Questions

1) I would like to find out to when design and construction will begin (month/year), the name of the design firm and general contractor on board including the city and state they are located. I would also like to find out the estimated value (\$) for the project.

There is no start date or firm on board and no estimated value.

2) I'm just reaching out to see if there's an estimated value and any union requirements for the above project.

There is no estimated value.

3) Will questions asked by consultants be answered as they are received, or will the answers be posted after the question due date on July 31st? If questions are not answered until after July 31st, this leaves only a few days for consultants to provide a quality submission to the City.

We will answer questions as we receive them.

4) As there are two components to the budget, are you able to share the breakdown of how much is set aside for parking improvements?

There is no estimated budget or value.

5) Given the current environment surrounding COVID-19, are virtual meetings acceptable or are in-person meetings expected for the public involvement plan and three public meetings?

Virtual meetings are acceptable. There must be a solution for public input.

6) Are you looking for traffic modeling / analysis to be completed as part of the existing conditions analysis?

It is not a requirement. However, we are looking for design suggestions that could identify a new vehicular approach to the existing parking lot as Fenby Farm Road has a blind curve that is not ideal for an increased traffic scenario.

7) Are the existing structures within the park excluded from analysis as part the master plan? If it is part of the analysis, then should the scope of work include structural and architectural analysis for potential adaptive re-use and or repurposing of the structures?

The existing structures do not need to be evaluated for structural and architectural integrity as part of this project. However the development of the master plan should contemplate whether or not keeping the clubhouse (the larger of the two) has value to the overall plan for the park site. The Durbin House (the smaller building) will have a structural assessment performed on it in the future and should be considered an existing park amenity within the master planning process.

8) Is a current boundary and topographic survey of the site available? If not, should that be included in the scope of work?

The City has plats and topographic information is accessible on ESRI.

9) How many firms were contacted to submit an RFP? Can you please send the firms' names.

We do not keep a bidder's list. We will provide a list of bidders who submit bids.

10) How is this project funded? Grants? Capital Projects budget?

Capital Project budget.

11) What is the estimated amount of \$ to hire a consultant to develop the master plan?

There is no value estimate.

12) We are compiling a few questions, but were wondering if there is a deadline to submit the questions?

The deadline to submit questions is 4:30 p.m. on July 31, 2020.

13) What is the anticipated work start date for the selected consultant?

There is no start date listed in the procurement. The City would expect a consultant to start work within two weeks of issuance of a Notice to Proceed.

14) What is the desired project duration to produce a master plan?

This should be part of your proposal.

15) What is the anticipated budget / fee for the master plan?

Please provide your best price.

16) Please provide links or copies of any plans, studies or reports prepared for the any of the City's recreational facilities including trail plans.

There is no information available.

17) Is there any existing data on water quality in the park's ponds?

No.

18) Please provide a link to the most recent information on existing and planned pedestrian and bicycle trails in the City.

There are no planned pedestrian and bicycle trails. The existing path was formally a cart path through an abandoned golf course.

19) Has there been a natural resource inventory of the Wakefield Valley Park site and is it available?

No

20) What is the status of the proposed development between the park site and Bell Road?

The City has not approved any plans as of this time.

21) The City was recently awarded a grant from Carroll County for \$81K for “phase 1” construction at Wakefield Valley Park. What is that funding for? Are there required matches to that funding and if so, what amounts?

The funding is for improvements to the parking lot. The City has budgeted all matching requirements.

22) Does the City / community prefer active or passive recreational facilities? Does the RFP propose to explore both types or only one type?

This will be discovered during the public input portion of the project.

23) Will there be a committee that will work with the selected consultant on the master plan design?

City staff members will work with the Consultant.

24) Please confirm the type and level of surveys / mapping that will be provided to the selected consultant and if that data is in electronic format (AutoCAD, GIS, other?)

Any GIS data available to the City will be made available to the Consultant.

25) How does the City intend to fund construction / improvements to the park?

Capital budget.

26) Page 6, item 8 of the scope of work states: *“provide the city with ten(10) hard copies and a pdf of the master plan for review”* Please clarify. If this is the final master plan, then review by the city is completed. Or, is additional review required at this point and additional hard copies needed later?

The ten copies are the final copies provided after review.

27) Please identify, specifically, *“residents in other parts of the Westminster Community, and other community stakeholders”* (RFP, page 5). Since this is the large park in the City system, we assume all residents may be interested. Please confirm. Also, are there specific community groups and/or homeowners associations that should be sought out for input?

Correct, all residents.

28) How many copies of the proposal must be submitted?

~~One original, four paper copies and one electronic copy.~~

Updated 07/24/2020 to answer question #38

To clarify the correct number of proposal copies should be one original and three copies of a high resolution pdf as stated on page 8 of the RFP.

29) Who will review proposal for the City? (What is the total number of reviewers)?

Director of Parks and Recreation and Deputy Director of Park and Recreation-two.

30) We noticed some contract term language that we are uncomfortable with in the RFP. If successful on the contract award, will there be the opportunity to negotiate some of the contract language or should we identify any language we would want to negotiate in our proposal submission? Thank you.

It is unlikely that the contract language will change, but your proposal should include any exceptions you will have.

31) Is it anticipated that there will be a short list of consultants for interviews? If yes, what is the anticipated date for interviews?

Late August

32) The city web site at <https://www.westminstermd.gov/Bids.aspx?CatID=showStatus&txtSort=BidNumberAsc&showAllBids=&Status=open> is not currently showing this as an open RFP. Kindly clarify since this is where Q & A will be posted.

The web site is located at <https://www.westminstermd.gov/488/Bids>. All questions and answers will be posted there. Anyone who emailed questions will receive an email when the web site is updated.

33) What is the anticipated development program for the Park? Could you elaborate on desired features and/or programming?

This will result as a part of the public input process.

34) Are there any easements or development restrictions on the property?

There are perpetual and temporary easements related to a future water and sewer utility easement as well as 200 ft. buffer restrictions around wells. All restrictions will be provided to the awarded contractor.

35) What are the deliverables anticipated for the Master Plan?

Please see the Section II Goals and Scope of Work of the Request for Proposal Package.

36) Is the site open and available for a site visit?

Yes, the park area is open but the buildings are not open or accessible.

37) Are the City's goals for the park broad enough that you would be interested in engaging with an out-of-area landscape architect with local representation?

Yes.

38) Page 8 of the RFP states *"one original and three copies and a high resolution pdf"* of the proposal are required while the Q&A issued on July 16, 2020 states *"one original, four paper copies and one electronic copy"* are required in response to question #28. Please clarify the correct number of proposal copies required for this submission.

To clarify the correct number of proposal copies should be one original and three copies of a high resolution pdf as stated on page 8 of the RFP.

39) Are proposers required to submit the cost proposal and/or bid form separately from the technical aspects of the proposal?

Everything should be submitted together. See Section III. Proposal Submission for RFP #21-01

40) Does the city have experience in online meetings? Will the City be providing the equipment, online account, and technical staff to assist with online meetings or is that the consultant's responsibility?

The city has experience in online meetings. The meetings will be co-facilitated by the firm/consultant and City staff.

41) Will this park be retained as a park indefinitely or are other development goals expected in the foreseeable future?

It will be retained as a park indefinitely.

42) What qualifies as "high resolution" for a pdf and what form do you want? Flash drive?

It must be readable, not scanned with blurred images. Flash drive or CD is acceptable.

43) Is a credit reference necessary? We don't expect to have the liability that might be expected of a construction project.

Yes it is required as stated on page 17 item 2.

44) Will consultant need to perform a natural resources inventory?

Only if consultant deems it necessary for the development of the Master Plan.

45) Are multiple concepts expected?

Not as a deliverable.

46) After meeting with the public to collect information will the consultant need to present the preliminary master plan again to obtain public input?

No, at a minimum: Develop and execute a public outreach plan to seek out and incorporate community and stakeholder input in the development of a long-term vision for the park. The plan should include, at a minimum, three public meetings co-facilitated by the firm/consultant and City staff.

47) We just had a quick question on the Submittal requirements for the Wakefield Valley Park Master Plan RFP, Item 3a:

“3. Project Team

a. A narrative describing the roles of each designated leader assigned to the project”

Could you please clarify what you are looking for? The designated project leader/manager? Or, “leader” from each discipline (e.g. key team members to be involved with the project)?

Key team members to be involved in the project.

48) Please elaborate on what the City anticipates as deliverables for project scope bullet #3 on page 5 of the RFP: Corresponding time and cost estimates for each phase of development, including design, engineering and construction fees.

Cost estimates and potential lead times to complete design, engineering and construction of key elements of the plan.

49) Given the project scope and goals regarding the evaluation of vehicular access points, park entrance road safety concerns, and the development of additional park entrances, should a traffic engineer be included on the team to evaluate existing and proposed vehicular connections and routes?

That decision would be up to the firm submitting the proposal.

50) Page 5 of the RFP under Related Project Experience notes past performance should be completed within the last five years. Would the City consider extending the time frame?

It may be considered along with past performances within the last five years.

51) Would client consider changes to the terms and conditions of the contract. If so, how should they be presented.

As noted on page 12: Changes may be made to the Contract form at the sole discretion of the City and the bidder should not rely on an expectation of changes in the Contract Form.

52) If the AE proposes changes to the TC's of the contract, would this negatively impact the selection process?

Exceptions to the contract should be noted in the proposal. It is unknown if exceptions will impact the selection process.

53) For "Amount of Contract" on the Experience Record form, and for "Contract Value" on the References form, are you looking for the constructed value of the project or what our company's fee was?

We are looking for the contract amount that was awarded to your company for a project.

54) Our company has implemented a telecommute policy in order to keep employees and their families safe during the COVID-19 outbreak. As such, would the client be willing to accept electronic submittals via email, or secure file transfer?

Not for bid submittal, bids must be sealed with one original and three printed hard copies of the proposal and one high resolution pdf. After award, during the project, the City is willing to accept electronic file submittals and transfers.

55) Questions 28 & 42 mention the final deliverable format. It is still unclear in the language if you are requesting hard, printed, paper copies of the RFP response? Or multiple copies of a pdf file on different jump drives or CDs? We'd appreciate if you could please clarify the final deliverables again.

To further clarify, proposals (one original and three copies in printed hard copy) and one high resolution pdf of the same as stated on page 8 of the RFP.

56) Are there any W/MBE requirements for the selected team?

No

57) Since the bid total will be read aloud 15 mins following the proposal deadline, where would you like the Bid Form placed in the proposal? As the first sheet under the title page, or under section 8 with the other required forms?

As stated under III. Proposal Submission Section 8 submit with the other required forms.

58) The Bid Form requires the fee schedule to be entered on the form. Do you also want the fee information reiterated under Section 7 – Cost Proposal? Or is the Bid Form itself act as the Cost Proposal?

The Bid Form acts as the Cost Proposal.