

RFP NO. CP-21-03
Duvall Field Park Design

ADDENDUM 1

This Addendum represents a compilation of the questions received by email through September 18, 2020, and at the Pre-Submittal Conference on September 14, 2020. Please acknowledge receipt of this Addendum, as required, on the Proposal Form.

QUESTION: Will you provide an attendance list from the Pre-Submittal Meeting?

ANSWER: A list of attendees is included as Attachment 1.

QUESTION: Would the City consider extending the due date by one week to accommodate the question/answer period?

ANSWER: The City will not extend the submittal due date for the project. It remains September 28, 2020. 2:00 p.m.

QUESTION: Are you seeking a civil or landscape architect lead?

ANSWER: The City has not expressed a preference for who should lead the project team.

QUESTION: Is the \$5.8 budget construction costs or construction + soft costs?

ANSWER: The budget includes both construction and soft costs.

QUESTION: This is on one of the required forms “ Listing of Personnel Performing the Contract Work and Hourly Billing Rates.” Can we list average rates by classifications or do you want actual names of people and is this just for the prime contractor or all subs?

ANSWER: Please provide the names and hourly rates of anyone who is intended to work on the Project, for the prime contractor and any subcontractors.

QUESTION: Section X.I of the RFP lists the Bid Proposal Form as part of the Required Forms section of the proposal submittal. The previous section, “Price”, also lists this form as a requirement of that section. Please clarify which section this form should be included in the proposal submittal.

QUESTION: Should the bid proposal form be submitted in the price section of the proposal or with the required forms section?

ANSWER: Please provide the information requested on the Bid Proposal Form in the forms section. Also, please provide the other information that is requested in Section X (H) Price: “In addition, the bidder shall submit a detailed breakdown showing number of hours for each design discipline, unit cost/hourly rate schedule for each personnel category, and itemization per phase. Proposed costs must be all-inclusive and clearly reflect the amount of time, materials, and personnel needed to accomplish the work. Include a list of reimbursable expenses and an estimate of the total amount anticipated.” The additional information should be included in the Price submission.

QUESTION: What is the specific format of the final RFP response?

- a. Is it to be 8.5x11 portrait?
- b. Is it acceptable to have 11x17 fold out pages as part of the submittal response?

c. Is there a specific font size?

ANSWER: The format of the RFP response is not restricted to 8.5x11 portrait, may include 11x17 fold-out pages and no specific font size is required.

QUESTION: Does the final Bid Submittal need to be spiral bound?

ANSWER: The bid submittal needs to be bound, but spiral bound is not required.

QUESTION: Do all team subconsultants need to be accounted for at the time of Bid Submission? Or can necessary consultants be added later as needed?

ANSWER: All proposed subcontractors need to be listed as part of the proposal.

QUESTION: When describing proposed computer services, should we list the specific computer programs we will be using to prepare presentation materials and contract documents?

ANSWER: Yes.

QUESTION: Are bidders allowed to use City of College Park representatives as a reference?

ANSWER: No.

QUESTION: Is there a Minority Business Enterprise (MBE) requirement for the project.

ANSWER: No.

QUESTION: Will the Maryland-National Capital Park and Planning Commission (M-NCPPC) be involved in plan review?

ANSWER: A Mandatory Referral application is required to be submitted for review by the M-NCPPC. Design plans will be reviewed as part of this process and staff comments provided. M-NCPPC staff will not be involved in the design phases of this project.

QUESTION: Have there been preliminary discussions with the Department of Permitting, Inspections and Enforcement (DPIE) about stormwater management?

ANSWER: No.

QUESTION: Who will conduct community meetings?

ANSWER: The selected consultant team will assist City staff in conducting community meetings. City staff will provide all meeting notifications and the consultant team will present conceptual and final designs.

QUESTION: Please clarify the deliverable for the AutoCAD and 3D visualization.

ANSWER: It is expected that all final design submissions shall be in AutoCAD and pdf formats. 3D visualizations such as SketchUp shall be used, as needed, to facilitate design presentations of above-ground features.

QUESTION: Does the final design plan have to be consistent with the conceptual site plan?

QUESTION: Regarding the minimum three preliminary conceptual design alternatives, are these to have the identical program elements as the Conceptual Plan, or are there any variants in the program that are to be considered?

ANSWER: The conceptual site plan prepared with the Visioning Study is for reference only. This RFP requires the preparation of three new preliminary conceptual design alternatives for consideration. The program is not fixed and is intended to be refined during the design process. The facilities listed in the RFP are those identified during stakeholder meetings with the community but are not final.

QUESTION: Please confirm that cost estimates required are for **all (3+)** alternative concept plans and 60% and 100% design phases.

QUESTION: Can you clarify if a cost estimate is needed to be prepared for the Visioning Study as part of this project scope?

ANSWER: Yes, conceptual-level cost estimates are required for the three preliminary design alternatives. A cost estimate for the conceptual plan in the Visioning Study is contained in that report.

QUESTION: How often are construction progress meetings anticipated during the 6-month construction period?

ANSWER: The Proposer should estimate the number of meetings needed based on prior experience with similarly scoped projects. It is not anticipated that construction progress meetings would occur more often than every other week.

QUESTION: Will a GC be brought on-board at any point?

ANSWER: A general contractor will be selected during the construction bidding phase of the project.

QUESTION: Can you specify the type and number of geotechnical borings anticipated so that all bids can make the same assumptions?

ANSWER: It is not possible for the City to specify how many geotechnical borings might be required. Use your best professional judgement.

QUESTION: Will the City consider pervious pavement as part of a stormwater strategy?

ANSWER: Yes, the City will consider pervious pavement.

QUESTION: Will the playground be part of the project?

ANSWER: Yes, the existing playground is intended to be replaced.

QUESTION: Should the existing trees be retained?

ANSWER: Existing trees should be retained to the extent practicable.

QUESTION: Should we assume the irrigation system should be replaced as part of this project?

Irrigation is not mentioned as part of the scope.

QUESTION: How much of the existing irrigation is needed / to be retained / reconnected?

ANSWER: It is assumed that the existing irrigation system would be removed. The decision to provide a new irrigation system will be determined during the design phase.

QUESTION: What are the irrigation standards that need to be followed?

ANSWER: Irrigation standards will be determined during the design phase.

QUESTION: What is the irrigation scope intended to be, only the turf sports fields and event lawn? Or all landscape areas, excluding SWM areas?

ANSWER: Irrigation may be part of the final design for the sports fields and extensively landscape areas but is not anticipated for the event lawn.

QUESTION: Does an irrigation consultant need to be included on the design team or will the City use a design/build irrigation contractor?

ANSWER: The City will not use a design/build contractor. If irrigation is included in the final design, appropriate professional services will need to be included.

QUESTION: What is the water source for irrigation?

ANSWER: The park is served by public water provided by the Washington Suburban Sanitary Commission (WSSC).

QUESTION: Please confirm that multipurpose field and ball fields can overlap

ANSWER: Yes, these fields may overlap.

QUESTION: Has the community confirmed the desire for continued field lighting?

QUESTION: Is it the intention to replace all athletic field lighting with LED lighting?

ANSWER: Yes, LED field lighting is a requirement of the project.

QUESTION: Can you clarify what level of play is anticipated for the fields – local rec groups, competition?

ANSWER: The field is currently used by community youth and adult recreation groups for athletic practices. Future use is anticipated to include competitive games.

QUESTION: Are the pavilion(s) to be open air?

ANSWER: It is anticipated that any pavilions included in the final design would be open air.

QUESTION: Does the stage need to be covered? Is this a built-in stage for large events or a simple paved surface for small gatherings?

ANSWER: The type of stage to be included as part of the project is to be determined during the design phase.

QUESTION: Regarding the splash pad, is that something the client is specifying in the design or is it part of your concepts for the park?

QUESTION: Regarding the fee, is that for concepts through CA and should that include ideas like a splash pad?

ANSWER: A splash pad is not a requirement of the park. The fee includes preliminary design through construction administration.

QUESTION: Who will maintain the site – outside contractor or county employees?

ANSWER: This is a park facility owned and maintained by the City of College Park.

QUESTION: How will the permitting process work?

ANSWER: All required site and building permits will be the responsibility of the consultant. Payment of permit fees may be made by the City or included as reimbursable expenses. Whenever a County permit is required, a City permit is also required. All City permit fees will be waived.

QUESTION: You mentioned in the pre-proposal meeting that some lot consolidation is required. Should that be included as part of this scope or will the City handle that?

ANSWER: The site includes platted lots and rights-of-way which will be vacated, as appropriate, when the park design is finalized. The vacation process will be handled by the City and is not part of the scope of this project.

QUESTION: Can you clarify ownership of Rhode Island Avenue?

ANSWER: The City and Prince George's County are currently working on a Memorandum of Understanding that will transfer all right-of-way interests to the City of College Park.

QUESTION: Is there a traffic study for Rhode Island Avenue at the Park?

ANSWER: There is no traffic study available and none is required.

QUESTION: What criteria are dictating the required on and off-street parking scope for the project?

QUESTION: How many parking spaces are required?

QUESTION: Is the amount of existing parking adequate for the park needs?

ANSWER: There are no zoning requirements that mandate a minimum number of parking spaces. There are 76 existing parking spaces on site, which appear to be adequate to serve existing uses.

QUESTION: Would it be feasible to suggest traffic improvements such as additional or removal of curb cuts off Rhode Island Ave?

ANSWER: Yes, improvements to traffic circulation including ingress and egress may be considered.

QUESTION: Please provide available record documents for the site including but not limited to 1) Survey 2) Geotechnical 3) SWM Concept 4) Natural Resource Inventory.

ANSWER: The following information/links are available now to assist with the preparation of your submission.

Attachment 2: As built concession and recreation plaza drawings

Attachment 3: Conceptual Plan presentation drawing

<https://lsginc.sharefile.com/d-sa57a1c53b0642808>