

RFQ #39175

Parks & Neighborhoods Master Plan

Addendum #2

Questions & Answers

Except to remove vendor names and addresses, questions are provided exactly as submitted.

#		Section	Question / Answer
1	Q	Section 2.1.1	Will a consultant team need to comprehensively inventory every park to complete this task, or have some parks/facilities already been assessed?
1	A		<i>Ideally, yes, we would like for the consultant to inventory / assess parks in the system. We would expect that the degree of comprehensiveness will impact the fee and thus this will be negotiated as part of the selected consultant's workplan. Consultant will be provided information on the assessments that have been made to date of various properties.</i>
2	Q		Could you share the budget range that has been allocated for this planning process?
2	A		<i>To be negotiated depending on the selected consultant's workplan. Since the project will likely straddle fiscal years, we may consider a phased approach to the project. Funding will be in the \$250-500,000 range, depending on the selected consultant.</i>
3	Q	3.5	Pricing lists "websites for community engagement" under miscellaneous project costs. Could you clarify whether you are looking for the consultant team to build, host, and maintain a separate website through the duration of the project? Or are you expecting the consultant team to provide information to the Division for posting on a project website which will be hosted as a page on the Division's website?
3	A		<i>We are looking for the consultant to help conceive the online community engagement. A project website could be hosted as a page on the Division's / City website. As an example of a project website that was developed in partnership with a consultant but it is hosted in the City's website see http://pop.memphistn.gov/.</i>
4	Q	5.2 d.	Is there a specific MBE/WBE target teams should aim to achieve?
4	A		<i>Yes. The MWBE goal is 19%.</i>
5	Q	2.1.6	Could you provide more information about the level of detail desired for 2.1.6 Economic Impact study, or a sense of the level of effort a team should focus on this specific scope element?

5	A		<i>We are looking for information that conveys the impact of parks in the City's economic wellbeing – which would include your more traditional economic impact information (expenditure of \$ in parks generates \$ economic impact), as well as information based on national data of how investment in parks / recreation / greenspace contributes to a community's wellbeing through health savings, improved real estate values, etc.</i>
6	Q	1.2	Could you confirm the scope desired related to trails? Section 1.2 Objective says "The City is seeking a comprehensive strategy for evaluating parks, recreation, green spaces, trails, facilities, and programs" but the scope seems to focus on parks, recreation facilities, programming, and green spaces owned by the Division. We understand the Greenprint planning process has resulted in a conceptual plan for greenway trails and on-road pedestrian and bicycle connections. Could you confirm if there are specific aspects of trail / greenway planning or design you are hoping the Parks and Recreation Master Plan will address to advance the Greenprint plan?
6	A		<i>The Parks Division considers trails an integral part of the park system. The park master plan should reference the Greenprint as applicable for parks and recreation opportunities related to trails (for example, opportunities to connect parks to the Wolf River Greenway).</i>
7	Q	3.4.1	Please clarify 3.4.1 Experience in the areas of facilities, programming, and performance assessment - does this refer to experience recreation facilities and programming?
7	A		<i>Yes. This refers to experience related to the parks and recreation field (not to hospital facilities, for example).</i>
8	Q	Exhibit 3 Qualifications form #5	Are we expected to provide team resumes in this section again if we already have in the Qualifications of Personnel section of the proposal?
8	A		<i>As noted on the form: IF ADDITIONAL INFORMATION IS PROVIDED ON A SEPARATE SHEET FOR ANY OF THE ITEMS, CLEARLY SPECIFY WHERE IT CAN BE LOCATED IN PROPOSER'S PROPOSAL.</i>
9	Q	3.4.3	Is it desired for the 5 references to correspond to the projects shown in this section 3.4.2 and 3.4.1?
9	A		<i>Not necessarily, but it would be a good option to make the references relate to projects that are germane to this RFQ.</i>
10	Q	3.4.1 and 3.4.2	How many projects are you looking for us to include each of this category?
10	A		<i>No specific number is required. Consultant may determine how many projects to present in this section to best articulate their qualifications for the project.</i>

11	Q	2.1.1	Will a consultant team need to comprehensively inventory every park to complete this task, or have some parks/facilities already been assessed?
11	A		<i>Ideally, yes, we would like for the consultant to inventory / assess parks in the system. We would expect that the degree of comprehensiveness will impact the fee and thus this will be negotiated as part of the selected consultant's workplan. Consultant will be provided information on the assessments that have been made to date of various properties.</i>
12	Q	3.5, 5.2	Will the RFP be revised to eliminate the request for fees? As outlined in the Federal Brooks Act P.L. 92-582 and Tennessee Code Annotated Section 12-4-107, and Board Rule 0120-02-.02 (6) the method of procurement of professional design services is Qualifications Based Selection and cannot be based upon fees.
12	A		<i>RFP to be revised to address this concern.</i>
13	Q	Section 2.1.8	Please confirm that one hundred and fifty (150) color printed and bound copies are required.
13	A		<i>Yes. As noted in the RFP.</i>
14	Q	2.1	Is a Statistically Valid Survey expected or desired as part of the scope of services? It is currently not listed in the RFP.
14	A		<i>The Consultant should specify what methods of community engagement / research are best suited for their proposed plan.</i>
15	Q	2.2	12 months is accelerated for a project of this scope. Will a time extension be allowable?
15	A		<i>Optimally 12 months is the timeframe that we desire. However, this may be negotiable with the selected consultant if the proposed workplan merits an extension.</i>
16	Q		It is our belief that firms will be violating the rules of the state Architectural and Engineering Board if we submit the requested fee proposal. Will firms still be considered for the project if we do not submit a fee proposal?
16	A		<i>RFP has been revised to a Request for Quto address this concern.</i>
17	Q	2.1.6	Can you provide more information on what you are looking for in regards to the economic impact study?
17	A		<i>We are looking for information that conveys the impact of parks in the City's economic wellbeing – which would include your more traditional economic impact information (expenditure of \$ in parks generates \$ economic impact), as well as information based on national data of how investment in</i>

			<i>parks / recreation / greenspace contributes to a community's wellbeing through health savings, improved real estate values, etc.</i>
18	Q	2.1.1	Do you want the chosen firm to come up with square footage?
18	A		<i>We already have information on the square footage of existing facilities. Not sure what this question is asking.</i>
19	Q	2.1.1	In regards to the Scope of Work, 2.1.1 Inventory and Condition Report – what is the level of evaluation the City expects of the 24 community center, 5 senior centers, 1 specialty center, 13 outdoor pools, 4 indoor pools, 8 golf courses, 1 collegiate football stadium, and the system of 162 greenspaces with multiple sports fields? Would this be an evaluation of a cross-section of the City's park system with support from City staff for evaluation of others or is the expectation that all of the City's assets be assessed?
19	A		<i>Ideally, yes, we would like for the consultant to inventory / assess properties in the system. We would expect that the degree of comprehensiveness will impact the fee and thus this will be negotiated as part of the selected consultant's workplan. Consultant will be provided information on the assessments that have been made to date of various properties.</i>
20	Q	2.1.8	In regards to 2.1.8, in regards to the 150 printed, bound color copies of the report, is there any flexibility in the amount of final deliverables as the printing cost for this many reports is not insignificant?
20	A		<i>We can negotiate this item if the cost of this is that significant in the selected consultant's final proposal.</i>
21	Q	5.2	Regarding the scoring criteria, the RFP mentions under 5.2 "Plans for participation of minority and women business enterprises" – does the City have requirements or goals for MWBE participation for this 10% scoring criteria?
21	A		There is an MWBE goal (19%).
22	Q		At this time, has the City of Memphis identified a dollar-amount budget for this assignment? Or, a range in professional fees the City would consider or find most advantageous?
22	A		<i>To be negotiated depending on the selected consultant's workplan. Since the project will likely straddle fiscal years, we may consider a phased approach to the project. Funding will be in the \$250-500,000 range, depending on the selected consultant.</i>
23	Q	1.1	What is the project budget?

23	A		<i>To be negotiated depending on the selected consultant's workplan. Since the project will likely straddle fiscal years, we may consider a phased approach to the project. Funding will be in the \$250-500,000 range, depending on the selected consultant.</i>
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