

## QUESTIONS & RESPONSES

May 26, 2023

Question: Are you going to be needing a geotechnical evaluation for the athletic park? Who would we contact to provide a proposal?

Response: A geotechnical evaluation is not an element of the current RFP.

Question: What is intended to be submitted for "review examples"? (Submittal Requirements B.a)

Response: The Town is looking for examples of previous work products that will provide an indication that a firm has undertaken a similar scope of work and has the experience necessary.

Question: What is the budget for this RFP's scope of work?

Response: The Town set aside approximately \$25,000 for this scope of work.

Question: What are the expected final deliverable(s) of this master plan scope of work?

Response: Upon completion of the analysis, the consultant shall be responsible for presenting a summary of the outreach process to the Ridgway Town Council that describes the identified plan. The consultant will also provide a written document detailing the public outreach process and results and master plan illustrations of the park.

Question: What information, if any, will the Town provide: survey data, GIS layers, utilities/infrastructure (overhead and subgrade), aerial photography, etc.?

Response: The Town can provide all of the information you described.

Question: The submittal requirements request that we "Please provide at least two (2) examples of reviews completed. The review may be redacted to protect the company and municipality. If you do not have the required examples, a letter explaining your approach to review could stand as a substitute." Is this intended to be two similar project descriptions? If so, what level of detail would you like included?

Response: The Town is looking for examples of previous work products that will provide an indication that a firm has undertaken a similar scope of work and has the experience necessary. The level of detail is up to you but we're looking for enough to understand your firm's ability to take on the project.

Question: Can you provide a budget?

Response: The Town set aside approximately \$25,000 for this scope of work.

Question: When will you be providing the response to questions?

Response: Responses are being provided as questions come in and all questions and responses will be collated and posted to the Town's website after the question deadline passes on May 26th.

Question: Given the holiday and the deadline for questions, would you consider accepting a digital (email) submittal by the deadline, with hardcopies postmarked by the deadline to arrive later?

Response: Yes.

Question: Under Submittal Requirements, Section B.a., the RFP states "Please provide at least two (2) examples of reviews completed." Can you more clearly define what "review" means in this instance? Does it refer to a review of a specific amenity or park that the firm has performed for a municipality, a review from a municipality of specific work completed by the firm, or something else?

Response: The Town is looking for examples of previous work products that will provide an indication that a firm has undertaken a similar scope of work and has the experience necessary. The level of detail is up to you but we're looking for enough to understand your firm's ability to take on the project.

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Question: Does the Town have a topographic survey or any other base plan information (aerial photos, previous design drawings, etc.) for the site?

Response: I believe we have that information that we can share with the selected firm.

Question: Does the Town have a budget for the design/planning fees for the Athletic Park Master Plan?

Response: The Town set aside approximately \$25,000 for this scope of work.

Question: Does the Town have funding to implement the Athletic Park Master Plan? If not, will grant applications be part of the Master Plan scope?

Response: Implementation will be phased and will be subject to annual appropriation by the Ridgway Town Council. Grant applications will not be part of this scope of work but the Town will certainly explore various grant opportunities in the future to assist in bringing various Master Plan elements to fruition.

Question: Is cost estimating expected to be part of the project scope?

Response: While not fully necessary, cost estimates to bring the various Master Plan elements to fruition would be very helpful and appreciated.

Question: Is a phasing plan expected to be part of the project scope?

Response: A phasing plan is not part of this scope of work.

Question: What is the timing for the completion of the proposed pavilion?

Response: If you are referring to the Athletic Park Pavilion, it was completed in 2020.

Question: Has there been any public outreach to date? Have key stakeholder groups been identified? Are there known concerns from adjacent property owners?

Response: Key stakeholders have been made aware of this initiative but substantial public outreach has not been conducted yet as we are still looking to identify a firm to lead the process.

Question: What will the Town's involvement be in the public process?

- a. Public notification – Response: The Town will be heavily involved in notifying the public and key stakeholder groups via our communication channels.
- b. Meeting support – Response: The Town will be heavily involved in organizing, hosting and helping to facilitate the meetings.
- c. Meeting space, food, beverage – Response: The Town will provide meetings spaces and the appropriate refreshments.
- d. Website notification and project information distribution – Response: The Town will help with this component as well.

Question: What type of base information is available for the project team to work from?

- If no base information is available, will the Town be procuring survey services or should those services be included in the consultant team fees?

Response: The Town has base information available.

Question: Does the Town have a budget designated for these design services that you can share? This helps us draft an appropriate scope of work.

Response: The Town set aside approximately \$25,000 for this scope of work.

## **QUESTIONS & RESPONSES**

**May 26, 2023**

Question: Does the town anticipate any phasing recommendations or order of magnitude cost estimates associated with the final master plan package?

Response: Implementation will be phased and will be subject to annual appropriation by the Ridgway Town Council. Phasing recommendations or order of magnitude cost estimates would be appreciated.

Question: Is the town anticipating a public input process beyond the meetings listed in the RFP to capture broader public input? (e.g. info website, survey, school engagement, pop up at summer events, etc)

Response: Yes, the Town anticipates public communication and input solicitation beyond the listed meetings. That may include information through our website, surveys, etc.

Question: Please clarify what is meant by "review" in RFP section B.a. "Please provide at least two (2) examples of reviews completed." Perhaps we refer to this work product by a different name.

Response: The Town is looking for examples of previous work products that will provide an indication that a firm has undertaken a similar scope of work and has the experience necessary. The level of detail is up to you but we're looking for enough to understand your firm's ability to take on the project.

Question: Should this master plan consider upgrades to adjacent roads or other service improvements?

Response: The Town is certainly open to that.

Question: Would the selection committee consider accepting electronic submittals or do we need to provide (2) hard copies and (1) electronic submittal?

Response: We'll need to be in receipt of the electronic version by the stated deadline. We're fine with receiving the hard copies after the stated deadline if they are mailed. We need hard copies for our functional filing system.

Question: Can you also confirm what hours the Ridgway Town Clerk's office is open Thursday, June 1st and Friday, June 2nd for the receipt of hand-delivered proposals?

Response: The Clerk's Office will be open from 8a to 4p on Thursday, June 1st and Friday, June 2nd.