



REQUEST FOR PROPOSALS #2017-108
MILWAUKIE BAY PARK – FINAL DESIGN SERVICES
RESPONSE TO CLARIFYING QUESTIONS #4
April 10, 2018

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFP as published.

1. *Are the concrete seat walls at the riverwalk to remain?*

Answer: Concrete seat walls are considered in the “approximate study area”. In this area, the prior design will be tested, revised and reconfigured as necessary; therefore, concrete seat walls may or may not remain, depending on how they coordinate with Final Design.

2. *Can the electrical meters at the street be relocated?*

Answer: Relocation of electrical meters could be considered and evaluated, depending on feasibility.

3. *Is there an anticipated timeline for Community Outreach for the project?*

Answer: The Community Outreach will coincide with Final Design timeline; the NCPRD Project Manager will coordinate Work Plans of the Design Team and Community Outreach Team. We anticipate a minimum of 3 public meetings and outreach via social media and participation in local events. The Scope of Work will be coordinated with the selected Proposer.

4. *Does the 11”x17” sheet for the project schedule count as (1) page of the (15) max page count?*

Answer: Yes, Clarification Questions #1 issued on 3/26/18 stated, “The District will allow an 11” x 17” page for the Project Schedule.” The RFP stated “At least one page (11”x17” allowed) of this section shall be dedicated to providing a matrix illustrating tasks, subtasks, and assigned staff with a timeline on the other axis.” Taken together, up to two 11”x17” pages are allowed in the “Project Schedule” section. Each 11”x17” page counts as one page of the fifteen maximum pages.

5. *Does a cover sheet for the package count as (1) page of the (15) max page count?*

Answer: No, Cover sheet and cover letter do not count toward the fifteen max page count.

6. *Would you like us to include team members’ qualifications and/or resumes? It appears that section 5.4 Qualifications of Key Personnel is just for the Proposer’s firm.*

Answer: It is the Proposer’s discretion which Key Personnel within the team (from the Firm or from sub-consultants) will be included under “Qualifications” section, and how much can be included within the 2-3 pages for this section. As stated in the RFP Section 5.4, the Qualifications of Key Personnel shall be 2-3 pages and should “provide detailed credentials and/or experience of key individuals that would be assigned to this project,” related to “Proposer’s firm and key individuals.”

7. *How many meetings are anticipated with the Project Management Group in each phase?*

Answer: The number of meetings with the Project Management Group is to be determined with the final scope of work.

8. *It appears that the proposal only goes through Final Design (What we assume to be Design Development). The phases as assumed are: Technical Investigation, Design Principles and Programming, Refinements of Design Alternatives (Schematic Design), Final Design (Design Development). Are these assumptions correct? Please confirm that construction documentation and construction administration is not included in this proposal.*

Answer: The confirmed phases consistent with the RFP are: Technical Investigation, Design Principles, Programming, Refinements of Design Alternatives, and Final Design. “Refinement of Design Alternatives” can be considered as conceptual drawings sufficient to achieve the tasks described in Section 3.4.5. “Final Design” is equivalent to 30% Construction Documents that meet the needs described in Section 3.4.6.

Beyond 30% construction documents, construction documentation and construction administration are not included in this proposal. As stated in the RFP Section 3.4.6, “Final Design drawings “[w]ill be sufficiently illustrative and detailed to present to various committees, NCPRD Board and Milwaukie City Council in order to be evaluated prior to development of construction documents.” Please note, as stated in Section 3.1 Introduction, “The team must also be qualified to complete future phases of the work, including 100% construction documents, permitting and construction administration.”

9. *Please clarify the deliverables expected in each phase. Our assumptions are below:*

Design Principles: *No official deliverables, just meetings with City and NCPRD to confirm design principles for the park.*

Programming: *(1) report summarizing meetings, discussions, and describing design principles and programming decisions made for the project.*

Refinements of Design Alternatives: *(1) Schematic Design Package with multiple design alternative plans.*

Final Design: *(1) 100% Design Development package with perspectives, plans, sections, and details.*

Answer: Clarifications are as follows:

- 3.4.2 Technical Investigation: as stated a “summary of opportunities and constraints.”
- 3.4.3 Design Principles: no guidance on specific deliverable; at Proposer’s discretion.
- 3.4.4 Programming: as stated, “a report that summarizes meetings and discussions and clearly describes the design principles and programming concepts for the project.”
- 3.4.5 Refinements of Design Alternatives: as stated, “design alternatives” and “order of magnitude cost estimates will be provided for each alternative.” (See also previous Clarification Question #8 above.)
- 3.4.6. Final Design: equivalent to 30% construction documents as discussed in previous clarification. More details will be discussed with Selected Proposer while completing the final Work Plan.

End of Clarifying Questions #4