

CITY OF SALEM - ADDENDUM #2
#T-17 DESIGN & CONSULTING SERVICES FOR PALMER COVE PARK
DECEMBER 6, 2017

Please see the following questions and answers for the above referenced project.

1. Under Task 1: Existing Conditions, you ask for the consultant to include the cost to update the existing systems that are likely to stay. We envision determining which systems are likely to stay later in the process, after the completion of both the community process and the three concept design alternatives. Can we include this cost under Task 3 instead of Task 1?
 - a. *Proposers may include that cost in a later Task, however, the preliminary costs and feasibility of keeping certain elements will inform the decisions about the baseball field and other site features. Any element that is required to be included, such as accessibility or safety related measures, should also be considered early, at least from a preliminary cost perspective.*
2. Under Task 3: Community Outreach you state that the Outreach/Engagement plan should be completed by the end of the "existing conditions analysis." We envision the community engagement plan to occur over a longer time period, running concurrently with part of the concept design stage. Can the community engagement process extend further into the project schedule than requested in the RFP?
 - a. *The plan is different than the implementation. The City is requesting that the plan for how outreach will be implemented be completed by the time the Existing Conditions is completed. The timeline for outreach may extend throughout the whole process.*
3. Under Task 4: Development of Concept Plan and Cost Estimate Timeline, a "Draft Report with final concept" is requested. Should this Report be added as a deliverable for Task 4? If yes, please provide more information on the requirements of this report.
 - a. *A Draft Report with the preferred alternative should be provided for comment prior to the final report. Please see page 16 of the Proposal, under Task 4.*
 - i. *Please delete the following sentence:*
~~*"Three alternative park concepts, one final park concept. Cost estimates, schedule, fee for next phases."*~~
 - ii. *Please insert the following sentence in its place.*
"A minimum of 3 initial concepts for the redesign shall be provided. A draft and final report (incorporating City and community input) with the preferred alternative shall be provided, including: existing conditions, results of the community process and baseball analysis, cost estimates, schedule, and fee for next phases."
4. Q1) What kind of base site plan are to be used for the Gallows Hill and Mack Park sites? ...or...!Are plan view aerial photos, similar to the one in Appendix C, suitable to use for base plans of the Gallows Hill and Mack Park sites?' This question is not critical to ask, but no one should be put in a position to say something works conceptually, then later finds out it really doesn't work.
 - a. *Consultants are not expected to create full designs or site plans for Gallows Hill or other sites, however, they are required to create a plan that has enough information to demonstrate feasibility, and generate early cost estimates. This plan will be used for grants, public input, and to weigh the pros and cons of the options. Please note, the City is conducting a survey at Gallows Hill related to another project and that information will be provided to the winning proposer when it is available.*

Consultants should put in their submittal what type of information they need to provide an appropriate level of site plan.

5. Can the City further define what the specific reimbursables are, such as promotional materials, advertising, printing, and permit application fees? Since this is the City's project, I'm thinking all would be fully reimbursable, and not paid for by the consultant (with a possible markup?). Page 15 says fees for community outreach must be included in the proposal, while page 17 says we should discuss what reimbursables are in the proposal. These fees could approach \$1,000 to 2,000.
 - a. *All materials needed for outreach and community input must be included in the fee for the related task. Other reimbursables that may be included in the base fee, or may be added separately are geotechnical, soil samples, surveys, etc. Permit fees, if any anticipated during this phase, would be separate.*
6. Q3) Task 3.5 assumes the Notice to Proceed will be issued early December, and, final products due at the end of March 2018 (pg. 16). Since proposals are now due 12/13, and there is a possibility for interviews after that date, gathering field data for the topo survey will need to be done in January, i.e. not an ideal situation. How flexible are the stated Timeline schedules, especially since there are community outreach meetings? In the proposal, Task 3 asks for 2 general public meetings and 6 smaller community meetings (pg. 15). Task 4 asks for a minimum of 2 community meetings (pg. 16). A community meeting process could take months for a project like this.
 - a. *Please see addendum #1 posted on December 5, 2017 for clarification on the timelines associated with this project.*