

North St. Paul Park Design Planning RFP

ADDENDUM

March 4, 2024

Phase 1 Questions

1. Do you have a timeline for the completion of Phase One? **6-12 months.**
2. Do you have a budget you have identified for Phase One? **Not specifically.**
3. Is there a date that you want to complete the Phase 1 design services? **We anticipate a 6-12 month process for Phase 1. It is our hope that we will have adequate information from phase 1 to plan for phase 2 in the 2025 budget.**

Phase 2 Questions

1. Do you want consultant fees for Phase 2 design services or will that be a separate contract?
Phase 2 will be a separate contract. If you have a broad estimate/range for such fees, that would be useful to know.
2. It may be difficult to determine a budget for phase two construction prior to engagement and a concept design to determine the desired improvements, is there anything you can identify as a rough scope and or budget for us to base a fee on? For example McKnight costs could vary greatly depending on engagement and if existing amenities are completely rebuilt or if the park becomes something totally different. **We don't expect a detailed budget for phase 2 at this time. Phase 1 will inform Phase 2. If you have a range that you could provide, that would be helpful.**
3. Can the City please clarify language used in the Phase 2 scope of work, specifically: Does the responding team need to provide a full team (including specialty consultants) and consulting fees for this scope phase, or just a proposed request of what a team and fees for this service may look like, to be negotiated and approved in the future? **That latter is acceptable.**
4. Can you share planning and engineering budget expectations for Phase and Phase 2 as detailed in the RFP? **Phase 1 is intended to be the conceptual design phase and Phase 2 would be the engineering documents.**
5. Is it the intent of the RFP to request Phase 2 design services fee within this proposal, or if not in the proposal by June 2024? **It is the city's intent that a proposal for phase 2 would be included in this proposal. However, if that is infeasible given the fact that phase 2 is highly dependent on phase 1, we would accept a statement to that effect in the RFP and the consultant's preferred schedule/approach to providing a proposal for phase 2.**
6. Would the City be open to receiving a cost proposal for Phase 1 efforts only, understanding that Phase 2 efforts will be driven by final project scope/costs/funding and that fees can be negotiated at a later date? **Yes, if estimated fee range or % of construction costs are provided.** Would the City be open to the receipt of an estimated fee range or % of construction costs for the Phase 2 cost proposal? **Yes.**

Construction Questions

1. When would the City like to start construction? **No sooner than 2025, but most likely 2026 given budgeting and design planning.**
2. Will the City try to fund the entire project at one time or break down the construction into phases? **This depends on the estimated cost of construction for the three projects. The prioritization and scheduling of construction will be determined at the time of CIP planning.**

Community Engagement Questions

3. I see that you have done some engagement for your park and open space master plan through a survey, will that be used to inform these park designs as well? **Our in-house engagement was not very robust. The selected consultant is welcome to use it, but it should not be solely relied upon.**
4. Do you see a need for specific engagement of hard-to-reach residents of North Saint Paul? **Yes. This would be beneficial given our increasingly diverse population.**
5. When will significant findings or recommendations from the park system plan process be available for these three parks? **Outreach specific to these sites should be included as part of the scope for this RFP.**
6. We understand that the Consultant will need to engage community members and stakeholders on preferred park development. Should the program identified in the RFP for the two new parks be considered a starting point until the conceptual planning process is complete and the needs are confirmed? **I assume you are referring to the public engagement component of the project when you say program in this question. If that is the case, yes, public engagement is necessary to understand the facilities that are desired for all three parks, including McKnight.**

Other Questions

1. Can the City share the 2023 online survey? **Available upon request.**
2. Are you currently completing your new park and open space system master plan in house or are you currently working with a consultant? **In house. This project is expanding on the 2022 Park Improvement Plan by filling in some of the missing pieces, such as demographic information and the online survey results.**
3. The description of the McKnight Field project says "an overall evaluation of the recreational needs of the community is needed to determine desired future improvements." Is that evaluation being conducted as part of the park system plan process, or should it be in the scope of this project? **This should be included as part of the scope for this RFP.**
4. Should Consultants limit their proposal to 20 pages single sided (10 double sided)? **The submittals should be electronic, so the page limit is simply 20 pages. If you cannot be accomplished in 20, we will not disqualify proposals based simply on page number.**
5. Is there any additional site information that the City has available such as:
 - a. Known environmental issues and any testing or reports **None available.**

- b. Geotechnical information **None available.**
 - c. Soils and drainage information **None available.**
6. Is there any analysis of the current concessions building available? **There is not.**
 7. What funding programs/sources does the City anticipate pursuing in the future? Variances in funding programs drive the level of effort and clarity in anticipated funding programs would allow consultants to base costs on the assumed programs. **Unknown at this time.**
 8. Do you anticipate bringing the park plans to City Council for approval? **Yes, the City Council will be the final approval authority for the plan with a recommendation from the Park and Recreation Commission.**
 9. One question on the submittal is if you plan on printing the submissions for any type of internal review/distribution or if they will be primarily viewed electronically?

The page limit is recommended at 20 to keep the proposals succinct. The page format isn't really a consideration in our RFP, so feel free to use whatever size you prefer. We will distribute electronically.