



City of Sugar Hill

RFP # 24-008 – Riverlands Master Plan

March 28, 2024

TO ALL BIDDERS:

This addendum is issued for the purpose of modifying the original request for proposals, through addition, deletion, clarification, or correction as outlined herein. The information provided in this addendum supersedes any information previously provided in the referenced document(s). This addendum and the information contained herein shall be used in the preparation of any bid submitted by the offeror and shall become an integral part of the contract documents for any contract awarded for the project specified. Please inform all concerned that the Request is modified by this Addendum.

QUESTIONS AND CLARIFICATIONS:

1. For schedule A, you request a resume for each and every business owner. We are an employee-owned firm comprised of shareholders, many of whom will not be assigned to this project. For the Schedule A, Business Owners, may we only include the business owners that will be assigned to this project and will be actively working on the contract if we are selected? Does this information count towards the 50-page limit?

Response: It is sufficient to include only the applicable business owners. This information does not count toward the 50-page limit.

2. If a designer is included as a business owner/share holder, and are on the design team, do we need to include the resume twice?

Response: Including their name on both lists but providing just one resume is adequate.

3. Under the Changes or Modifications to RFP section, what is meant by “Offerors registered with the City”? Prior to the April 5, 2024, RFP submission deadline, is there a registration required by the Offeror’s to be eligible to submit for the RFP?

Response: No registration is required to submit the RFP. This instruction is for those who have submitted questions and/or proposals prior to any changes or modifications to the RFP.

4. The RFP states the City and development authority will perform the site inventory looking at the physical attributes of the property.
 - a. Will this include Geotechnical survey of subsoil condition, soil types, and testing for rock and/or unsuitable soils? If not, should the Offeror include this surveying in the Task #1 scope of work?

Response: Geotechnical surveying will not be conducted at this time.

- b. Topographic surveying is specifically listed, will an updated tree survey be provided to the Offeror? If not, will it be necessary for the Offeror to include performing a complete tree survey of the properties locating tree species, size and location of all trees in the Task #1 scope of work?

Response: An updated tree survey will not be necessary for completion of the master plan; however, an additional inventory of sample areas to estimate canopy coverage may be added to the scope.

- c. Will the Offeror be provided digital (CAD) survey information for existing utility services immediately on or adjacent the site? As well as major utility infrastructure capacity in the surrounding area, such as water supply/ pump stations, electrical, cable/ data and storm/ waste capacity?

Response: The City will provide available GIS data and any applicable data from previous projects.

- d. As it relates to MRPA, please confirm that Riverlands Authority does not expect review and permitting with ARC as it relates to the MRPA buffer, and that awareness of the buffer and information into the planning exercises is sufficient.

Response: The Riverlands Authority does not expect review and permitting with ARC; awareness and inclusion of information is sufficient at this time.

5. Task 1 - Concept Development & Suitability Analysis: Please clarify if the Offeror should include a schedule and fees for additional proposed public involvement in Task #1, such as additional public open house meetings during Task #1 one duration? Or if the Offeror can assume utilizing the data summary from the ENVISION100 Comprehensive Plan provided, as the necessary public involvement data to inform and guide the conceptual master plan concept options to be developed within Task #1 between the Offeror and the City?

Response: The public involvement referred to in Task #1 will include results from previously conducted public input campaigns as well as an additional input opportunity conducted by city staff and the development authority. The offeror will not be involved in the implementation of public involvement in Task #1 but will utilize the results.

6. Task 2 - Final Public Involvement: Should we assume one public Open House event for the community to review the concepts and provide feedback? If more than one, how many open house events should be assumed? Are the public input sessions to be held informally or are they to be part official city business meetings, such as commission or zoning meetings?

Response: The city anticipates no more than two public open house events, with a final staff presentation to the planning commission and city council.

7. Task 3 - Will the Riverlands Authority have authority to work with the master planning team to review the public input and to determine which components of the public input should be included in the final deliverable? Who will own the prioritization of the public input?

Response: The Riverlands Authority will be working with the master planning team to review the public involvement component. Inclusion in the final document will be determined jointly by the city and Riverlands Authority in coordination with the offeror. However, complete records of the public involvement activities will need to be documented in an appendix with other supporting documentation.

8. Part III of the RFP indicates that the City will conduct public involvement and physical site inventory; and that KB Advisory will perform market analysis. Can you share the schedule for these two activities so that we can coordinate our activities?

Response: The preliminary public involvement and physical site inventory are scheduled to take place in April and May. KB Advisory is scheduled to complete the market analysis by the end of May.

9. Part IV of the RFP indicates that the City will prepare the Master Plan and the Offeror will assist. Can you describe in more detail how you would like this to work ?

Response: Production of the master plan will be performed by the Offeror in coordination among the city, the Riverlands Authority, and the Offeror. The city will act as the project manager and be the main point of contact for decisions related to the contract.

10. Task 3 calls for “other interactive digital tool”. Should Offerors include this in the base scope of work in addition to pdf deliverables, or propose it as an alternate scope?

Response: “Other interactive digital tools’ refers to an option for the final deliverables. This should be outlined as an alternate scope.

11. Task 3 calls for “Financial Resource Recommendations and Planning.” Can you provide a description of what the City desires here?

Response: The purpose of this task element is to provide the development authority and city with guidance for how financial resources could be distributed to take steps towards realizing the master plan.

12. What is the City's estimated budget for this effort?

- a. If a budget is not shared, how should teams respond to include 'projects of similar dollar value' in response to Schedule C?

Response: The budget shall not exceed \$80,000.

13. On page 4, 'Copies', please clarify that the team should provide original format files for the RFP response submission?

Response: Correct.

14. Is the 50-page limit for RFP submission limited to 50 single sided pages? Is this inclusive of all required forms, tabs/page breaks, front and back covers?

- a. Schedule B requests we provide two copies of resumes. Will each copy count towards the total 50 pages, or can we assume that it would count as one pager per person?

Response: Yes, submissions shall be limited to 50 single-sided pages. All required forms, tabs, page breaks, covers, and attachments for schedules A-F will not count toward the 50-page maximum.

END OF ADDENDUM #2

RFP 24-008