



RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE

Addendum No. 1
Issued February 11, 2020

Solicitation No. 188 - Request for Proposal
Professional Consultant Services for Airline Community Park
Opening: 11:00 A.M. CT February 18, 2020
Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

A non-mandatory Pre-Proposal Conference and Call was held on 01-21-2020. The meeting agenda, attendees list, notes, questions asked during the conference and via email, all associated answers and clarifications are **attached**.

If you have already submitted your proposal and this addendum causes you to revise your original submittal, please indicate changes herein and return to Purchasing prior to the proposal deadline in an envelope marked with the RFP number, proposal deadline date and time. **Please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.**

(Name and Signature)

(Date)

(Company Name)

REQUEST for PROPOSAL NO. 188
 RFP 188 Professional Consultant Services for
 Airline Community Park Master Plan



Pre-Proposal Conference Call
 January 21, 2020; 1pm CT

PROJECT INTRO & BACKGROUND

BREC is issuing this Request for Proposals (RFPs) from highly qualified and innovative design teams to develop a master plan for the 120-acre Airline Community Park. BREC seeks an ambitious master plan that outlines a bold vision for the future with a planning and design approach that emphasizes green infrastructure and resilience. The master plan should address stormwater mitigation, preservation and provide the community in the southeastern portion of the parish with a unique world class community park.

Housekeeping:

- Send email to Lori Foreman, lori.foreman@brec.org, to identify attendance – firm name, contact name & email, phone number.
- Email any questions to Lori Foreman, lori.foreman@brec.org. They will be responded to via Addenda.
- Review of schedule:

<i>Event/Action</i>	<i>Anticipated Schedule</i>
1. RFP Advertisement	Wednesday, January 15, 2020
2. Pre-proposal conference call (non-mandatory)	January 21, 2020; 1:00 P.M. CT.
3. Deadline for Proposers to send written inquiries	Feb 5, 2020; 11:00 A.M CT.
4. Deadline for BREC answer written inquiries via addenda	Feb 11, 2020; 11:00 A.M CT.
5. Proposal Submittal Deadline	February 18, 2020; 11:00 A.M CT.
6. Committee Review & Selection Period	Feb 19 – March 6
7. Contract Negotiation	March 6 – 23
8. Planning & Park Resources Advisory Committee Recommendation to Commission	March 24 th
9. Commission approval	March 26, 2020

ATTENDEES:

On Phone:

- CSRS - James Andermann, james.andermann@csrsinc.com
- TBG Partners - Will Jones,

In Person:

- BREC - Angela Harms, aharms@brec.org
- BREC – Brett Wallace, bwallace@brec.org
- DDG - Chad Danes, cdanos@ddgpc.com
- DDG - Michael Thomassie, mthomassie@ddgpc.com
- Carbo Landscape Architects - Zack Broussard, zbroussard@carbo-LA.com
- Franklin Associates - James Taylor, james@franklinassoc.com

MINUTES:

- Send Emails to Lori.Foreman@brec.org – with contact information for those that called in.
- Send all questions/request for clarifications to Lori.Foreman@brec.org
- General Project Info:
 - This will be 13th community park.
 - There could be a name change for the park.
- Review of project schedule & deadlines:
 - Inquiries – submit to Lori.Foreman@brec.org by Feb 5, 2020; 11:00 A.M CT.
 - BREC to issue final clarifications by Feb 11, 2020; 11:00 A.M CT.
 - **February 18, 2020; 11:00 A.M CT** is the submission deadline, no later, as in not 1 second later, will be strictly enforced.
 - We will bring this project to March Commission meeting for approval with contract negotiations completed.
- Review of scope:
 - Scope:
 - Program Elements: Large emergency response/safe-house/recreation center, Maintenance building, bridges, kayaks/canoe launch, trails, and other typical community park features, access, circulation, etc.
 - Green infrastructure and resilience practices
 - Deliverables:
 - Phase 1 Analysis & Data Gathering (1 month);
 - Phase 2 Concept Development (2 months);
 - Phase 3 Master Plan framework, Cost Estimating (2 months);
 - Phase 4 – BREC intends on retaining the successful consultant under separate contract to provide Design Services for the implementation of Phase I of the master plan (design, bidding, bid documents, and construction administration).
 - Public engagement:

- Phase 1 - 1 kick-off meeting with BREC staff and 2 stakeholder meetings
- Phase 2 - 2 stakeholder meetings, 1st Public Meeting
- Phase 3 – 2nd Public Meeting
- Fee proposal shall be submitted in a separate sealed envelope and will not be used in selection process. It will be used to expedite contract negotiation, See page 29 for detail.
- Qualifications: current projects, references, DBE's
- Evaluation – reviewed the scoring categories, suggest formatting proposal to mirror evaluation criteria.

QUESTIONS:

- Who is doing the safe house design work? Will that be separate? How will that interact with this project?
 - **WHCL has completed the schematic design. BREC will continue working with WHCL for the design development and construction documents for the safe house facility. This is a separate project but the selected will have some collaboration on that project**
- Is there a target budget or range for the master plan and the first phase?
 - **Phase I Construction budget – not certain at this time, anywhere between 2 to 5 Million**
- Does the State Fair need to be included in the program? Will that need to be accommodated and remain in the plan? How should the proposers address this in their proposal?
 - **It may be. Part of the scope includes stakeholder meetings and public engagement meetings. More clarity on that will become evident during the master plan process.**
- How would the fee be assessed in the master plan process vs the first phase implementation? Would the standard fee curve be used? Etc.
 - **The master plan would be a negotiated fixed fee. The first phase that would require schematic, design development, construction documents and construction administration would be based on BREC's fee curve.**
- Regarding the five-month timeframe- will there be wiggle room depending on how things go?
 - **Yes, that is a possibility – but we want to try and keep it in the five-month timeframe**
- Selection process – who will be representing BREC on the committee,
 - **The individuals are still to be determined; but tentatively may be BREC staff: Reed Richard, Angela Harms, Will Loe, Brett Wallace, and possibly a BREC Commissioner. It is usually a five-person committee.**
- Are joint ventures acceptable in the prime consultant?
 - **Yes**
- Are DBEs the same as women owned businesses.

- **DBE Participation.** BREC is an equal opportunity employer and encourages the participation of certified Disadvantaged Business Enterprises (“DBE”) in all of its projects. As such, Proposers are strongly encouraged to make good faith efforts to utilize certified DBEs for a portion of this Project. Proposers should include in their Proposal a description of its plan for commercially meaningful participation by certified DBEs on this Project. The term “DBE” as used herein means a business entity that is officially certified as a disadvantaged business enterprise under the State and Local Disadvantaged Business Enterprise program (“SLDBE”) or the Louisiana Unified Certification Program Disadvantaged Business Enterprise (“LAUCP-DBE”).
- How are the DBE points awarded? Is it all or nothing? Is it percentage based? Need some clarification. – Chad question
 - **0 or 10 points will be awarding accordingly.**