

Redevelopment Authority of the City of Milwaukee

Request for Proposal ##57588
Water and Land Use Plan

Addendum #1
May 26, 2015

THIS ADDENDUM IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.

Questions and Answers:

Below are questions and answers grouped into categories and specific parts of the scope.

Proposal Length and Contents

Length: Based on questions from many respondents, we are increasing the acceptable proposal length to twelve 8.5x11” pages. All six of the elements listed under section V.A. in the RFP should be addressed within the proposal. However, no element of the response need have a page of its own - so, for example, sections 1 and 2, or 4 and 5, could be combined as long as the information is clearly conveyed. Teams that use the proposal as an opportunity to demonstrate creativity, resourcefulness, and an ability to achieve multiple goals in limited space will be rewarded in the proposal evaluation process. The three forms that are required to be submitted with your proposal do not count towards the 12 page limit

Work Samples: Work samples are not counted as part 20 pointe proposal, and may include information describing the role or contributions of team members to that work product. One CD with work samples is sufficient.

Team Qualifications: The qualifications and experience of team members should be summarized within the 12 page limit.

Sub-Consultants: If sub-consultants will have a significant role on a team, the response should provide sufficient information about those team members for us to effectively evaluate their contributions. This could mean that as much information is provided about subconsultant as about the primary team members.

Budget

Questions:

Is there a budget specifically approved or allocated for this project?

What is the source of funding for the project?

Research seems to indicate approx.. \$240K available (including covering cost of design Charrette) for the planning effort. Does this mean the city (RACM/IHD) has a ceiling of \$240K to spend on a qualified consultant?

Is there a budget allocated for this project that can be shared?

Answer: The budget is approximately \$170,000 to \$190,000. Proponents are asked to state what they can accomplish for that budget. Furthermore, proponents are requested to provide a menu of tasks, with associated budgets, for additional items that exceed the range previously stated.

Stakeholder Engagement

Questions:

Who will manage the interface with special interests, stakeholders input and public process?

What is the vision / process for engaging current users within the planning area? Similarly, what is the approach to engaging private owners that may not be presently active in the planning area?

Answer: Two organizations have already been actively working to engage stakeholders of all sorts in this process: Harbor District, Inc. and the Sixteenth Street Community Health Centers. These organizations will continue to direct and manage the work with businesses, neighbors, property owners, and other interests through the planning process. This strategy leverages our existing community knowledge and allows us to build ongoing relationships that we can continue to draw on during the redevelopment process and subsequent to the consultant's involvement.

Question: It is clear the SSCHC will be responsible for evaluating/tabulating, conducting community outreach. Will SSCHC develop their own engagement plan for outreach or will their efforts be designed and/or directed through the planning consultant?

Answer: SSCHC will design and manage its own efforts.

Will the City or facilitators defined within the RFP provide translation and communication assistance for non-English speakers?

Answer: While consultants should plan to provide a spanish-language version of their materials, meeting translation services will be arranged SSCHC.

Question: Can you be more clear/concise on what 'support materials' may be the responsibility of the consultant in assisting the SSHC throughout the planning process? Is it the expectation that the Consultant will provide all maps, posters, and workshop materials for the community engagement process? (page 4 'Stakeholder Engagement')

Answer: Yes, the expectation is that the Consultant will provide appropriate materials for the community engagement process in English and Spanish, and in hard copy and web-appropriate versions.

Task 2: Information Gathering and Analysis of Existing Conditions

2.2 - Information Review

Question: It is understood significant work has been done by USEPA regarding the former Solvey Coke site. Question: Is there a compendium of site investigation/remedial action planning for this key parcel and the adjoining coal pile area available for review?

Answer: Public information is limited but we will share what we have.

2.3 - Existing Conditions

Question: Is there available information regarding inner harbor sediments?

Answer: Public information is limited but we will share what we have.

Will all technical testing and existing conditions survey data be provided by the city?

Answer: We will provide information for evaluation under Scope item 2.3.h, including some recent geotechnical and pertinent environmental data, and data related to depths and fluctuations in the waterways. We are not anticipating a level of detail in site design that would require a survey.

Task 3 - Market Analysis

Question: What are the expectations for market analysis as it pertains to the port area/functions besides the research on trends?

Answer: Consultant should complete the necessary market analysis to provide informed recommendations related to land uses, target tenant types, and expansion, maintenance or reduction of port facilities and port-related uses.

Task 9: Project Management and Quality Assurance

9.1 - Project Management

Question: HDI is referenced as the day-to-day manager. Will they consolidate feedback and be the primary decision maker when/if differences in opinion arise?

Answer: HDI will consolidate feedback. The Contract Management Team will make decisions by vote if a consensus decision cannot be reached, and results will be conveyed by HDI to the consultant team.

9.3 - Project Schedule

Question: Is expedited delivery of project acceptable?

Answer: An expedited delivery is acceptable provided it accommodates adequate opportunities for stakeholder feedback. Also, the plan should incorporate in a meaningful way the results of the Waterfront Design Charrette, to be held in October.

Below are specific questions and answers

Question: Can you be more clear/concise on what 'support materials' may be the responsibility of the consultant in assisting the SSHC throughout the planning process? Is it the expectation that the Consultant will provide all maps, posters, and workshop materials for the community engagement process? (page 4 'Stakeholder Engagement')

Answer: The consultant will provide all materials for public meetings, as well as for posting on line, in both English and Spanish. Materials should include maps, displays, renderings, handouts and other documents as necessary, appropriate to engaging and informing members of the general public about key planning decisions and strategies, in order to gather their input.

Question: Does the expectation for a Shoreline Zone include looking inland as far up the KK River to Chase Avenue, or is it meant to address the Inner Harbor shoreline?

Answer: The plan should address desirable outcomes or target uses along the entire shoreline, including the KK River, but detailed plans or cross sections are not expected for the KK zone.

Question: Is the six page limit six sheets of paper, with content on both sides (12) or just one side (6)?

Answer: The previously stated limit of 6 pages has been increased to 12 pages. This would include all information to be provided pursuant to Section V (A) of the RFP.

Question: The RFP contains an attachment D – should this be submitted with our proposal as well?

Answer: If information in a proposal is deemed by the proponent as proprietary and confidential and is being submitted to RACM under a pledge of confidentiality, then yes, it should be submitted with the proposal

Question: As the title page only calls for limited content to be included, could we start our letter of transmittal on the same page in an effort to utilize all available space?

Answer: The previously stated limit of 6 pages has been increased to 12 pages. This would include all information to be provided pursuant to Section V (A) of the RFP. Multiple items may be combined onto a single page to save space.

Question: On page six of the RFP, it indicates all subcontractors must be approved by the City of Milwaukee. Does that refer to before work starts, or is there a database of approved subcontractors we should be using?

Answer: Before work starts.

Question: Can you confirm none of the forms count towards the page limit? Therefore the six page limit includes: title page, letter of transmittal, experience/quals, and staffing.

Answer: The forms do not count towards the page limit.

Question: Please confirm it is 6 single sided pages.

Answer: The previously stated limit of 6 pages has been increased to 12 single-sided, 8.5x11 pages. This would include all information to be provided pursuant to Section V (A) of the RFP.

Question: Is item 4 two separate items? a) Paragraph 1 (consultant + subcontractor's experience in working on similar projects) included in the 6 page count? Paragraph 2 (Sample of work demonstrating writing, editing and graphics ability on CD) excluded form 6 page count?

Answer: Yes, the qualifications and experience of Consultant and sub-consultant team members should be summarized within the 12 page limit. If sub-consultants will have a significant role on a team, the response should provide sufficient information about those team members for us to effectively evaluate their contributions. This could mean that as much information is provided about subconsultant as about the primary team members. Work samples are not counted as part of the proposal, and may include information describing the role or contributions of team members to that work product. One CD with work samples is sufficient.

Question: Is Item 6, SBE Participation Attachment Form A?

Answer: Yes.

Question: Is SBE Participation Attachment Form A included in the 6 page count?

Answer: No, the forms are not included in the page count requirement.

Question: Do you also require 7 copies of: SBE Information Form A; Affidavit of No Interest; and Non-Debarment Form?

Answer: One copy to be included in the proposal marked "original" is sufficient.

Question: Exclude Attachment D. Designation of Confidential and Proprietary Information Form for this response to this RFP?

Answer: If information in a proposal is deemed by the proponent as proprietary and confidential and is being submitted to RACM under a pledge of confidentiality, then yes, it should be submitted with the proposal.

Question: Is Item 2. Letter of Transmittal required on letterhead taking up at 1 page of the 6 page count?

Answer: It will count towards the page limit.

Question: Will DCD provide expertise and staff support in the implementation of resulting zoning overlays, or should we anticipate the addition of a zoning attorney for this study?

Answer: DCD will provide expertise.

Question: We understand the requirements for a maximum of 6 pages, excluding project examples, in the submittal. There are three required forms as part of the submittal. Are these included in the page limit? Please clarify.

Answer: The forms do not count towards the page limit. The previously stated limit of 6 pages has been increased to 12 pages. This would include all information to be provided pursuant to Section V (A) of the RFP.

Question: Does the City have standard terms and conditions that will be part of this contract that we can review as part of our bid process?

Answer: See attached Professional Services Form Contract for the Redevelopment Authority (Additional language may be added if grant funding is included in funding the contract)

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED May 26, 2015) FOR REQUEST FOR PROPOSAL #57588, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR REQUEST FOR PROPOSAL. PROPOSALS SUBMITTED WITHOUT THIS ADDENDUM MAY BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS _____ DAY OF _____, 2015.

SIGNATURE

COMPANY NAME