

## **Addendum No. 1**

**DATE: August 19, 2024**

**NAME OF RFQ: Site-Specific Master Plan for Burlington City Park**

**RFQ: #24-0830**

To: Prospective Bidders

This addendum containing the following additions, clarifications, and/or changes, is issued prior to receipt of bids/proposals and does hereby become part of the original specifications and documents and supersedes the original specifications and documents in case of conflict. Receipt of this addendum must be acknowledged by signing in the area indicated below. This addendum must be signed and returned with your bid/proposal. In the event that your bid/proposal has been mailed prior to receiving this addendum, you may submit the addendum in a second envelope or email clearly marked as an addendum #1 to be attached to "City of Burlington Site-Specific Master Plan for Burlington City Park. This addendum and bid response must be received by 5:00 **p.m., on August 30, 2024.** Failure to do so will result in the disqualification of the corresponding bid.

Please refer to the subject bid proposal and make the following changes or clarifications:

- What is the construction budget:
  - There is no identified construction budget. We are seeking firms to complete a master plan.
- What is the project budget:
  - There is no published project budget.
- Does the project need to be AIA Architect-led?
  - No.
- Do you have a preference for Architect or Landscape-Architect led project team.
  - No. We are open to either.
- Is there a pre-submittal meeting?
  - No
- Is there a page limit to the submittal?
  - No
- Should the roles be AIA certified or just formatted per AIA?
  - Formatted
- Team member Resumes: We wanted to clarify that the statement "reference contact information". That applies for project experience vs team member specific experience correct?
  - Resumes requested are for team members and their specific project experience
- Is there topographic data available for the site such as flood plain and utility information?
  - Yes, the City will be able to provide this information.
- Is a traffic data analysis required as part of the project?
  - No
- Can you elaborate regarding the building program for the project? Will there be new buildings that should be programmed?

- We'll look for designer recommendations based on data and input but I can certainly imagine recommendations for a new or reimagined maintenance shop and possibly a stand alone food/beverage option near the Tennis/Pickleball/Aquatics area. I believe there will be renovation or replacement suggestions that come out of the plan as well in regard to some existing shelters, restrooms, and concession stand buildings.
- Do you anticipate the need for a public engagement process?
  - I'd like the selected firm to review the data available from the 2019 Amusement Park engagement and the 2023 Master Plan engagement. I think stakeholder focus groups would be necessary but the firm may determine that they have enough input to move forward with and we'd be ok with that. We are also really well equipped to support public engagement in house as needed.
- Do you anticipate the need for new park programming, ie, sports fields, playgrounds, etc.?
  - I doubt those items will be needed based on available space and existing assets. Replacement assets (amusement park features, for example) and possible additions to the campus should be considered.
- May we submit project pages displaying example comparative work, if so, how many examples or pages may be submit.
  - Yes. No limit.
- Who is on the selection committee?
  - ACM Rachel Kelly, Recreation & Parks Director Tony Laws, Parks Superintendent Casey Gural, Recreation Superintendent Bobbi Ruffin-Alston, New Leaf Society Executive Director Katie Snider.
- The RFQ timeline from issue to submittal deadline is only three weeks, can you explain the short timeline?
  - This is an RFQ and we are only requesting firm qualifications and not a project proposal.
- Is the City looking for minor enhancements or more of a redesign?
  - The City is interested in creating a plan for the renovation, replacement, enhancement of park assets.
- In addition to the 2024 master plan, can you provide access to *“existing applicable plans and data and stakeholder input”* referenced in the RFQ?
  - We will make available to the selected firm raw public engagement data and preliminary plans created in 2019 as part of the amusement park “mini master plan” that was never adopted by City Council.
- *Item 1. Preliminary a. Collect input from City-identified stakeholders and project team members*
  - Do you anticipate a broad Community Engagement effort as part of the Preliminary work or relying on previous stakeholder input?
  - I'd like the selected firm to review the data available from the 2019 Amusement Park engagement and the 2023 Master Plan engagement. I think stakeholder focus groups would be necessary but the firm may determine that they have enough input to move forward with and we'd be ok with that. We are also really well equipped to support public engagement in house as needed.
- Is there on-site staff or maintenance facilities currently?
  - BRPD administration building, athletic maintenance, and park maintenance are all located on the City Park campus
- Do you have a recent survey of the 90 acre park or mapping of the ex. Little Alamance Creek buffers?
  - We can provide this to the selected firm as needed
- Is the City interested in seeing elaborated project experience? Or just the project listings within the resumes?
  - No preference
- It is not clear if project descriptions can be separate from the individual resumes. Can we provide project descriptions separate from the resumes, or are you looking to see project descriptions and the client contact information within each resume?

- We are interested in team member experience.
- Can you also please clarify if you want a project description for each and every project listed in an individual's resume? For instance, if we have 5 projects listed for Team Member A, 5 for Team Member B, do we need to provide descriptions and client contact for all those listed projects?
  - You only need to include descriptions and contact information for the most recent projects.
- I was wondering if you would be able to send a copy of the reports for 2019 Amusement Park engagement and the 2023 Master Plan engagement?
  - The master plan was linked in our RFQ. The direct link is here:  
<https://www.burlingtonnc.gov/DocumentCenter/View/25598/Recreation--Parks-Master-Plan---Adopted-Feb-2024?bidId=>
  - I'd prefer to share that raw data with the selected firm after some discussion on strategy and context.

All other specifications, terms and conditions remain as required in the initial Request for Qualifications.

Respectfully,

*Sonjia Cross*

Sonjia Cross, CLGPO  
Purchasing Manager

**I have read and acknowledge receipt of Addendum No. 1**

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_