

Request for Qualifications
Design Services for Multiple Park Design Projects
Addendum 1

1. If soil testing is required, will the awarded firm be responsible or will the Town?

If soil testing is required, the awarded firm will be responsible for providing these services.

2. Are firms required to submit separate qualifications for each park project, or submit one for both?

Firms looking to submit for both projects should submit one Statement of Qualifications that cover both projects.

3. What is the extent of community engagement requested by the Town of Zebulon?

The extent of the community engagement would be for the awarded firm to host 1 two hour long public workshop designed specifically for the disc golf portion of the Zebulon Community Park plan. The goal is to gather input directly from the disc golf community on desired course features, layouts, and amenities for the new, redesigned course.

4. What other projects that may be on the boards that could affect this project?

There are no other Town of Zebulon projects that would have an impact on these projects.

5. Section II states “For multiple project submission, place the project name at the top of each applicable page.” Can the City provide further information on that requirement? It is only noted in the team organization section.

Please label at the top of each page which specific project(s) are covered on that specific page. This is for ease of review for the review committee for Statements of Qualifications from firms that are submitting for both projects.

6. Does the City anticipate separate teams for each park design project?

The specific project approach from each proposal will be evaluated based upon the proposed team(s) ability to complete each project simultaneously. The Town does not expect, one way or the other, if that will be one design team handling both projects, or if two design teams from the same firm will handle each separately, or if the Town deems it in the best interest of the Town, that it be two teams from separate firms handling each project.

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7. Section IV asks for resumes of the key staff. May we put full-page resumes in an appendix? Page 5 of the RFQ notes that covers and appendices do not count toward the maximum page allowance.

Full-page resumes may be added to the appendix, but it does not eliminate the need to fully and properly address staff resumes, with details regarding each team members' experiences and qualifications, in the required section of the Statement of Qualifications.

8. In Section VI Selection Criteria, bullet 4, the RFQ states "Ability to meet Project." Can the City provide additional information on the specifics of that criterion?

The criterion "Ability to meet the Project" will be looking at items that demonstrate the firm and the team's ability to successfully complete projects of this nature. This can include, but is not limited to, items such as the proposed overall team members experience, the size and ability of the team, percentage of time commitment of each team member, and understanding and familiarity of the scope.

9. Does the total budget include surveying and geotech investigations?

The total budget does include any required surveying and Geotech investigations.

10. Are there any federal or state funding for this project, if so, would you please provide detail about the funding source?

There are currently no state or federal funds allocated for either project.

11. Under the "Submittal Response Requirements" section, it states that the maximum page allowance excludes the cover page and appendices. Can you confirm if appendices are permitted? If so, are there any guidelines on what can be included and is there a maximum page limit for the appendix?

Appendices are allowed for any support documentation that may be needed for the Statement of Qualifications. Items may include things such as full-page resumes or detailed examples of similar projects. However, putting items in the appendix does not excuse not properly and fully addressing any required elements in the Statement of Qualifications.

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There is not a maximum page limit for the appendix, but firms should be mindful of the additional review time needed by the review committees when electing to add items to the appendix.